

**Highland Greens Lodge Association
Annual Meeting Minutes
July 25th 2020 1:00PM MST**

Virtual Zoom

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZEqf-yvqz8iH9zG6VvyUxmhwTdfmQUoC0Ts>

******After registering, you will receive a confirmation email containing information about joining the meeting.******

Good morning owners, All users will be muted at the time of entry into the zoom meeting. If you have questions during discussion points please raise your hand in front of the camera and you will be unmuted or you will be able to unmute yourself. We ask you to keep your comments to the point so the board can answer them in a timely fashion to keep the meeting moving forward. If there is a specific item that needs to be discussed we will open up communication during the "New Business" section of the meeting.

Call to order: Called to order by Steve Piper 1:09 pm. Peterson is in attendance in person.

- **Introduction of the Board of Directors:** Steve Piper (President), Anne Mead (Treasurer), Bret Muller (Secretary), Jordan Flage (At Large)
- **Introduction to those present / proxy and determination of quorum:** Quorum was met at 49.6% [Roll Call](#)
- **Wilderness Property Management Present:** Noah Orth, Patrick Hunzeker

Approval of previous annual meeting minutes:

- Highland Greens Lodge 2019 Meeting Minutes
 - **Motion to approve, Seconded, passed with no dissent**

Reports:

- **Presidents Report** **Steve Piper**
 - Steve discussed the age of the building, the status of the hot tub project, landscaping, rules and regulations and pets and 2 open board positions. Steve mentioned the building was 17 years old and that the costs for general building maintenance was increasing.
 - The hot tub project has been an ongoing project and with the help of WPM in obtaining a hot tub designer and contractors in order to get bid comparisons. The existing hot tub is closed and will remain closed for the foreseeable future not only due to Covid-19 but the condition of the decking which is a safety hazard.
 - Landscaping- aphid has been treated for on the aspen trees. Dry spots on the back side of the building in the grass. Dog urine damage is apparent.

- Pets - Tenants are not allowed to have pets in units. Owners are allowed to have two pets. Owners are asked to walk the dog across the parking lot to go to the bathroom.
- The HOA board has two current positions open. One is Steve Piper's position, and the other is an open position.
 - Owner question: Mike Wade asked about the plumbing and water issues and that if they were internal piping issues? Noah explained that one of the hot water tanks went bad and the other was getting up in age as they were both original to the building and that it was time for both to be replaced and that the issue was located in the mechanical room. PSI had repaired a domestic line backflow preventer as well Cintas fire protection had also repaired two backflow preventers as during the annual inspection had deficiencies.
 - Owner question: Chris Blum had questioned the plumbing location in the mechanical room. Chris also asked to elaborate on the hot tub being dangerous. Anne explained that the wrong wood materials were used on the decking in which the decking floor was coming up as well due to settling the fence was pulling apart and was not up to par for exterior decking.

- **Treasurer's Report**

Anne Mead

- Review of Financials
 - Through may. Still have three months. Expenses are down through May almost \$20k. The financials are flat on their operating reserves. Heat tape was installed. In-cable expenses will be put into the normal dues next year. Gas bill is low because of the contract with Tiger Gas. Budgeting \$3k less for gas. Reserve study did not mention the backflow valves, water heater and other expenses that have come up this year. Put some of the reserve projects off because of the hot tub project.
 - Owner Question: Chris Blum asked about the elevators. Did the elevator issue get resolved last year? It was noted that Noah was going to discuss that during the managers report.
- **Motion was made to approve the financials as shown, second, passed with no dissent**

- **Proposed Budget & Ratification**

- Increases to expenses due to cost of living increase IE- insurance, WPM was given a raise of 3%. Big jump due to adding WIFI for dues. Elevator went from \$3500 to \$6500 from switching to different vendors. Switching snow plow vendors. Capital improvements are hot tub and repairs to concrete. Reserve study sent to owners. Anne mentions the shuttle

having been absorbed by HGTH to get cheaper insurance. Shuttle expenses should go down.

- Owner Question: Where are shuttle expenses on budget? Answer: In the master transit account
- **Motion to ratify the budget was made by Chris Blum, Joe second, passed with no dissent. Motion passed**

- **Management Report**

Noah Orth

- **Highland Greens Lodge Managers Report**

- Noah spoke in regards to the roof inspection completed by Ked Martin roofing in that the roof was in good condition and to expect another 10 to 15 years if continued maintenance was completed
- Brand new heat tape was installed on the building along with gutters in damaged areas
- New snow bars were replaced over all entrance ways
- Main entrance door threshold was replaced as it was warped from moisture
- All exterior sides of entry doors were refinished as well all window sills were refinished
- Main entrance green sitting bench was repaired
- No dog signs were installed on the grass as Greenscapes noticed that the yellow spot in question was from the acidity of canine urine. It was mention to all owners to have their pets go to the bathroom across the parking lot
- Dumpster was replaced for a top load style
- Mouse traps were place in the dumpster room as droppings were noticed
- PSI is scheduled to replaced the two old water tanks
- PSI replaced a backflow preventer on the main domestic water line
- PSI continues to do preventative maintenance for the Lodges mechanical room
- Cintas has concluded the annual fire inspection
- Cintas as repaired two back flow units on the water fire system
- Kyle Burton and A-Peak have provided bids for crack seal and seal coat for next spring
- WPM and Excellent construction have provided a quote for drywall damage from a past winter leak
- New shed doors were replaced on the maintenance shed and painting is scheduled to complete the project
- HGL front road sign area as well front of units garden areas to get new mulch
- Greenscapes continue to monitor the irrigation system. It was mentioned that with water regulation they could only water 3 days a week and the dry spots around the pine trees was from the acidic pine needles and the yellow spots were from canine urine (which is why the board put signs up)
- New mulch would be laid down by the HGL road sign as well the front garden areas. WPM is waiting on their order as Lowes is out at this time

