

PARKVIEW HEIGHTS HOMEOWNERS ASSOCIATION

NOTICE

DATE: November 5, 2025
TO: Parkview Heights Homeowners Association
FROM: Parkview Heights Homeowners Association Board of Directors
SUBJECT: **2025 Annual Meeting of the Membership / 2026 Budget Ratification Meeting**

This is formal notice for the **2025 Annual Meeting** of the Parkview Heights Homeowners Association. Notice is hereby sent pursuant to the guidelines in the Colorado Common Interest Ownership Act (CCIOA) Article 38-33.3-303 and the Association bylaws. In accordance with the Bylaws, the Association will hold an election of the Board of Directors (BOD) for terms of one (1) to (3) years. This is a volunteer position.

If you are interested in running for the Board, please fill out and return the enclosed nomination form by the stated deadline. Your name will be added to a preprinted election ballot. Nominations will also be taken from the floor on the evening of the meeting. Members in good standing will be entitled to vote during the meeting. If you would like to bring your account into good standing, please contact management at 303-309-6220 as soon as possible.

The Association will also hold a discussion regarding the 2026 Board Adopted Annual Budget. CCIOA defines the ratification process as a veto process which requires 51% or more of the membership to attend the meeting to veto its ratification/approval. Quorum is not required for this meeting. Enclosed you will find a copy of the 2026 operating budget (10% decrease) for your review.

In 2021, the Board approved to replace the HOA owned vinyl fence line that runs along Smoky Hill Road and Riveria Way with a new eight high TREX fence. The work was completed in 2022 which was 100% funded by the Association's Reserve Account. In 2025, the Board approved to replace the HOA owned three-rail vinyl fence line that runs along the east and north sides of the Association with a new three-rail TREX fence. This work is underway and is slated to be complete before the end of the year. This project is also 100% funded by the Association's Reserve Account.

Please fill out and return your proxy even if you plan to attend. You may reclaim your proxy at the meeting, but it is vitally important we receive proxies in order to achieve quorum and conduct business of the Association.

Meeting will be held as noted below:

Date: Thursday, November 20, 2025
Time: 6:30 p.m. (registration at 6:15 p.m.)
Where: 22277 East Lake Lane, Centennial Colorado 80015

Business to come before this meeting:

- I. Call to Order / Proof of Notice
- II. Establish Quorum (20% of homes)
- III. Approval of the 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023 and 2024 Annual Meeting Minutes
- IV. Reports of Officers and Committees
- V. 2026 Annual Budget Ratification – 10% Decrease
- VI. Election (4 seats, terms 1, 2 and 3 years)
- VII. Unfinished Business
- VIII. New Business
- IX. Adjourn

PROXY

I do hereby constitute, make, and appoint _____ (name) with full power of substitution, for me and in my name, place and stead, to vote at the **Parkview Heights Homeowners Association, Inc. 2025 Annual Meeting** located at **22277 East Lake Lane, Centennial CO 80015** on **Thursday, November 20, 2025 at 6:30p.m.**, or at any adjournment thereof, for the 2025 Annual Meeting along with such other business as may properly come before said meeting, according to the number of votes I would be entitled to cast if personally present. If my proxy recipient is absent or this proxy is not signed but not directed, I understand my proxy will default to the Board Secretary.

Witness my hand this _____ day of _____, 2025.

Signature

Address

PRINTED NAME

Date

RETURN SIGNED PROXIES TO: Parkview Heights Homeowners Association (mail) c/o Metro Property Management, Inc. (address below) or email to danderson@MetroPropertyMgt.com **NO LATER THAN WEDNESDAY NOVEMBER 19, 2025, BY 5:00 PM. Proxies may be carried into the meeting.**

**Parkview Heights Homeowner Association 2024 Annual
Membership & 2025 Budget Ratification Meeting Minutes
Thursday, November 14, 2024, 6:30 PM
22277 East Lake Lane
Centennial, Colorado 80015**

Call to Order 6:35 PM

- Present Board Members: Pat Altebaumer, Clay Connor, Darcy O'Dell, Bastedo, Ed Dettling, and Artem Ivushkin. Also in attendance from Metro Property Management Inc. was Dan Anderson.
- Six additional homeowners were present along with five received proxies.

