



Phone 816.474.8100
Federal ID # 44-0561981

Pioneer Hills Owners Association
191 University Blvd., Suite 358
Denver, CO 80206

INVOICE NO.: 1209159
INVOICE DATE: 08/03/2023
CLIENT / MATTER NO.: 5024030.0001
BILL ID: 0070

BILLING SUMMARY

CURRENT INVOICE

Total Legal Fees	1,333.00
Total Disbursements	0.00
Current Total	1,333.00
Outstanding Invoices as of 08/03/2023	233.00
TOTAL DUE	1,566.00

Payment Options
ACH/Wire

ABA: 101000695 | Account Number: 9801704451 | SWIFT: UMKCUS44 | Bank Name: UMB Bank, n.a.
Remittance Email: AccountsReceivable@SpencerFane.com

Client/Matter
Check
Credit Card

5024030-0001
Spencer Fane LLP | PO Box 872037 | Kansas City, MO 64187-2037
www.SpencerFane.com/Client-Resources

OUTSTANDING INVOICES

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Matter Number</u>	<u>Matter Description</u>	<u>Original Amount</u>	<u>Payments</u>	<u>Balance Due</u>
1203490	07/10/2023	5024030-0001	General Advice	233.00	0.00	233.00
				Invoice Total		233.00

Payments received after 08/03/2023 are not reflected.

SUMMARY OF INVOICE

FOR PERIOD ENDING 07/31/2023
(SEE DETAIL ATTACHED)

<u>Matter Number</u>	<u>Matter Description</u>	<u>Fees</u>	<u>Discount</u>	<u>Costs</u>	<u>Tax</u>	<u>Total</u>
5024030-0001	General Advice	1,333.00	0.00	0.00	0.00	1,333.00
	Invoice Total					1,333.00
	Current Trust Balance		0.00			

Re: File 5024030-0001 General Advice

Invoice for period ended 07/31/2023

<u>Date</u>	<u>Tkpr</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
07/06/2023	LKM	[REDACTED]	0.40	172.00
07/07/2023	LKM	Review emails from H. Brown, revise letter to S. Johnston. Review S. Wickam list of concerns, review Bylaws and Declarations and prepare for meeting.	0.90	387.00
07/10/2023	LKM	Meeting with S. Wickham and H. Brown to discuss Board and Director matters.	0.40	172.00
[REDACTED]				
07/10/2023	LKM	[REDACTED]	0.50	215.00 107.50
07/25/2023	LKM	Review email from H. Brown regarding availability to join meeting and call to discuss meeting convened by former board member.	0.10	43.00
07/25/2023	LKM	Meeting with S. Wickham and H. Brown to discuss neighborhood rumors and addressing same at Board meeting.	0.40	172.00
Total Service				<u>1,333.00</u>
TOTAL FOR FILE 5024030-0001				\$1,333.00 1,053.50

TIME AND FEE SUMMARY

<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Fees</u>	<u>Standard Rate</u>
Lisa K. Mayers	430.00	3.10	1,333.00	630.00
Totals		3.10	1,333.00	



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Pioneer Hills Owners Association
191 University Blvd., Suite 358
Denver, CO 80206
United States

INVOICE NO.: 1223711
INVOICE DATE: 10/05/2023
CLIENT NO.: 5024030
BILL ID: 0070

BILLING SUMMARY

CURRENT INVOICE

Total Legal Fees	688.00
Total Disbursements	0.00
Current Total	688.00

Payment Options
ACH/Wire

ABA: 101000695 | Account Number: 9801704451 | SWIFT: UMKCUS44 | Bank Name: UMB Bank, n.a.
Remittance Email: AccountsReceivable@SpencerFane.com

Client/Matter
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5024030-0001
Spencer Fane LLP | PO Box 872037 | Kansas City, MO 64187-2037
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10/05/2023
CLIENT NO: 5024030
Pioneer Hills Owners Association



