

HIGHLAND GREENS LODGE

BOARD MEETING MINUTES

December 6, 2023, at 3:00 PM MST

HGL Board of Directors in Attendance:

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

Alpine Edge Representatives in Attendance:

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

1. Roll Call; Establish Quorum

- A quorum was met with all five board members in attendance. Homeowners Cari and Ed Pelava attended the meeting.
- Chris Neugebauer called the meeting to order at 3:03 p.m.
- Taylor Edmonds was introduced to the Board as the new community manager.

2. Approve Meeting Minutes – Board Meeting 9.26.23

- There were no suggested edits to the 9/26 board meeting minutes.
- **Motion:** Walt Lemanski motioned to approve the meeting minutes, which Dave Poston seconded, and the motion passed.

3. Financial Review

a. Treasurer Report

- Walt Lemanski addressed the Board and mentioned that they have not yet received a full set of financial documents. He thinks this issue might be related to the transition to AppFolio.
- Moving forward, financial documents will be posted on AppFolio.
- Walt will email his financial questions and comments for accounting to address.

b. Financial Audit

- Two things holding the audit back:
 - The board asked if the tax return was filed with the accountant. Management will consult accounting.
 - The board has requested an insurance cost update. Lindsay is working with an adjuster on this.

c. A/R Update & Collections

- Alpine Edge reported that the AR list is dwindling.
- Board members discussed the procedures and guidelines outlined in the collection policy, including its scope, objectives, and implementation strategies.

d. Investment Discussion

- Alpine Edge General Manager Steven Frumess is in the process of opening an account at Alpine Bank
- Once opened, Alpine Edge will send the board president a new customer form to fill out so he can become a signer on the account.
- Alpine Edge will inquire whether proof of officer position signed by the secretary is required and what protections are offered.
- Lindsay and Steven are the two signers from Alpine Edge on the account. Taylor explained Alpine Edge's process of approving expenditures.
- The Board discussed implementing a two-signature policy for transactions exceeding a certain amount.

4. New Business

a. Remaining HOA Policies & Parking Passes

- The Board discussed the proposed parking policy, and they believe that the time limits for guests may be too restrictive.
 - Alpine Edge proposed three types of passes: permanent for homeowners, temporary guest passes, and renter passes controlled by the homeowner's rental management company.
 - Alpine Edge will design two types of passes, one for homeowners and another for guests. These will be sent to the Board for approval.

b. Various HVAC/Plumbing Items

- A pump on the west side of the building's air handler needs replacement and is currently being addressed.
- A shaft in the air handler of the gym needs replacement as it's bent and causing the blades to spin improperly.
- PSI found that an underground leak is affecting the heated walkway, but they are unsure where it originated. No puddles or standing water have been found.
 - PSI will need to locate, isolate, and pressurize the manifold system and then leave it overnight to see which sections are leaking.
 - The entire system is off at this time.

c. Cellular dialer

- The fire panel's current connection to hard phone lines is unreliable and inconsistent, which could compromise safety in case of a fire emergency.
- Alpine Edge recommended upgrading to a cellular dialer, which would be more cost-effective in the long run.
- Alpine Edge will request additional details regarding the upgraded dialer.

d. Insurance Renewal

- The insurance for the HOA is set to be renewed in April.
- Alpine Edge plans to initiate the bidding process from other insurance companies starting in February.

e. Management Contract

- Accounting

- The Board would like to see receipts with the monthly financial packet. Financial packets are being sent through the AppFolio portal, which doesn't have a function that allows receipts to be added.
- Management Fee for projects
 - The cost of managing CAPEX projects is 15% of the total project price, which means Alpine Edge acts as the General Contractor. Any other general work outside the scope of the management contract is billed hourly at \$65.
 - Alpine Edge recommended maintaining the language used in the current management contract and suggested that fee percentages be negotiated on a project-by-project basis.

5. Old Business

- a. Fire Suppression Project
 - The contractor can provide a bid and finish the project in the next couple of months. The bid will be sent to the Board for consideration and approval.
- b. Hot Tub Project
 - Alpine Edge recommends the Board hire a General Contractor to oversee a project of this size.
 - BHH was contacted to create a design concept. They estimated the cost would be \$840-\$1120, with a time frame of 6-8 hours. They proposed that the design could be quickly converted into an architectural plan, allowing the project to break ground by August 1st.
 - Though the HOA still holds building permits for the project, the Town of Breckenridge would still need to approve new plans.
 - The board is seeking a replacement that matches the existing hot tub but is made with updated materials. They also want the hot tub area to be brought up to code.
- c. Other maintenance items
 - There were no other maintenance items discussed during the meeting.

6. Schedule the Next Board Meeting on March 6th at 3 PM

- The next meeting was confirmed for March 6, 2024, at 3:00 p.m.
- A work session was scheduled for January 16, 2024, at 3:00 p.m.

7. Adjournment

There was a motion to adjourn the meeting at 5:32 p.m.