Purpose of Meeting

- Annual HOA Meeting: Hold Elections plus Ratify the 2025 Annual Budget. The meeting could not be held as the quorum requirement of 20% of the membership to be present or represented by proxy was not reached.
- Without meeting quorum, Annual Meeting Minutes from 2016, 2017, 2018, 2019, 2020, 2021, 2022 and 2023 could not be approved.
- The 2025 Adopted Annual Budget was ratified with no increase or decrease.

Adjournment

- Meeting adjourned at 6:43 PM

Signature

Date

**Parkview Heights Homeowner Association 2023 Annual
Membership Meeting Minutes
Thursday, November 30, 2023, 6:30 PM
22277 East Lake Lane
Centennial, Colorado 80015**

Call to Order 6:32 PM

- Present Board Members: Pat Altebaumer, Clay Connor, Darcy O'Dell, Bastedo, Ed Dettling, and Artem Ivushkin. Also in attendance from Metro Property Management Inc. was Dan Anderson.
- Five additional homeowners were present along with eight received proxies.

Purpose of Meeting

- Annual HOA Meeting: Hold Elections plus Ratify the 2024 Annual Budget. The meeting could not be held as the quorum requirement of 20% of the membership be present or represented by proxy was not reached.
- Without meeting quorum, Annual Meeting Minutes from 2015, 2016, 2017, 2018, 2019, 2020, 2021 and 2022 could not be approved.
- Ratification of the 2024 Adopted Annual Budget was pushed back to the Board Meeting following the Annual Meeting. No business was conducted.

Adjournment

- Meeting adjourned at 6:42 PM

Signature

Date

**Parkview Heights Homeowner Association 2022 Annual
Membership Meeting Minutes
Thursday, November 10, 2022, 6:30 PM
22277 East Lake Lane
Centennial, Colorado 80015**

Call to Order 6:37 PM

- Present Board Members: Pat Altebaumer, Darcy O'Dell, Bastedo, Ed Dettling, and Artem Ivushkin. Also in attendance from Metro Property Management Inc. was Dan Anderson.
- Four additional homeowners were present along with six received proxies.

Purpose of Meeting

- Annual HOA Meeting: Hold Elections plus Ratify the 2023 Annual Budget. The meeting could not be held as the quorum requirement of 20% of the membership be present or represented by proxy was not reached.
- Without meeting quorum, Annual Meeting Minutes from 2015, 2016, 2017, 2018, 2019, 2020 and 2021 could not be approved.
- Ratification of the 2023 Adopted Annual Budget was push back to the Board Meeting following the Annual Meeting. No business was conducted.

Adjournment

- Meeting adjourned at 6:46 PM

Signature

Date

**Parkview Heights Homeowner Association 2021 Annual
Membership Meeting Minutes
Thursday, November 18, 2021, 6:30 PM
22277 East Lake Lane
Centennial, Colorado 80015**

Call to Order 6:39 PM

- Present Board Members: Pat Altebaumer, Darcy O'Dell, Bastedo, Ed Dettling, and Beth Rashon. Also in attendance from Metro Property Management Inc. was Dan Anderson.
- Nine Homeowners were present along with four received proxies.

Purpose of Meeting

- Annual HOA Meeting: Hold Elections plus Ratify the 2022 Annual Budget. The meeting could not be held as the quorum requirement of 20% of the membership be present or represented by proxy was not reached.
- Without meeting quorum, Annual Meeting Minutes from 2015, 2016, 2017, 2018, 2019, 2020 could not be approved.
- Ratification of the 2022 Adopted Annual Budget was push back to the Board Meeting following the Annual Meeting. No business was conducted.

Adjournment

- Meeting adjourned at 6:48 PM

Signature

Date

**Parkview Heights Homeowner Association 2020 Annual
Membership Meeting Minutes
Thursday, December 3, 2020, 6:30 PM
22277 East Lake Lane
Centennial, Colorado 80015**

Call to Order 6:35 PM

- Present Board Members: Pat Altebaumer, Clay Conner, Ed Dettling, and Beth Rashon. Also in attendance from Metro Property Management Inc. was Dan Anderson.
- Seven Homeowners were present along with seven received proxies.

