

PROPERTY OWNERS ASSOCIATION, INC. ELK STREAM RANCH ANNUAL MEETING  
NOTICE

June 25, 2025

Dear Association Member,

On behalf of the Elk Stream Ranch Board of Directors, you are invited to attend the 2025 Annual Meeting of the Elk Stream Ranch Property Owners Association (ESRPOA). The meeting will be held on August 9, 2025, at 9:00am at the Mancos Community Center located at 130 West Grand Ave. Mancos, Colorado. A luncheon will be provided at the end of the meeting, so please RSVP to Jenna Roach by email at [jwicburg@gmail.com](mailto:jwicburg@gmail.com) or phone at 970-769-0396. The agenda for the meeting is provided. If there are any items you would like to add to the agenda, please notify the Board by July 31st, 2025, so time can be allotted.

Attached you will find the 2025-2026 ESRPOA draft budget. The budget shows projected expenditures for the next fiscal year that begins on August 1. Updated expenses, account balances and a current budget report will be presented at the meeting.

The 2024-2025 Assessment per Lot will be \$2,350, allocated between on-going Operations and Projects and Capital Expenditure Reserves. Assessment Notices will be mailed out in September and the Annual Assessment will be due by October 31, 2025. The dues assessment of \$2100 is the same as last year and provides for ongoing projects mostly related to road maintenance and snow removal. There are also costs associated with weed mitigation and control and other miscellaneous matters. Ongoing projects will be discussed at the meeting. The budget also includes a one time \$250 assessment for the capital reserve related primarily to the road.

We will be electing a new Board member to replace Pam Surabian, who is completing her three-year term. The Board's nominee is Dan DeBacker. The floor will be open to additional nominations.

We will also be updating the Bylaws and Policies as recommended by our attorney, Erin Johnson. Full copies of the recommended updated documents will be posted on the Association web site. The Amended Bylaws require a 2/3 vote of the membership and amended by-laws a 50% vote of members present. So each member's vote, whether present or by proxy, will be critical.

Please read the proxy instructions carefully which are included in this letter. If you are unable to attend the meeting, we ask that you please execute and return a proxy. If you have any questions regarding the proxy instructions, please contact a board member.

We look forward to seeing those of you who can attend the meeting on August 9th.

Best regards, ESRPOA Board of Directors:

Pam Surabian, Sean Moore, Jenna Roach

## ANNUAL MEETING AGENDA

### ELK STREAM RANCH PROPERTY OWNERS ASSOCIATION

August 9, 2025 - 9:00am

Mancos Community Center, 130 West Grand Ave., Mancos, CO

Welcome and Opening remarks

Introductions: Board and Officers  
Committees  
Members

Determination of Quorum

Review of Annual Meeting Minutes for 2024 as posted on the website

#### Reports

Treasurer's Report – Jenna Roach  
Design Review Committee Report - Alan Scott  
Property Management Committee Report – Ken Surabian  
Fire Mitigation Report, Weed Policy, Emergency Alert Systems - Gem Boone  
Website Report - Alan Scott

#### New Business

2025-2026 Adopted Budget - Review and Membership Action, if any  
Approve Amended By-Laws  
Approve Flag Policy  
Nominations and Election of Director for Three Year Term on the Board  
Board recommendation is Dan DeBacker, floor open to additional  
nominations  
Other

Approximately 12:00pm - Meeting Adjournment

12:00 - 1:00 Lunch

ESR POA 2025 - 2026 Budget Draft	
	2025 - 2026
2025 - 202-63 Dues Assessment	\$ 2,100.00
Snow Plow Assessment	\$ -
Capital Reserve Assessment	\$ 250.00
Total Assessment per Lot	\$ 2,350.00
Operating Account	2025 - 2026 Budget
<b>Income</b>	
Annual Dues	\$ 73,500.00
Interest and Late Fees	\$ 100.00
DRC Plan Fees	\$ 500.00
Grazing Income	\$ -
Montezuma County Weed Program	\$ 500.00
Road Use and License Fees	\$ 3,800.00
Snowplow assessment	\$ -
Capital Reserve Assessment	\$ 8,750.00
Legal Reserve Assessment	\$ -
Road Reserve Fund Transfer	\$ -
Fire Mitigation Partnership Reimbursement	\$ -
<b>Total Income</b>	<b>\$ 87,150.00</b>
Snow Removal transferred into General Fund	\$ -
Transfer to Capital Reserve Fund	\$ 8,750.00
Transfer to Legal Reserve Fund	\$ -
Transfer to Snowplow Reserve Fund	\$ -
Total Income After Reserve Fund Transfers	\$ 78,400.00
<b>Expenses</b>	
Bank Fees	\$ 50.00
Corporate Fee/Bookkeeping	\$ 1,800.00
Electricity	\$ 520.00
Income Tax	\$ -
Income Tax Preparaion	\$ 100.00
Insurance	\$ 1,400.00
Annual Meeting Expense	\$ 400.00

