

HIGHLAND GREENS LODGE

BOARD MEETING MINUTES

March 6, 2024 at 3:00 PM MST

HGL Board of Directors

- Chris Neugebauer – President*
- Dave Poston - Vice President*
- Walt Lemanski – Treasurer*
- Zephyr Wazallann – Secretary*
- Joe Nilsestuen - Member At Large*

Alpine Edge Representatives

- Erik Keefe – HOA Manager
- Jessica Martin – HOA Director Of Communications
- Taylor Edmonds – CAM

1. Roll Call; Establish Quorum

- A quorum was met with all board members in attendance.
- The meeting was called to order at 3:16 p.m.

2. Approve Meeting Minutes – Board Meeting 12.06.23

- **Motion:** Walt Lemanski motioned to approve, which Chris Neugebauer seconded, and the motion carried.

3. Financial Review

- Treasurer Report
 - An email was sent by the Board treasurer stating that a primary issue in the financials is with repairs and maintenance. There were recent expensive hits that exceeded last year's cost.
 - There was a discussion about Fire System monitoring and maintenance.
 - Fire System Monitoring is under budget.
 - This is for Century Link.
 - The Board questioned the telephone line item in the budget. Alpine Edge will lock in the line items for the 2025 fiscal year.
 - Fire System Maintenance is almost completely spent, and some work remains.
 - This is an operational expense.
 - Water and Irrigation: irrigation is split out separately from water usage.
 - There was no separate budget for irrigation water, which resulted in an unexpected cost of about \$1000 for the irrigation line.
 - Previously, water and sewer budgets were combined, but now they are separate.
 - The annual budget provides one lump sum for both water and sewer expenses.
- Budget Planning
 - Three things to consider:
 - Better handle periodic maintenance activities and reviews
 - Mentioned elevator maintenance charges.
 - Hard look at whether a reserve fund for deductibles is needed or for things not claimed in insurance.
 - Mentioned mirror replacement and glass door.
 - Reserve Study - reallocation of funds due to expanding lifespans of items through regular maintenance.
 - HOA operating a reserve fund to be 100% funded. Discussion about reducing the percentage of funding for the reserves.

- Currently projecting to be about 90% funded.
 - The Reserve Study states what each homeowner should contribute to the reserves.
- Financial Audit
 - Walt Lemanski has been working on finding potential auditors for our board and has reached out to some contacts for options.
 - He hopes to receive at least three bids, but it is proving difficult due to the ongoing tax season.
 - After receiving bids, Walt will share them with the Board for discussion and to finalize the best option for the HOA. This is expected to happen within the next month or so, as the HOA's financial situation is now where it can move forward.

4. New Business

- Policies
 - To approve - Dispute Reso and Conflict of Interest
 - **Motion:** Walt Lemanski motioned to approve the dispute resolution and the conflict of interest as reviewed, which Joe Nilsestuen seconded, and the motion passed.
 - To review - Conduct of Meetings and Parking Policy & Passes
 - Alpine Edge contacted an attorney to update the Conduct of Meeting and Parking Policies but has not received them back yet.
 - Discussion on how many passes each homeowner should receive and passes for short-term renters. The conversation will continue over email.
 - Edits will be made to the Conduct of Meeting Policy to make it clear that proxies, ballots, etc. can be collected electronically.
- Various HVAC/Plumbing Items
 - the makeup air units, one of the pumps went out. Both pumps in the locker rooms were repaired under warranty.
 - The fan motor down in the gym was replaced.
 - There was a leak in the domestic water meter that's been repaired.
 - The cabinet heater isn't working, and it is unknown which ones are affected or for how long. PSI has been asked to repair the one in the vestibule as it's essential for safety.
 - There's a space heater in the lobby to help prevent items from freezing.
 - There are two gages that need to be replaced, but they aren't high-dollar items.
 - Alpine Edge to send pricing to the Board once received.
- Insurance Renewal (**April renewal**)
 - Alpine Edge is waiting for responses from vendors. Bids are expected to be received about two weeks before renewal.
 - It is typical for insurance bids to come in at the last minute.
 - Some carriers have issues with having too many renters or gas grills, which would prevent them from bidding.
 - Kinser informed Alpine Edge that State Farm is willing to rebid for next year's coverage.
 - Alpine Edge is also in contact with Mountain West for a bid.
- Building Maintenance Checklist
 - The Board would like a list of items that need to be inspected annually.

5. Old Business

- Fire Suppression Project

- A small burnt spot on the high wall caused during soldering must be touched up. Other than that, the project is completed.
- The drywall repairs require a skim mud coat. However, the person in charge was waiting to coordinate the rest of the drywall repairs in the lobby with the locker rooms. Alpine Edge informed them that the locker rooms are still uncertain, so they asked them to prioritize the lobby repairs for now. he also needed an estimated cost of the project.
- Sent an e-mail to Turner Construction two days ago.
- Hot Tub Project
 - The Board has the final architectural plan. They needed some more information on color and hot tub size, which has been submitted to them.
 - Keep the current color.
 - Smallest commercial hot tub for six people.
 - Pricing for the project is expected to be less than the original plan, which was around \$710K.
 - A Class D permit has been applied for with the Town.
 - Mechanical and Engineering must be figured out for an accurately estimated cost.
 - Upgraded materials are required for the electrical plumbing.
 - The biggest addition and cost will be tying the hot tub drainage to the actual sewer system.
- Other maintenance items
 - Two light fixtures were not functioning. One has been replaced, but the other still needs attention from an electrician to ensure proper functionality.
 - Sauna door needs repair due to missing screws and malfunctioning in the door frame.
 - A door in the East stairwell needs to be assessed to ensure it is secured to the door frame.
- Owner Communications
 - The Board would like a newsletter drafted for homeowners.
 - Board to send topics: decks, fireplaces.

6. General Board and Owner Comments

7. Schedule the Next Board Meeting

- The next meeting was scheduled for June 12th at 3:00 p.m.
- The board will meet in the unofficial meeting to discuss reserves and the FY2025 Budget.

8. Executive Session to Discuss AR Update & Collections

- The board entered into an executive session to discuss the AR report.

9. Adjournment

- The meeting was adjourned at 4:54 p.m.