



COTTAGES AT SHOCK HILL POA

2020 ANNUAL MEETING MINUTES

Tuesday, December 8, 2020 - 11:00 AM MST

Virtual GoToMeeting

Cottages at Shock Hill Board of Directors

- Diane Guernsey - President
- Robin Gear - Secretary
- Phil Reinsch - Treasurer

Alpine Edge Representatives

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

I. Welcome

A. Roll Call; Establish Quorum

Brett welcomed owners to the meeting and asked that anyone attending over the phone rather than the GoToMeeting identify themselves and have been so that they are included on these annual meeting minutes and counted towards the meeting's quorum of the homeowners.

Quorum was established with everyone who is in attendance over GoToMeeting along with the proxies that had been received prior to the meeting. All Board members and Management were in attendance along with homeowners Marc Talluto and Bernie Buonanno.

B. GoToMeeting Protocol

Brett Gunhus informed attendees on the standard GoToMeeting protocols for the meeting. Whereas owners are often asked to hold questions until the end of the meeting, he mentioned that with such a small group, this meeting could be considered more of a two-way conversation if owners had any questions on any topic.

C. Confirm Notice of Meeting Delivery

Notice of meeting was sent out via USPS to the mailing addresses that Alpine Edge has on file as well as electronically to the email addresses of the owners on file. It was specified that the best way to contact Alpine Edge tends to be over email to the HOA@aepropertymanagement.com address or by calling Alpine Edge direct at 970-453-2334.

In the event of an emergency, owners may contact the Alpine Edge 24/7 emergency line at 970-453-2334 ext. 5. Alpine Edge has on-call emergency staff always ready to handle any property emergency that may arise.

D. Review & Approval of 2019 Annual Meeting Minutes

Meeting minutes taken from 2019's annual meeting were provided via email to the owners 1 day in advance of the 2020 meeting. Homeowners unanimously voted to approve of this document.

E. Real Estate Market Report for Shock Hill

Alpine Edge distributed a Shock Hill real estate market report which was provided by the Mountain Homes Group consisting of Leah Canfield, Sinjin McNicholl and KK Anderson. They were advised to review the document at their leisure and reach out to these individuals if they had any questions about the 2020 market.

II. Old Business

A. Routine Maintenance

1. Snow Plowing and Shoveling

Alpine Edge currently contracts Better Views Landscaping for all of the Association's plow and shovel needs. The scope for plowing within the association entails Regent Drive as well as all driveways and entry walkways. Snow removal occurs on days which it has snowed at least 3'' before noon on any given day. During days where it snows heavily in the afternoon and evening, the plow contractors will be out first thing the following morning.

Association Management is also responsible for shoveling all flagstone walkways up to the main entry of each home. All snow should be cleared from the entryways to the driveways to allow for easy accessibility to and from the Association. Alpine Edge may periodically request cars to completely move from the driveways if they have been obstructed for several snowstorms and a scrape is in order, but this will be a rare occurrence.

Dependent on snow accumulation from year to year, Alpine Edge may also require snow hauling and storage push backs. These expenses are budgeted for but necessarily expensed on years with relatively low snowfall.

Steven asked owners to reach out to Management in the case of any damages caused by the plow or skid steer.

2. Landscaping

Alpine Edge currently contracts Mountain Garden Care for the Association's seasonal landscaping maintenance needs. Their annual program consists of irrigation turn-on and blow outs, Spring cleanup and sod damage repairs, aeration of all sod locations, fertilization of sod areas and deep root feeding of all trees and shrubs throughout the community.

Mow and trim of sod takes place bi-weekly, pruning of trees and shrubs occur once per season, weed eradication to all mulched areas and native grass occurs twice per season (or on an as-needed basis) and the season is concluded with a fall cleanup.

Routine landscaping duties generally commence the last week of May or first week of June and ends in the earlier part of October, dependent on the weather any given season.

3. Exterior Staining

There is currently a rotating exterior stain schedule which consists of staining two homes per year. Alpine Edge created this schedule based on number of variables including the age of the property, the exposure it has to the sun, and the overall wear of stain from year to year. With 14 units that makes a 7-year schedule, but depending on wear, the Board may decide to treat 3 properties into 2 years of this cycle in attempts to stay closer to a 5-year plan. This will be a judgement call made by the Board based on the buildings' condition from year to year.

Current staining schedule:

2017 – 101 and 48 Regent

2018 – 66 and 21 Regent

2019 – 61 and 117 Regent

2020 – 114 and 12 Regent

2021 – 51 and 16 Regent

2022 – 82 and 24 Regent

2023 – 73 and 35 Regent

4. Window Cleans

Window cleans were budgeted for 2 every summer in the past, usually as soon as the snow melts and then another clean in early fall. The owners discussed how quickly the windows get dirty again, especially in June during pollen season. Management agreed to be in contact with the Board in the Spring regarding window cleaning and whether this should occur once or twice in 2021. Options for a second cleaning could be given to owners to pay at owner expense, or the Board determine a second cleaning is necessary.

