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# RECORD OF PROCEEDINGS

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Confluence at Two Rivers Community Association Board of Directors Meeting December 29, 2025

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## MINUTES OF THE BOARD OF DIRECTORS MEETING CONFLUENCE AT TWO RIVERS COMMUNITY ASSOCIATION, INC. DECEMBER 29, 2025

A meeting of the Board of Directors of the Confluence at Two Rivers Community Association, Inc. was duly called and noticed via Zoom.

**ATTENDANCE**      **The following directors were present and acting:**

- Mike Pearson
- KJ McEvoy
- Jessica Vandavelde

**Also in attendance were:**

- Ken Marchetti, Marchetti and Weaver
- Magdalena Gembal, Recording Secretary for the Meeting
- Craig Plizga, Community Operations Manager

**Call to Order**      The meeting of the Executive Board of the Confluence at Two Rivers Community Association was called to order on December 29, 2025 at 10:01 a.m., noting a quorum was present.

**Consideration of the Agenda**      None.

**Public Input**      None.

**Operations Manager**      Mr. Craig Plizga introduced himself as the Operations Manager, noting he has served in this role for approximately five years and currently oversees operations for the Two Rivers Metropolitan District, Two Rivers Village HOA, and Confluence at Two Rivers Community Association. Mr. Marchetti provided clarification on the structure of the three entities:

- The Two Rivers Metropolitan District is responsible for infrastructure, including roads, water, sewer, and public amenities.
- The Two Rivers Village HOA governs the original single-family homes.
- The Confluence at Two Rivers Community Association governs the 46-unit Confluence development.

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Mr. Marchetti noted that Craig Plizga is employed through the Metropolitan District, with costs allocated across the entities pursuant to contractual agreements, which will be reviewed and updated as needed.

Following introductions, Mr. Plizga presented his Operations Manager Report:

- Snow plowing services are in place for parking lots and sidewalks and will be performed following snow accumulations of two inches or more.
- Mr. Plizga addressed parking enforcement, noting that parking is permitted with proper permits and that booting may be necessary for enforcement. Director Pearson confirmed this approach and noted that adjustments may be made as needed.
- Regarding trash services, Mr. Plizga explained that the south enclosure currently contains one 4-yard and one 3-yard dumpster. Use of a 6-yard dumpster in the south enclosure was discussed but determined to be impractical due to space constraints and lack of wheels, which would make servicing difficult. It was agreed to retain the 4-yard and 3-yard dumpsters in the south enclosure and will start using 6-yard dumpsters in the north enclosure once needed.

A resident inquired of Mr. Plizga about exterior painting and antenna installation. It was clarified that residents may not paint the exterior of their homes. Antenna installations require further review to ensure consistency with governing documents. It was noted that Starlink equipment may be installed on a deck corner, with cable routed into the home.

It was also clarified that common property includes parking lots, sidewalks, common areas, trash enclosures, and courtyards, all of which will be maintained and replaced by the Association. Replacements are expected to be funded with reserve fund assessments.

## **Accounts Payable**

The Board reviewed the accounts payable process, noting that invoices are sent to the President via email for review. Once approved via email, they are released through Alpine Bank's Bill Pay application, with ratification to occur at Board meetings to ensure segregation of duties and transparency. The Board reviewed the December 2025 accounts payable list. By motion duly made and seconded it was unanimously

**RESOLVED** to ratify the December 2025 accounts payable lists as presented.

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## **Ratification of Marchetti & Weaver, LLC Engagement Letter**

The Board reviewed the engagement letter with Marchetti & Weaver, LLC outlining accounting, administrative, and tax preparation services. By motion duly made and seconded it was unanimously

**RESOLVED** to ratify the engagement letter with Marchetti & Weaver, LLC as presented.

## **Ratification of Rocky Mountain Custom Landscape Snow Removal Agreement**

The Board discussed the approved snow removal agreement. Concerns were raised regarding the frequency of service given the late start of the season. By motion duly made and seconded it was unanimously

**RESOLVED** to authorize Craig Plizga to renegotiate the service frequency and ratify the agreement once revised.

## **Approval of American Conservation and Billing Solutions Agreement**

The Board reviewed a billing services agreement by American Conservation and Billing Solutions (AmCoBi) consistent with existing agreements used by other Two Rivers entities with the same cost per billing. By motion duly made and seconded it was unanimously

**RESOLVED** to approve the agreement with AmCobi as presented.

## **Approval of Rocky Mountain Custom Landscape Landscaping Agreement**

A preliminary landscaping proposal was reviewed for budgeting purposes. The Board expressed a desire to obtain additional bids, including from Fresh Mountain Lawns, and to further evaluate scope and pricing.

## **Discussion and Approval of Preliminary 2026 Budget**

Mr. Marchetti presented the proposed 2026 budget, noting anticipated unit closings and projected revenues and expenses through full buildout.

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Replacement reserve contributions were discussed, along with the use of working capital assessments to manage early cash flow. A contingency line item was included to address potential shortfalls during the initial years of operation. The Board discussed a proposed 4% increase in operating and reserve assessments for 2026. By motion duly made and seconded it was unanimously

**RESOLVED** to approve the 2026 budget as presented.

**First Amendment To Declaration  
of CCRs and Hold Harmless  
and Indemnification Agreement  
(Construction Phase)**

The Board discussed a proposed First Amendment to the Declaration of CC&Rs related to hold harmless and indemnification provisions during the construction phase. Management explained that the Association's insurance advisor recommended the amendment to better protect the Association from potential liabilities arising during construction. The proposed amendment language was included in the Board packet for review. It was noted that the amendment is a recommendation only and has not yet been reviewed by legal counsel. Management will consult with legal counsel, in coordination with the declarant, to determine feasibility and appropriateness of the amendment.

**Set Date for Future  
Meetings**

The Board discussed CCIOA requirements related to developer (declarant) transition. It was noted that once 25% of units are sold, a member meeting and election may be required. Management will confirm requirements with legal counsel as Director Vandeveld was appointed at the organizational meeting. The Board expressed interest in transitioning to elected homeowner representation as early as feasible. The requirement for an independent audit at declarant turnover was discussed. Management will explore whether alternatives exist and report back to the Board. The Board agreed to continue meeting on an as-needed basis during the development transition period, with the expectation of establishing a more formal schedule as the community matures.

**Adjournment**

There being no further matters for discussion, the meeting was adjourned at 10:45 a.m.

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Respectfully submitted,

Magdalena Gembal  
Recording Secretary for the Meeting