

# CABIN CREEK HOMEOWNERS ASSOCIATION

## 2020 Winter Homeowner Meeting Agenda

Thursday, December 17, 2020 - 4:00 PM

Remote via GoToMeeting

### Attendance:

#### Cabin Creek Board of Directors

- Ed Carter
- Joshua Dahl
- Fred Barta

#### Alpine Edge Representatives

- Steven Frumess – General Manager
- Brett Gunhus – HOA Administrator
- Robin Hoffmann – HOA Accountant
- Robin Dew – HOA Accountant

### 1. Welcome

- a. Roll Call; Determine Quorum

All Cabin Creek Board members and Management were present. Additional homeowner attendees included Gail and Angus Morrison, Elizabeth Davison, Joe Wenner, and Bob Starekow. Elaine Cowger designated Ed Carter as her proxy. A quorum was established through homeowners represented.

- b. Introduction of Board & Management

Alpine Edge introduced themselves and gave the owners the chance to introduce themselves to their neighbors.

- c. Review GoToMeeting Protocol

Brett Gunhus explained a few functions of the GoToMeeting application and explained basic participation protocol, requesting that owners mute their devices until they have a question.

- d. Approve 2020 Summer Meeting Minutes

The minutes from the 2020 Summer Meeting were distributed to the owners the day before. There were no changes to suggest and the document was approved unanimously.

### 2. Policy Review

- a. Landscaping

Management has been spend-conscious on landscaping due to the tight budget of Cabin Creek. The current scope has been:

- Mow and trim once a month
- Irrigation on/off seasonally
- Overseeding in areas where the grass was looking sparse
- Noxious and broadleaf removal
- The insurance company did require pruning of trees at building 145 due to branches touching the decks
- General pruning

#### b. Snow Removal

Bobby Cat has been the snow removal contractor for approximately the last five winter seasons. They do the plowing and shoveling per the contract, which the contract is triggered at 3" or more of snow.

Bobby Cat charges both per plow and per shovel. They tend to lean towards caution and safety, so sometimes they will come when the snow is below 3" to avoid areas getting iced over.

If it is a heavy snow year, the Association loses some parking spaces due to snow crowding. When this happens, the Board and Management make a decision to blow out those spaces. This has not yet occurred this winter.

Should owners have any questions on how to contact us for HOA business or for emergencies, please feel free to reach out to: [hoa@aepropertymanagement.com](mailto:hoa@aepropertymanagement.com) or 970-453-2334. You may press option 3 to reach HOA, option 6 to reach Accounting, or option 5 in case of an afterhours emergency.

#### i. New Web Landing Page

There is a new landing page for Cabin Creek owners that will contain Association minutes, gov documents and community notices. Management will send the URL to owners once new minutes have been added.

Fred Barta added that there were two key items he would like to make sure are discussed during the meeting. His #1 was that Jack, a fundamental member of Cabin Creek, had passed away. Fred would like to work on a way to honor Jack with a tree or something permanent on the Association grounds.

He also welcomed Elizabeth Davison and wanted to make sure she was aware that the Association is small and typically the Board does a Special Assessment for capital expenditures, but these are not often or egregious.

### 3. Capital Improvements

#### a. 2020 - Sunset Drive Chip Seal (CCHOA 20% share of total)

The chip seal was a capital spend. The neighboring association that shares Sunset Dr. coordinated this and the Board had previously agreed to 20% maintenance on Sunset Dr., including maintenance, plowing, etc. The total was \$6500 and had already occurred in case any of the owners were not aware.

Ed Carter added the Board had put out a memo on completed and future improvements. This was meant to summarize projects, costs and owner assessments 2016-2018. These were three years of pretty large projects; new roofs, new siding and paint, new sidewalks for 145 building, etc. Some maintenance has been deferred and reoccurring maintenance has been required as time passes. Board wanted to put forth this plan so that owners can know and understand the thinking that the parking lot will need to be addressed in two to three years, and siding repairs and staining will need to be addressed in four years.

The most recent spot siding and exterior staining occurred in 2017. If staining is pushed out to 2024, some of the buildings will have not been stained in seven years.

Fred Barta and Bob Starekow added tentative costs with this so when owners are talking about it going forward, they would know their general financial obligation.

#### b. Future Improvements

##### i. Year 1 - Community Landscaping/Creek Cleanup

Bob Starekow, Joe Wenner, and Fred Barta met with Mountain Roots Garden Care. Estimate received is around \$2700 to beautify the flower boxes and add some new bushes and/or trees. Bob added that they could do a spruce with a bench by the creek for Jack.

Bob stated this started with trying to improve the landscaping within the budget on annual basis, not add cost. If the Association were to move forward with this plan, it will require irrigation for a year or two and may need to extend the lines.

This plan, however, will work toward xeriscaping and using native plants and shrubs. The plan does not really do what was originally intended but Bob is willing to send a proposal to Management to forward out to owners. Ed Carter added the costs of water and irrigation needs to be added for owners to make informed decision.