B. Additional Maintenance/Improvements from Summer 2020

In addition to the routine landscape work that was completed through contractual services, Steven detailed the installation and replacement of a total of 12 new quality aspen trees for trees that were either diseased or dead.

Management has the flagstone entries and accessible exterior patios power washed each Spring.

They also installed various shrubs in replacement for dead or diseased or for shrubs that were not doing well. The type of native shrubs within the Association includes yellow potentillas, golden current and choke cherry. Alpine Edge also made efforts to ensure that there was new grass in all native grass areas and feels that there have been major improvement to the grassed areas where it was patchy or somewhat nonexistent with native grass in just the past 2 years.

Management touched on masonry repairs to stone siding that was falling off, as well as repairs to flag stone entries and patios which required repair. Another survey will be taken in Summer 2021 for these same efforts to see which areas may be in need of replacement or repair.

Alpine Edge fixed several deck supports in areas underneath decks where these beams were showing signs of compromise.

Several address signs were peeling and subsequently replaced in Summer 2020.

An irrigation issue at one of the Cottages was fixed as well.

C. Policy Review

1. Collections

Robin Dew explained that dues are collected annually at the rate of \$9,500 per year. He thanked the owners for being timely with their payments as the subdivision did not have any collections issues in 2020.

Alpine Edge will send invoices for 2021 dues in the first quarter of 2021.

2. Design and Exterior Improvements by Owners

Alpine Edge explained that any owners planning exterior improvements to their homes must complete an official submission to the design review process of the master association. There is currently a Design Review Administrator who oversees this process along with the Board to make determinations for any submission. In the event owners decide to conduct an exterior improvement without going through the formal process, they may be subject to review and possible dismantling efforts if they are not approved. When in doubt, please feel free to reach out to Alpine Edge to ask whether your improvement plans require approval by the Board.

III. New Business

A. Exterior Improvements for 2021

Alpine Edge requested bids from contractors for seal coating and concrete pan replacement. Seal coating quote received for 14 driveways was \$4,500. Concrete contractor will need to come out and take another look in Spring and advise on whether aspects of this bid have changed.

Management and the Board may stagger this project if necessary but would like to do everything 2021. Last year, entryways and stone siding were considered for repairs.

It was confirmed that the seal coating that was scheduled for 2020 on the Reserve Study was not quite necessary in 2020 and is planned for 2021.

B. Review Financials

1. Year-to-Date 2020 Financials; 2021 Budget Review

Every 3-5 years it is recommended that the reserve study is reviewed for updates to ensure that unnecessary projects are planned for so that the reserves are funded accordingly.

Diane Guernsey asked if the reserves are currently in line with study and Steven stated the ending for 2020 in the reserve study calls for \$113k, and the Association is right on budget. \$16k still needs to be transferred to reserves for year end.

Phil Reinsch noted there is \$12k allocated in reserve study not spent in 2020. He wanted to know if it will be spent in 2021. If not, transfer into reserves. Steven stated just exterior stains are scheduled for 2021.

Management pointed out the Landscaping and Irrigation line item which ran over budget. He specified that all improvements that occurred were included in that line so \$20k is not what it should look like year to year. This amount should be lower in future years.

Phil Reinsch mentioned that the Association is accumulating idle cash that will be there for repairs but not actively earning anything. He spoke with accountant who explained that the HOA can earn investment return but has to pay a levy on it at a 30% flat tax. It comes at a cost on a tax perspective, but the Association can also invest in municipal bonds. It is a lower yield but not taxed. He proposed that the Association open an investment account and find safe investments. Diane Guernsey said that it would be keeping up with inflation, would have to find something that is safe.

Bernie Buonanno added that there should be an investment committee if the Board makes that decision. Phil Reinsch added he will look into return profile in today's environment and would limit investments to professionally managed safe municipals.

Phil Reinsch asked if a resolution would need to be passed and Steven Frumess advised the Board rules the Association funds and as such, no resolution was needed. The Board will discuss this topic further in 2021.

i. Vote to Ratify 2021 Budget

The homeowners unanimously voted to ratify the Board-approved operating budget for 2021.

IV. Open Forum

As all other agenda topics had been discussed, the owners were asked if there were any other topics worth discussing which were not on the agenda.

Diane Guernsey asked about the ongoing legal issue regarding voting rights between Shock Hill POA master association and Shock Hill Overlook. Steven Frumess stated Shock Hill POA has always functioned at one vote per unit since approximately 1999. Overlook disputes this stating their Declarations state that they have 66 total votes, totaling 3 per unit. Steven explained that the master association's legal counsel is interpreting these documents differently and that they intend to continue honoring 1 vote per household.

V. Adjournment

The meeting was adjourned at 12:35 PM.