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INVOICE NO:1223711

SUMMARY OF INVOICE

FOR PERIOD ENDING 09/30/2023
(SEE DETAIL ATTACHED)

<u>Matter Number</u>	<u>Matter Description</u>	<u>Fees</u>	<u>Discount</u>	<u>Costs</u>	<u>Tax</u>	<u>Total</u>
5024030-0001	General Advice	688.00	0.00	0.00	0.00	688.00
	Invoice Total					688.00
	Current Trust Balance		0.00			

Re: File 5024030-0001

General Advice

Invoice for period ended

09/30/2023

<u>Date</u>	<u>Tkpr</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
09/14/2023	LKM	Review email regarding petition to remove Board and conduct vote to replace members.	0.10	43.00
09/14/2023	LKM	Review email from H. Brown, review Bylaws, respond regarding process for conducting vote on removal of Directors and election of Directors if there has been affirmative removal vote.	0.40	172.00
09/15/2023	LKM	Review email from H. Brown regarding meeting with Board, respond to same with availability.	0.10	43.00
09/18/2023	LKM	Meeting with Board regarding handling and response to petition to remove Board.	0.50	215.00
09/19/2023	LKM	Draft letter to S. Johnston acknowledging receipt of email/petitions and addressing next steps, send to H. Brown for Board review.	0.30	129.00
09/21/2023	LKM	Review email from H. Brown, finalize and send letter to S. Johnston.	0.20	86.00
Total Service				<hr/> 688.00
TOTAL FOR FILE 5024030-0001				\$688.00

TIME AND FEES SUMMARY

<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Fees</u>	<u>Standard Rate</u>
Lisa K. Mayers	430.00	1.60	688.00	630.00
Totals		1.60	688.00	



Phone 816.474.8100
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Pioneer Hills Owners Association
191 University Blvd., Suite 358
Denver, CO 80206
United States

INVOICE NO.: 1233395
INVOICE DATE: 11/08/2023
CLIENT NO.: 5024030
BILL ID: 0070

BILLING SUMMARY

CURRENT INVOICE

Total Legal Fees	2,319.00
Total Disbursements	110.00
Current Total	2,429.00

Payment Options
ACH/Wire

ABA: 101000695 | Account Number: 9801704451 | SWIFT: UMKCUS44 | Bank Name: UMB Bank, n.a.
Remittance Email: AccountsReceivable@SpencerFane.com

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11/08/2023
CLIENT NO: 5024030
Pioneer Hills Owners Association



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INVOICE NO:1233395

SUMMARY OF INVOICE

FOR PERIOD ENDING 10/31/2023
(SEE DETAIL ATTACHED)

<u>Matter Number</u>	<u>Matter Description</u>	<u>Fees</u>	<u>Discount</u>	<u>Costs</u>	<u>Tax</u>	<u>Total</u>
5024030-0001	General Advice	2,319.00	0.00	110.00	0.00	2,429.00
	Invoice Total					2,429.00
	Current Trust Balance		0.00			

Re: File 5024030-0001

General Advice

Invoice for period ended

10/31/2023

<u>Date</u>	<u>Tkpr</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
10/04/2023	LKM	Review email from H. Brown regarding question on signatures to be counted, respond to same.	0.10	43.00
10/04/2023	LKM	Review email from H. Brown regarding next steps in addressing recall petitions and how to handle individual neighborhood elected candidates. Review non-profit corporation act and respond to H. Brown. Review and respond to follow up email.	0.40	172.00
10/05/2023	LKM	Review and respond to H. Brown regarding call to discuss recall election.	0.10	43.00
10/10/2023	LKM	Review Declaration, Bylaws and Non-Profit Corporation Act to prepare for call with Board to discuss recall election.	0.50	215.00
10/10/2023	LKM	Attend meeting with Board to discuss recall election process.	0.80	344.00
10/12/2023	LKM	Review and respond to questions from H. Brown regarding timing of recall ballots and special meeting, if necessary.	0.30	129.00
10/18/2023	DK	Analyze email from L. Mayers re recall petitions and next steps; prepare ballot; prepare summary of deadlines and upcoming events.	2.80	504.00
10/20/2023	LKM	Discussion with D. Kaiser regarding recall election plan. Report status to H. Brown.	0.50	215.00
10/20/2023	DK	Call w/ L. Mayers re ballot and information sheet.	0.30	108.00
10/23/2023	LKM	Review and revise Plan for Recall Election, ballot. Send draft documents to H. Brown with comment.	0.40	172.00
10/23/2023	DK	Finalize ballot and recall election information sheet.	0.80	288.00
10/27/2023	LKM	Review emails from H. Brown regarding election plan and inclusion of envelopes, finalize and forward plan on firm letterhead and with comment.	0.20	86.00
Total Service				2,319.00