Purpose of Meeting

- Annual HOA Meeting: Hold Elections plus Ratify the 2021 Annual Budget. The meeting could not be held as the quorum requirement of 20% of the membership be present or represented by proxy was not reached.
- Without meeting quorum, Annual Meeting Minutes from 2016, 2017, 2018, 2019 could not be approved.
- Ratification of the 2021 Adopted Annual Budget was push back to the Board Meeting following the Annual Meeting. No business was conducted.

Adjournment

- Meeting adjourned at 6:43 PM

Signature

Date

**Parkview Heights Homeowner Association 2019 Annual
Membership Meeting
Thursday, November 7, 2019 6:30 PM
South Metro Fire Station 14
22298 E Aurora Parkway, Aurora Co 80016**

Call to Order

- The meeting was called to order at 6:38 PM.
- Board members present: Pat Altebaumer, Darcy O'Dell, Ed Dettling and Ashley Pasillas.
- In attendance from Metro Property Management Inc. was Dan Anderson.
- 4 Homeowners present, no proxies received

Purpose of Meeting

- Annual HOA Meeting

Annual Meeting Discussion

- 10% Increase questions
 - Homeowners requesting clarity on the reason for the increase
 - Increase will go into effect 1/1/2020
- Fence discussion
 - Longevity & cost

Approval of Previous Minutes

- We do not have a quorum, therefore the minutes cannot be approved.

Adjournment

**Parkview Heights Homeowner's Association
2017 Annual Meeting Minutes
Thursday, November 16, 2017**

Call to Order/ Proof of Notice

The meeting was called to order at 7:02 PM by Pat Altebaumer, filling in for President Yolanda Levesque who was filling in for Secretary Clay Conner who was absent. Also in attendance was Darcy Bastado, Member at Large and Property Manager Dan Anderson. Two homeowners were present and 3 were represented by proxy. Proof of notice for the meeting was established.

Quorum

We were unable to establish a quorum of 20 % of membership due to poor turnout and very poor proxy participation.

Introductions

The Board Members and Property Manager all introduced themselves to the homeowners present.

Approval of Minutes

The 2016 HOA Annual Meeting Minutes could not be approved due to the fact that a quorum was not established.

President's HOA 2017-2018 Report

President Yolanda Levesque reported that the HOA is in very good shape at this time with most homeowners being up to date on dues and compliant with covenants. The transition to Metro Property Management has been very positive and our new Property Manager has worked hard to accomplish a lot for our HOA. The Board and Property Manager are working steadily to resolve problems in as timely a manner as possible. The finances for Parkview Heights are in good shape with money being steadily contributed to reserves toward the goal of replacing the perimeter fence in 4 or 5 years. Volunteer Val Farnham has been helping with the newsletter and we are looking forward to improving and growing in that area in the future months.

Ratification of Budget

The new budget was reviewed. Dan reported no complaints from homeowners regarding 10% increase in dues for next year. The budget was ratified.

Election

Due to lack of quorum we were unable to conduct a traditional election. All current Board members agree to serve another term. One new Board member, Ashley Langmacker was appointed.

New Business/Open Discussion

There were no issues raised.

Adjournment

The meeting was adjourned at 7:25 PM.

**Parkview Heights Homeowner Association 2018 Annual
Meeting
Thursday, November 15, 2018 6:30 PM
South Metro Fire Station 14
22298 E Aurora Parkway, Aurora Co 80016**

Call to Order

- The meeting was called to order at 6:30 PM.
- Board members present: Clay Conner, Pat Altebaumer, Darcy O'Dell, and Ashley Pasillas.
- In attendance from Metro Property Management Inc. was Dan Anderson.
- Homeowners present: Danielle Braman, Zach Coleman, Nick Inay, Beth Rashon, and Ed Dettling.

Purpose of Meeting

- Annual HOA Meeting

Approval of Previous Minutes

- Quorum was not achieved; therefore the minutes cannot be approved.