Josh Dahl said owners should see the landscaping design first before making a decision today. Topic to be tabled until another meeting can be scheduled.

Ed Carter provided history on the creek clean up by residents in the past. It was noted during the last walk around that the creek bed is looking bad again and the Board may consider having Managements use a landscaping team to clean up the creek and remove the downed limbs and

garbage. Steven Frumess added it was last done the summer of 2019. Creek was encroaching on actual structures and owners were nervous if it was not serviced, could lead to potential flooding.

It was agreed the condition of the creek could not be established or determined costs involved until Spring melt.

ii. Year 2 - 125 and 135 Sidewalk Replacement

Sidewalks were replaced at 145 in 2018. Original sidewalk was 28-year-old asphalt and not safe.

Josh questioned whether sidewalks are actually 30 years old. Ed thinks they were done when buildings were originally built. Angus said that no replacement of sidewalks had occurred since beginning.

iii. Year 3 - Community Parking Lot Replacement

This was mostly discussed in conjunction with the sidewalk replacement topic above. It is likely that the parking lot should be replaced soon, but the owners were in agreement that this doesn't need to be done until it proves necessary.

Steven mentioned that Alpine Edge had procured a bid in 2017 from Peak Asphalt for do seal coating and striping. They pointed out that the lot is deteriorating and there are grading issues. They recommended overlay just shy of \$30k.

Josh requested that photos of the sidewalks be taken and distributed once snow is gone and weather is nice so that the Association may make an informed decision with this information.

iv. Year 4 - Spot Siding Repair and Exterior Staining (performed in 2017)

Siding & staining would be repeated as it was performed in 2017. If sidewalk maintenance doesn't need to be done in year 2 then we could advance the parking lot or could leave it in year 3 and bump up siding & staining. Owners understand the importance of keeping up the parking lot and keeping the exteriors of buildings in the best shape.

Steven informed owners that in 2017 RF Chinking did the staining and Barrios did siding and framing for \$6,300. Contingent on what needs to be replaced, Alpine Edge could probably get a contractor out over winter for recommended siding repairs and cost of staining.

Ed pointed out that past meeting minutes referenced the fact that 135 did their own deck staining. Discussion went to the point that now going forward, decks were the responsibility of owners.

Bob asked the extent of what was no longer covered by Association – decks, walkways, and stairs? Ed replied that owners are now responsible for all wood entering the building.

Steven clarified that outside each unit per the Association Declarations is considered limited common element. The Board created this policy to not put further maintenance cost on the Association.

Ed agreed, and clarified that this determination went into effect at the previous 2020 Summer Meeting. He agreed that this general 4 year plan can be adjusted as necessary, but the landscaping plan is something that should be considered worth pursuing mid-winter.

#### **4. Financial Report**

##### **a. Review 2020-to-Date Actual Expenses**

Robin Dew informed & thanked the owners for the fact that Cabin Creek has not had any recent issues in terms of pursuing collections. The 2020 actual expenses were reviewed, with few variances of note from the budget.

##### **b. Review Proposed 2021 Operating Budget**

Robin presented the proposed operating budget for 2021, which included an increase of \$1,700 in additional spend and resulting increase of \$25 in monthly dues, or \$300 per household per year.

Almost all line items were a standard 2% - 5% increase from 2020, with 3-year averages frequently cited.

Insurance expenses were similarly budgeted, but Alpine Edge will see if there are possible savings due to the removal of the hot tub.

Alpine Edge had recommended a line for roof shoveling, but this would have increased dues substantially and the Board stated that they would prefer to have this expenses special assessed as it was in 2020, if necessary.

##### **i. Vote to Ratify Budget**

The motion was made & seconded to approve of the proposed 2021 operating budget. The owners voted unanimously in favor of approving the budget.

#### **5. Board of Directors Election**

Brett Gunhus informed the owners of the details surrounding the election – all 3 Board seats were up for election, and to date, the current 3 Board members were the only ones whom have nominated themselves for the election. There were no further nominations on the floor of the meeting, and so Ed, Fred, and Josh were elected for another 3-year term with the moot election.

#### **6. Open Forum**

Ms. Davidson requested that any short-term rental owners specify to their renters not to park directly behind her garage, as that has occurred a few times already, making it difficult to enter & leave her garage. Bob told the owners how they inform renters with notices inside the unit and in the Vacasa online listing. He said he would give her Vacasa's local contact information in case this is in issue in the future.

Ed mentioned that proper protocol would be to reach out to rental management, and then Alpine Edge as HOA management. Alpine Edge considers this situation an emergency if an owner is unable to enter or leave their property due to improperly parked vehicles.

Josh echoed Bob's offer, asking that she reach out to him if his owners are ever a problem. He has a Ring camera at his entrance & can see when his renters are in violation.

Steven agreed that the owners should see Alpine Edge as a resource in these emergency situations and repeated a variety of ways for owners to get ahold of Management.

## **7. Adjournment**

After all homeowner comments & concerns from the Open Forum had been addressed, Josh made a motion to adjourn the meeting. Fred seconded and the meeting adjourned at 5:35 PM MST.