FOR DISBURSEMENTS ADVANCED

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10/18/2023	Online Legal Research	110.00
Total Disbursements:		110.00

11/08/2023
CLIENT NO: 5024030
Pioneer Hills Owners Association



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INVOICE NO:1233395

TOTAL FOR FILE 5024030-0001

\$2,429.00

TIME AND FEES SUMMARY

<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Fees</u>	<u>Standard Rate</u>
Lisa K. Mayers	430.00	3.30	1,419.00	630.00
Danielle Kaiser	360.00	1.10	396.00	360.00
Danielle Kaiser	180.00	2.80	504.00	360.00
Totals		7.20	2,319.00	



Phone 816.474.8100
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Pioneer Hills Owners Association
191 University Blvd., Suite 358
Denver, CO 80206
United States

INVOICE NO.: 1240548
INVOICE DATE: 12/05/2023
CLIENT NO.: 5024030
BILL ID: 0070

BILLING SUMMARY

CURRENT INVOICE

Total Legal Fees	8,263.00
Total Disbursements	347.13
Current Total	8,610.13

Payment Options

ACH/Wire

ABA: 101000695 | Account Number: 9801704451 | SWIFT: UMKCUS44 | Bank Name: UMB Bank, n.a.
Remittance Email: AccountsReceivable@SpencerFane.com

Client/Matter

5024030-0001

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12/05/2023
CLIENT NO: 5024030
Pioneer Hills Owners Association



Page 2
INVOICE NO:1240548

SUMMARY OF INVOICE

FOR PERIOD ENDING 11/30/2023
(SEE DETAIL ATTACHED)

<u>Matter Number</u>	<u>Matter Description</u>	<u>Fees</u>	<u>Discount</u>	<u>Costs</u>	<u>Tax</u>	<u>Total</u>
5024030-0001	General Advice	8,263.00	0.00	347.13	0.00	8,610.13
	Invoice Total					8,610.13
	Current Trust Balance		0.00			