Photocopy/office supplies	\$ 100.00
Postage and PO Box	\$ 150.00
Legal Expense	\$ 2,000.00
Website Hosting Fee	\$ 150.00
Firewise of SW Colorado Donation	\$ -
Other Admin Expense/Gift	\$ 50.00
Donation To Mancos Fire Dept	
Internet/Cloud for Gate	\$ 100.00
Telephone Services for Gate	\$ 1,240.00
<b>Property Management Committee</b>	
Fire Hazard Mitigation	\$ 2,500.00
Road Repair & Maintenance	\$ 45,900.00
Snow Removal	\$ 18,190.00
Weed Control	\$ 2,500.00
Fence Repair and Maintenance	\$ 1,250.00
Gate Security Cameras, Internet Setup & Cattle Gate	\$ -
Kiosk	\$ -
Mailbox Relocation	\$ -
Total Operating Expense	\$ 78,400.00

## **Instructions to members for completing and sending proxies for the 2025 Annual meeting of Elk Stream Ranch POA**

- Before you designate a proxy holder, contact them and make sure they will be at the meeting and are willing to act as your representative. You can also designate the “ESRPOA Board” as your proxy holder.
- Execute your proxy if you think you cannot attend the meeting (If you change your mind and decide to attend, you will be able to revoke your proxy and vote in person) **SIGN AND DATE YOUR PROXY!!** Proxies are no longer valid 11 months from when they are signed and dated.
- If you wish to give direction to your proxy holder, use the form “Proxy Directions” to do so, and check the appropriate box on your proxy. Due to new voting secrecy requirements of Colorado State law (SB-100) these instructions are considered private between you and your designated proxy holder.
- Send in your proxy:
  - By Mail to ESRPOA: Address your mailing to Elk Stream Ranch POA, PO Box 285 Mancos, CO 81328. ESRPOA will make sure your designated proxy holder is given your proxy and directions if any. **Please allow at least ten calendar days for mail delivery. Proxy should arrive at Mancos PO no later than August 1st, 2025.**
  - By E-MAIL: **Please e-mail prior to 5 pm Mountain Daylight time on Friday, August 1, 2025. Use the following e-mail address: [jwicburg@gmail.com](mailto:jwicburg@gmail.com).** The ESRPOA agent receiving the e-mail will print it and will fold and seal any directions accompanying the proxy and will not disclose the contents to any other person.
  - You may also send your proxy and directions directly to your designated proxy holder who will present it to Pam Surabian for the Annual Meeting. You can send it by mail, deliver it in person, or send it by e-mail.

**REVOCABLE PROXY TO VOTE MEMBERSHIP<sup>[SEP]</sup> OF<sup>[SEP]</sup> ELK STREAM RANCH  
PROPERTY OWNERS ASSOCIATION, INC.**

The undersigned, being the owner(s) of Lot Number(s) \_\_\_\_\_ in Elk Stream Ranch do hereby grant to \_\_\_\_\_ a proxy and appoint him/her as my attorney-in-fact to vote on behalf of the undersigned all memberships held by undersigned in Elk Stream Ranch Property Owners Association, Inc. (ESRPOA) at the Annual meeting of the Members of ESRPOA to be held **August 9th, 2025**, and said proxy holder is entitled to attend said meetings and act on my behalf and vote shares personally to the same extent as if I voted the shares personally.

During the life of this proxy, I (we) direct that: (check only one) \_\_\_ The proxy holder shall have the full discretion to vote as proxy holder sees fit.

Or \_\_\_ The proxy holder shall vote according to the directions I have provided in a sealed proxy directive document attached to this proxy or have otherwise transmitted to the proxy holder. The undersigned may revoke this proxy at any time by providing written notice of termination to both the proxy holder and to ESRPOA, by certified mail, return receipt requested, or in person. This agreement is binding on and inures to the benefit of the parties, their successors, assigns, and personal representatives. *This proxy shall no longer be valid after 11 months from the date of its execution.*

I (we) have signed and executed this proxy on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_ Member, ESRPOA

\_\_\_\_\_ Member, ESRPOA

**Proxy Directive for ESRPOA 2025 Annual Meeting**

As owner of Lot(s) \_\_\_\_\_ I/we \_\_\_\_\_ give the following directions to my designated proxy holder on how I wish to be represented at the 2025 annual meeting.

Please vote as indicated on the following issues:

For Board of Directors please vote for: \_\_\_\_\_

Please vote to \_\_\_\_\_ Approve the Bylaws \_\_\_\_\_ Reject the Bylaws