

**Highland Greens Townhomes
Homeowners Association
Annual Meeting Minutes
July 25th 2020 9:00AM Mountain Time**

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZAocemopz4jG920crNp_KI0CVX_pB1SoKSp

******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: Jeff Underwood called the July 2020 Highland Greens Townhomes annual meeting to order at 9:10 am. Noah thanked everyone for being a part of the virtual meeting and instructed procedures for participants.

- **Introduction of the Board of Directors** - Jeff Underwood (President), Jim Hasty (Vice President), Rick Gorham (Treasurer), Stu Read (Secretary), Bob Miller (At Large), Lauren Greene (At Large) Dan Schneider (At Large)
- **Introduction to those present / proxy and determination of quorum** - [Roll Call](#)
- **Wilderness Property Management Present** - Noah Orth, Patrick Hunzeker

Approval of previous annual meeting minutes:

- Highland Greens Townhomes August 2nd 2019 Meeting Minutes
 - **Motion was made to approved the minutes as shown, seconded, passed with no decent**

Reports:

- **Presidents Report** **Jeff Underwood**
 - Jeff Underwood discussed the shuttle and the transition from transit corporation. Status of the shuttle this winter is to operate if Vail opens ski resorts. November 15th is tentatively scheduled to start the schedule of the shuttle.
 - Jim Hasty discusses the ongoing staining project by DR Custom. If an owner had put in Trex or had a different paint color they did not stain their decks. Next year one half of Linden Lane will be completed then the following year the rest of Linden Lane. The doors are not completed by DR Custom and would be the homeowners responsibility. If paint or stain was needed owners are to ask Noah

or Patrick for paint and stain as the HOA would provide. Noah discussed that any owners' decks that were not stained was due to off products being used and DR Custom could not guarantee consistency and that it would be owners responsibility to get it to match.

- Noah discussed Comcast bulk installation to the remaining units would have the option to be installed on July 30th and 31st. Billing for all would start on August 1st.
- Jeff Underwood also discussed the healthy reserve condition

- **Treasurer's Report**

Jeff Underwood

- Review of Financials
 - Jeff Underwood noted that there would be no increase in dues this year. The dues increase from \$415 to \$479 due to the Comcast bulk installation. The budget was expected to lose \$35000 this calendar year. The first issue with that is terminating the shuttle corp. Additional income from the shuttle corporation with a few months remaining are on track for the HOA to break even for the year.
 - **A Motion was made to approve the financials as shown, seconde, past with no decent**

- **Proposed Budget**

Jeff Underwood

- Jeff discussed the budget. The only expense not recognized is in-house amenities which is for the bulk comcast. Two other areas in the budget are roof and snow removal which are budgeted at \$10,000 down from \$29,000 spent. This year \$10,000 is being allocated to xeriscaping knowing that they could use the money to roof and snow removal if needed. The shuttle turned a small profit this year and is expected to next year. Opened to questions.
 - Owner Question Allie Melinda: asked how the shuttle is turning a profit. Jeff explained that reducing the cost of insurance and employees being employed by HOA are the reason shuttle turned a profit.
 - Owner Question Allie Melinda: Where is the xeriscaping? There is xeriscaping along the roadside Highfield Trail and the goal is to reduce water usage explained by Stu Read.
 - Owner Concerned Kim Ela: Is there a plan for the dying trees? It was noted that this would be discussed in the agenda
- **Motion to approve the budget, seconded, passed without decent**

- **Management Report**

Noah Orth

- [Highland Greens Townhomes Managers Report](#)
 - Noah discussed the managers report. Noah thanked the ownership for this past year's communication as that was one of his goals. Noah,

Patrick, Carlos Angel, and Leticia are staff members providing service at the Townhomes.