Re: File 5024030-0001

General Advice

Invoice for period ended

11/30/2023

<u>Date</u>	<u>Tkpr</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
11/01/2023	LKM	Review email from H. Brown regarding Annual meeting attendance. [REDACTED]	0.30	129.00
11/03/2023	LKM	[REDACTED]	0.40	172.00
11/09/2023	DK	Confer with L. Mayers re special meeting issue.	0.20	72.00
11/09/2023	DK	Review bylaws and declaration regarding special meetings.	1.60	576.00
11/09/2023	DK	Analyze special meeting procedure under Nonprofit Act.	0.50	180.00
11/09/2023	LKM	Review email from S. Johnston setting special meeting for December 12th, send email to Board regarding next steps and confer with D. Kaiser on validity of special meeting.	0.20	86.00
11/09/2023	LKM	Review research results from D. Kaiser, respond with additional issue.	0.10	43.00
11/14/2023	DK	Analyze term of office in Bylaws, CCIOA and Nonprofit Act.	0.40	144.00
11/14/2023	DK	Zoom call w/ board members and Ms. Brown re upcoming annual meeting.	0.90	324.00
11/14/2023	DK	Prepare draft email to homeowners regarding attendance and voting procedures at annual meeting.	0.40	144.00
11/14/2023	DK	Review 2006 Bylaws with Amended 2017 Bylaws and confer with L. Mayers regarding term.	0.30	108.00
11/14/2023	LKM	Meeting with Board members and H. Brown to prepare for annual meeting. Follow up with D. Kaiser regarding eblast to explain Zoom polling process and Forte's position.	0.90	387.00
11/14/2023	LKM	Review S. Johnston emails, review results of research, review Colorado Revised Non-Profit Corporation Act, confer with D. Kaiser and prepare for meeting with Board.	1.30	559.00
11/15/2023	LKM	Review email and original Bylaws, respond to D. Kaiser regarding Bylaws and Amended Bylaws. Review meeting agenda, send email to H. Brown regarding posting amended agenda.	0.40	172.00
11/16/2023	DK	Attend Pioneer Hills Homeowners Association annual meeting.	1.30	468.00
11/16/2023	LKM	Exchange emails with H. Brown regarding qualification of Board candidate. Request meeting invitation. Attend Board meeting.	1.60	688.00

<u>Date</u>	<u>Tkpr</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
11/16/2023	LKM	Review email from S. Johnston regarding qualification of C. Banning, forward to H. Brown to verify qualification to serve on Board.	0.20	86.00
11/17/2023	NLS	Prepare return labels for ballots; update address spreadsheet; email same to L. Mayers and D. Kaiser for review.	1.20	228.00
11/17/2023	DK	Confer with L. Mayers re seats up for election.	0.20	72.00
11/17/2023	LKM	Review spreadsheets and confer with N. Schacht regarding ballot project. Review and comment on emails, review and calculate totals for individual neighborhoods. Revise four ballots.	1.50	400.00
11/19/2023	LKM	Review and respond to email from H. Brown regarding total addresses in each neighborhood.	0.10	43.00
11/19/2023	LKM	Forward address information to N. Schacht for mailing labels.	0.10	0.00
11/20/2023	NLS	Prepare and assemble ballot packets for recall election.	5.10	969.00
11/20/2023	DK	Prepare ballots for election.	4.40	800.00
11/20/2023	LKM	Review and finalize ballots, confirm mailing lists, work with N. Schacht and D. Kaiser to prepare and finalize mailing of recall ballots.	1.50	645.00
11/20/2023	LKM	Review list of delinquent accounts. Review Declaration regarding suspension of voting rights when account is delinquent. Advise H. Brown on suspension of voting rights.	0.30	129.00
11/21/2023	LKM	Review and respond to H. Brown regarding date for vote count.	0.10	43.00
11/22/2023	LKM	Review email from H. Brown. Prepare single master list and email same to S. Johnston with comment.	0.30	129.00
11/27/2023	LKM	Review emails from N. Los and L. Vaughn regarding community concerns and approach to address same.	0.10	43.00
11/28/2023	NLS	Review voice message from [REDACTED] requesting replacement ballot for NII; email replacement ballot to [REDACTED]; email replacement ballot to [REDACTED]; update spreadsheet.	0.50	95.00
11/28/2023	NLS	Review returned ballots; update spreadsheet.	0.30	57.00
11/28/2023	LKM	Received voicemail from resident regarding neighbors not receiving ballots and how to request new ballot, confer with N. Schacht and telephone conversation with resident.	0.20	86.00
11/28/2023	LKM	Review and update email to residents requesting replacement ballots.	0.10	43.00
11/29/2023	LKM	Returned call to [REDACTED] to discuss recall election and information received by Association.	0.20	86.00
11/30/2023	NLS	Review returned ballots; update spreadsheet.	0.30	57.00

<u>Date</u>	<u>Tkpr</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
Total Service				8,263.00

FOR DISBURSEMENTS ADVANCED

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/20/2023	11/20/2023; Postage; 277 pieces	174.51
11/20/2023	11/20/23; Postage; 274 pieces	172.62
Total Disbursements:		347.13