- Noah brought up the fall checklist in that the WPM Staff would be putting out snow markers, turning on heat tape and doing a unit key audit
- Vertical Property Services will be taking over the snowplowing duties for the 2020/21 snow removal contract
- Thyssenkrup will be taking over the elevator contract from Otis on Oct.1st The elevator has been an ongoing issue in the Otis had made changes to the elevators controllers and was able to get the cars back up and running, however never operated properly for those owners in the penthouse units. The board decided that since they are Thyssenkrupp elevators and that Otis was relying on Thyssenkrupp for help in repairs it was best to sign a contract going forward.
 - Owners Question: Carol Back asked about Dryer vents, fireplace maintenance and security checks from last year's meeting discussion. Anne spoke in regards as to the internal and external vents and who was liable. Noah stated that he was going to get pricing to have this work done and send out a request to the ownership along with inquiries about security checks.

New Business:

- Hot Tub project update:
 - Steve Piper discussed the hot tub projects process in that the board of directors were in the process of receiving bids from contractors. Drawings were needed in order to start as in the past with the HARP committee they were receiving random bids as there was no set scope of work.
 - Colorado Pool and Designs was hired to create a hot tub design and structural drawings.
 - DMCE engineering was hired to draw mechanical drawings
 - Neils Lunceford was hired to draw landscape and hot tub surrounding drawings
 - Drawings were completed and the board has received 4 bids for the construction for the hot tub ranging from \$150,000 to \$220,000.
 - Noah is now working with Reconstructions Experts and Turner Construction on formulating bids in which they will work alongside an architect to obtain spec drawings for the remainder of the project which would include the snowmelt surrounding, fencing & lighting, fireplace and pergola.
 - It was mentioned that the current hot tub did not have a direct water line as well as a drain which makes it difficult to maintain. It was also mentioned that the current hot tub is powered by electricity which was very costly in that they want to make the change to being more efficient of gas heat.
 - Owner Question: Owner asked if one or both hot tubs were being replaced. A survey went out and the ownership voted for one hot tub. It was also explained that the fireplace and pergola were design add ons to hide the vent stacks of the boiler exhaust pipes.
 - Owner Question: When can the project get started. The board is working towards selecting a contractor as well as the possibility of doing

demolition this year due to the hot tub being shut down due to Covid-19 and condition.

- Owner Question: What is the status of the architectural plans. The board is working with recommendations from possible general contractors in obtaining architectural plans. The board is still waiting on a bid from a 3rd architect.
- It was mentioned that a special assessment will be required to fund this project. Unknown what the cost will be. Payment options will be available.
- Owner comments Shelbi: asked if they can set a max of the assessment that each owner would have to pay. Anne answered that it would not be possible as this time as the board is moving forward with the design as time and money have already been spent.
- Owner Comment Chris Blum: has a comment- a survey was sent out and people did give their opinion but did they know the cost.
- Owner Question Gary Nadeau: What dollar estimate value would cause the Board to think we should ask the owners for their thoughts about moving forward or canceling the Hot Tub project? There was never a dollar figure associated with the three options. Is the board going to proceed with no max budget. Steve stated that the hot tub project will not be canceled and that an approximate \$13,000 plus the remaining drawing costs have been spent.

- **Other Business**

- Owner Question Shelbi: Wanted to know when the last HOA fee was raised last. March of 2020 due to Comcast, and \$50 in September dues increase. Capital reserve has been operating as a deficit. Several months of extra cash has been on hand always. Shelbi would like to know if HOA dues increase was to stop the deficit. Shelbi would like to see preventative maintenance. Anne stated that the board is doing preventative maintenance with contracting out PSI and Thyssenkrupp.
- Steve Piper made note that the deck boards may need to be re-stained.
- Chris Blum commented that there is a large turnover rate at the lodge, does the board know if they are investors or long term owners? Unknown.

Nominations and Election for HOA board positions: (2 seats available)

- Steve Piper is up for reelection
- Nomination #1 Zephyr Wazallann
- Other nominations- Gary Nadeau nominated Chris Blum- Declined by Chris.
 - Steve Piper reelected for a 3 year term 2023
 - Zephyr Wazallann elected for a 3 year term 2023

Adjournment: Motion to adjourn, Seconded, meeting adjourned 3:01PM Mountain Time

Post Annual Board Meeting: August 5th 2020 10:00AM

Anne Mead - President

Steve Piper - Vice President

Zephyr Wazallann - Treasure

Bret Muller - Secretary

Jordan Flage - At large