- DR Custom has concluded the Oak Lane staging project.
- The oil spill in the Linden Lane retention area from one of Emore Inc. heavy machines has been dug up and hauled away.
- It was noted that during the spring key audit that WPM did not have emergency key access to 31
- It was noted that 22 units of heat tape were not working during the spring audit.
- Biobalance has sprayed affected aspen trees for aphids
- No parking signs on Chestnut, Oak and Linden Lanes were replaced due to the sun fading
- Oak Lane sump pump posts were restrained
- Water main pipe was repaired by the Town of Breckenridge
- Comcast to finish the installation of the remaining units on July 30th and 31st
- Bids are being received from A-Peak and Kyle Burton for road repairs on Linden Lane
- WPM is continuing to spread new mulch throughout the property however lowes is currently out of stock
- Greenscapes was contracted to build up units foundations that were settling
- A veneer wall is being reinstalled due to decomposing, others are also being looked into
- Bids are being received for tree stump removal due to safety
- Drywall repairs are being scheduled with units that had past winter leaks
- Weed and feed were spread in the beginning of the summer season
- Mowing and trimming are being completed at each unit before turnaround
- Greenscapes continues to monitor the irrigation system. Irrigation was off to a slow start this season due late colder temperatures. Per the Town of Breckenridge we are only allowed to water 3 days a week and with the number of zones each lane has, each zone is run for 20 to 30 minutes at night. Dry spots that are being reported are from the acidic pine needles and canine urine.
- Fall key audit and heat tape turn on will take place in September/October
- Vertical Property Services is the new contracted snow removal company for the 2020/2021 winter season (a walkthrough will be held with board members for snow bridges as well clearing
- Equipment Repair and Maintenance: 2 mini Toro Power Clears were purchased to be able to clear walkways on light snow days. A new trimmer was purchased for the summer as the 13 year old trimmer had died. Gator needs new shocks and seat which cost estimates are being gathered

- Owner Question: Can you provide me with more information on the gutter and heat tape installation? During the past two winter seasons Ked Martin Roofing has been doing the snow and ice removal has made notes as to which units were consistently building ice dams and was reporting it to Noah to report to the board. It was noted that snow is not the concern as the roofs are over engineered to hold the weight however the ice build up was the concern due to ice dams. 10” to 13” inches of ice is listed as priority to have removed which is reported to the board. The HOA has taken Ked Martin Roofings suggestions as far as mitigation for the upcoming winter season as a test to see if it will help reduce the cost of snow and ice removal in regards to future mitigations on units.
- Owner Comment: Watering needed to stop on the new patch of grass on Linden Lane.
- Owner Question: Does WPM remove snow on decks? Yes however there is a service fee

Old Business:

- **Rain Sensors** **Noah Orth**
 - Noah spoke to Tim with Greenscapes and board, but Tim explained the small amount rainstorms are too short for sensors to work. Not worth the money.
- **Foundations** **Noah Orth**
 - Tim is going to be completing foundation build-ups.
- **Dumpster code locks** **Noah Orth**
 - New codes were put on doors and positive results ensued. It was noted owners were only given the code to the dumpster enclosure that they lived on as that is how the association was designed for use.

New Business:

- **HOA Approvals** **Stu Read**
 - Decks Expansions, Hot Tubs, ACR's
 - Stu discussed the process of ACR and deck expansions. Not allowed to be extended into a common area. Survey needed. Required to get TOB permit. No approval until the board sees permit, and must match current color. Replacement of hot tub or addition needs to be approved after permitting is complete. New tubs need to be approved as to color by board. Anything exterior needed to be approved by the board.
 - Owner Question: Is there a cost for permitting - Yes.
 - Owner Question: Can an owner receive preliminary design approval? Yes however final plans and permits would need to be board approved

- **Tree Trimming / Stump Removal** **Jim Hasty**

 - Jim discusses fire mitigation and assessment of property by the fire department. HGTH is very safe. Linden Lane is Green color code report Yellow for Oak and Chestnut. Red, White and Blue will come out and access the property and provide a report which we will turn into an insurance for a possible discount. If any owner would like trees trimmed or cut down please contact Noah or Patrick with Wilderrest Property Management.

- **Key Access - Reminder of WPM will be contacting** **Jeff Underwood**

 - Emergency Key Access Critical
 - Jeff stated how important it is to have key access to every unit. Water damage destroyed 2 units this past year. Per our governing documents key access to all of the units needed for insurance purposes.

- **Freeze Alarms / WiFi Thermostats with notifications** **Bob Miller**

 - Bob discussed reluctance to insurance companies for coverage of association. Increase in deductible, and every unit must have a freeze alarm. When furnaces shut off the pipes freeze and water leaks. Freeze alarms are not effective as they once were. Alert ownership that change will be approved by the board for WIFI thermostat. Notification will be to the owner and WPM when freeze alarms are tripped. Legal issue question for freeze alarms being hacked. Who is legally responsible if the freeze alarm is hacked and the temp is changed? Legal counsel needs to be brought in. 27 false alarms have been found during last winter. \$129 charge for after hours emergency calls. What happens if the power goes out? THE notification will be sent if the power goes out. WPM will go out to units.