TOTAL FOR FILE 5024030-0001 **\$8,610.13**

TIME AND FEES SUMMARY

<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Fees</u>	<u>Standard Rate</u>
Lisa K. Mayers	430.00	8.30	3,569.00	630.00
Danielle Kaiser	360.00	5.80	2,088.00	360.00
Lisa K. Mayers	266.67	1.50	400.00	630.00
Nancy L. Schacht	190.00	7.40	1,406.00	220.00
Danielle Kaiser	181.82	4.40	800.00	360.00
Totals		27.40	8,263.00	



Phone 816.474.8100
Federal ID # 44-0561981

Pioneer Hills Owners Association
191 University Blvd., Suite 358
Denver, CO 80206
United States

INVOICE NO.: 1250947
INVOICE DATE: 01/12/2024
CLIENT NO.: 5024030
BILL ID: 0070

BILLING SUMMARY

CURRENT INVOICE

Total Legal Fees	1,197.00
Total Disbursements	440.00
Current Total	1,637.00

Payment Options
ACH/Wire

ABA: 101000695 | Account Number: 9801704451 | SWIFT: UMKCUS44 | Bank Name: UMB Bank, n.a.
Remittance Email: AccountsReceivable@SpencerFane.com

Client/Matter
Check
Credit Card

5024030-0001
Spencer Fane LLP | PO Box 872037 | Kansas City, MO 64187-2037
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SUMMARY OF INVOICE

FOR PERIOD ENDING 12/31/2023
(SEE DETAIL ATTACHED)

<u>Matter Number</u>	<u>Matter Description</u>	<u>Fees</u>	<u>Discount</u>	<u>Costs</u>	<u>Tax</u>	<u>Total</u>
5024030-0001	General Advice	1,197.00	0.00	440.00	0.00	1,637.00
	Invoice Total					1,637.00
	Current Trust Balance		0.00			

Re: File 5024030-0001 General Advice

Invoice for period ended 12/31/2023

<u>Date</u>	<u>Tkpr</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
12/04/2023	NLS	Review returned ballots; update spreadsheet.	0.30	57.00
12/05/2023	NLS	Review returned ballots; update spreadsheet.	0.50	95.00
12/05/2023	LKM	Confer with N. Schacht regarding status of ballots received, send email to H. Brown to cancel vote count and set plan for posting results.	0.10	43.00
12/06/2023	NLS	Review returned ballots; update spreadsheet.	0.20	38.00
12/06/2023	LKM	Review document request received from S. Johnston, review emails from Board and Manager, respond to same with citations to statute.	0.60	258.00
12/07/2023	LKM	Review email from H. Brown confirming financials posted to website, review website. Respond to S. Johnston referring him to website for financial reports.	0.20	86.00
12/11/2023	NLS	Review returned ballots; update spreadsheet; process final ballot count; revise and finalize certificate of results.	1.00	190.00
12/11/2023	LKM	Prepare Certificate of Results for Mail Ballot Recall Election.	0.90	387.00
12/11/2023	LKM	Review and respond to email from K. Anderson regarding recall election result posting.	0.10	43.00

Total Service 1,197.00

FOR DISBURSEMENTS ADVANCED

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/09/2023	Online Legal Research	110.00
11/14/2023	Online Legal Research	110.00
11/17/2023	Online Legal Research	110.00
11/20/2023	Online Legal Research	110.00

Total Disbursements: 440.00

TOTAL FOR FILE 5024030-0001 **\$1,637.00**

TIME AND FEES SUMMARY

<u>Timekeeper</u>	<u>Rate</u>	<u>Hours</u>	<u>Fees</u>	<u>Standard Rate</u>
Lisa K. Mayers	430.00	1.90	817.00	630.00
Nancy L. Schacht	190.00	2.00	380.00	220.00
Totals		3.90	1,197.00	