Annual Meeting Discussion

- 10% increase questions
 - Homeowners requesting clarity on the reason for the increase. Future fence replacement.
 - 2019 Annual Budget was ratified. Increase will go into effect 1/1/2019

Board Members

- Yolanda Levesque resigned from the Board. Both Beth Rashon and Ed Dettling were appointed to the Board.

Adjournment

- 2018 Annual Meeting adjourned at 7:15 PM

**Parkview Heights Homeowner Association 2016 Annual
Membership Meeting Minutes
Tuesday November 30 2016 7:00 PM
South Metro Fire Station 14
22298 E Aurora Parkway, Aurora Co 80016**

7:06 PM - Roll Call

All Board members were present: Yolanda Levesque, Pat Altebaumer, Darcy Bastado, and Clay Conner. Also in attendance from Metro Property Management Inc was Dan Anderson.

There was one homeowner in attendance or represented by proxy, therefore a quorum was not met and official Board Member Elections could not be held.

Ratification

2017 Budget Ratification. Motion made to ratify the Adopted 2017 Budget seconded and approved by all in attendance

Adjournment

Open meeting adjourned at 7:20 PM

 **DRAFT**

Signature

Date

PARKVIEW HEIGHTS HOMEOWNERS ASSOCIATION

NOMINATION APPLICATION

MEETING WILL BE HELD AT 22277 EAST LAKE LANE, CENTENNIAL CO 80015: Thursday,
November 20, 2025, at 6:30p.m.

NAME _____

ADDRESS _____

**WHY YOU WANT TO BE ON THE BOARD OF DIRECTORS (Please print clearly- Information submitted
will be included in the Annual Meeting Packet and distributed to the members on the evening of the Annual
Meeting)**

Signature _____

Date _____

RETURN NOMINATION APPLICATION TO: Parkview Heights Homeowners Association (mail) c/o Metro Property Management, Inc. (address below) or email to danderson@MetroPropertyMgt.com

NO LATER THAN WEDNESDAY NOVEMBER 19, 2025, BY 5:00 PM. Nominations will also be taken from the floor.

PARKVIEW HEIGHTS HOA 2026 ADOPTED (11-3-2025) ANNUAL BUDGET
146 HOMES, \$210.15 PER HOME PER QUARTER. 10% DECREASE

Parkview Heights HOA	Actual Oct. 2024 - Sept. 2025	2025 Budget	Adopted 2026 Annual Budget
Revenues			
Assessment Income	136,364.00	136,364.00	122,727.60
Late Charges	3,525.00	0.00	0.00
Violation Fee Income	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00
Interest Income	446.67	0.00	0.00
Miscellaneous Income	475.56	0.00	0.00
TOTAL REVENUES	140,811.23	136,364.00	122,727.60
EXPENSES			
Utilities			
Electric	698.25	725.00	750.00
Trash	26,097.18	29,200.00	31,000.00
Irrigation Water	10,986.03	11,000.00	11,000.00
Operating Costs			
Landscape Contract	10,092.84	10,800.00	10,500.00
Irrigation Repairs	1,704.00	2,000.00	3,000.00
Grounds Improvements	0.00	6,200.00	1,500.00
Tree Shrub Pruning	20,163.00	14,000.00	2,500.00
Chemical Application	0.00	600.00	487.64
Snow Removal	4,414.00	4,200.00	4,000.00
Holiday Lighting	3,354.32	2,125.00	2,000.00
Misc. Grounds Maintenance	6,197.96	3,000.00	3,000.00
Fence Maintenance & Repa	0.00	1,000.00	1,000.00
Monument Signage	0.00	500.00	400.00
Administration			
Management	22,002.40	20,281.56	20,889.96
Administration	3,184.95	6,200.00	6,000.00
Insurance	4,264.00	4,200.00	4,900.00
Audit/Tax Prep	450.00	500.00	500.00
Bank Charges	30.00	0.00	0.00
Legal - Gen Counsel	109.50	1,000.00	1,000.00
Legal - Collection	6,715.00	5,000.00	5,000.00
Misc. Expense	0.00	0.00	0.00
Committees			
Community Activities	0.00	1,000.00	1,000.00
Reserves			
Reserve Transfer	12,778.96	12,832.44	12,300.00
TOTAL EXPENSES	133,242.39	136,364.00	122,727.60