- **Heat Tape / Gutters Snow Removal Procedures** **Noah Orth**

 - WPM will turn on heat tape in the fall. Heat tape should **NOT** be turned on and off. Each Wednesday Patrick and Noah do a walkthrough of the property to check for ice build up. Jeff commented that renters should not turn off heat tape. Owner Question: as to how many rentals that HGTH has. The number was unknown however it was stated that someone mentioned they saw 30 VRBO listings. It also questioned as to why the owners have to pay for heat tape. Dan Schnider of the board replied that it was due to the original owners having a choice from the developer as to add gutters and heat tape to the unit.

- **Rules and Regulations Reminder** **Noah Orth**

 - (Short Term Rentals, Parking, Pets on Leash, American and game day Flags)
 - If you are having any issues with renters, please contact the STR hotline number to report the issue. If it is a noise issue then call the police. WPM will not police STR.

- Parking trailers on site will need prior approval and notification by the board.
 - A reminder to all owners that all pets must be on a leash as there are county leash laws as well association leash laws.
 - American flags are approved and game day flags are approved on Saturdays and Sundays.
- Owner Questions:
 - Lower water pressure? Noah will call the Town of Breckenridge and will check what the water pressure should be. It was stated by Stu Read that he had a plumber over in which they made adjustments. 2 owners mentioned they also had low water pressure.
 - Owner suggested the HOA supply and change lights that don't shine up. Noah will look into it. Micheala Brown 17 LL states that the board cannot make an owner change a light if it meets code.
 - Has the board considered additional parking. Stu read stated yes however there is not space for additional parking. Airport road parking can be parked on the long term.
- USPS boxes. Stu discussed his meeting and discussion with the postmaster at post office. The box clusters were installed by the developer and all boxes have been assigned in which the box cannot be reassigned. Previous owners of the PO BOX should return keys to the post office and not to a new owner. HOA does not manage or assign boxes. There are a few slots that are not being used but they are not reassignable. HOA is not required to provide new clusters. There are 100 units and 48 units have slots. Cost would be an estimated \$6,000 just for the new cluster for each lane and the contract costs to install which was estimated at \$12,000-\$15,000 installed. A mailbox survey was sent out and it was determined that the HOA will not add clusters. Owners need to visit the Post office to see if any slots are available. The post office will not provide a list to the HOA of which boxes are or are not being used due to privacy.
 - Owner Comment: is not a reasonable request to have boxes for every unit. Jeff states that the second home owners don't want it. Anne Mead stated that every other development needs to go to the Post Office. Stu read explained that the post office cannot change the box to a new address. Noah comments that very little info can be given to the board or WPM. Post master will not provide a list of which boxes are being used.
 - Owner Comment: My Comcast bill was reduced and higher connection was much appreciated
 - Owner Comment: Was wondering what the interest was through the community of climate crisis and or solar panel interest. Discount for bulk rate (she provided her email on screen)
 - Rick Gorham stated that his unit number was undeliverable by Amazon and was wondering how many people could get package delivery?
 - Allie asked about a landscaping committee as she stated there once was a committee? Board members responded that the board was serving as the

committee in which Allie stated she would like to be apart of a landscaping committee.

Election for HOA board positions: (2 seats available)

Noah Orth

- Stu Read is up for reelection- Re-elected
- Nomination #1 Karla Schapansky Nominated
- Open nominations- NONE.
 - Stu Read - reelected for a 3 year term - 2023
 - Karla Schapansky elected for a 3 year term - 2023

Adjournment:

Jeff Underwood

Jeff thanks for participation. Additional questions to be sent via email. Adjourned at 10:59 am.

Post Annual Board of Directors Meeting: August 4th 12:00PM

Jeff Underwood - President

Jim Hasty - Vice President

Karla Schapansky - Secretary

Bob Miller - Treasurer

Stu Read - At Large

Rick Gorham - At Large

Lauren Greene - At Large

Next BOD meeting date: November: 6th 12:00 PM Mountain Time