

SHOCK HILL LANDING

2020 ANNUAL MEETING MINUTES

Tuesday, December 8, 2020 - 3:00 PM MST

Virtual GoToMeeting

Shock Hill Landing Board of Directors

- Colleen Andrus - President
- Dan Burns - Secretary
- Dayna Murphy - Treasurer

Alpine Edge Representatives

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

I. Welcome

A. Roll Call; Establish Quorum

Brett Gunhus 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 Todd Roberts, Ray Bracy, Sue Anderson, Gary Garbrecht, and Nicole Delmoro.

B. GoToMeeting Protocol

Brett 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.

I. 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.

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 a rotating exterior stain schedule which typically consists of staining four homes per year. Alpine Edge created a 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.

This cycle may vary between 4 & 5 years depending on wear & tear. There will likely be a gap year when it is determined that none of the homes are in need of re-stain to avoid unnecessary expense.

B. Summer 2020 Maintenance Improvements

1. Window Cleans

Alpine Edge discussed how quickly the windows get dirty again after a spring exterior clean, especially in June during pollen season. Owners stated that they would prefer 2 cleans per year – one when the snow melts and another in late Summer. Management agreed to contract 2 exterior window cleans for 2021.

Gutters are inspected and cleaned annually to ensure functioning to avoid buildup and ice dams that can lead to roof leaks.

2. Repairs & Maintenance

A few Owners experienced roof leaks over the course of Winter 2020. None of these damages were considered major, but Alpine Edge worked with the developer of Shock Hill Landing to have these issues addressed with the roofers currently employed by the developer. Each of the compromised properties had aspects of their roofs repaired and these costs were paid for by the developer directly.

Within these sections the contractors tore off existing shingles and replaced the underlayment as well as structural valley pans. They sealed around the skylights and piping where seams were present and re-installed shingles over the new underlayment. Water testing was conducted to these sections of the roofs with no trace of water coming through to the interior.

3. Landscaping

Grass: The developer contributed nearly 50 yards of topsoil to install grass seed to all bare areas that were sparse in the beginning of the Summer. Management overseeded these areas and put down fertilizer in efforts to get grass to germinate to these bare locations. By the end of Summer the grass had come into almost all bare areas with the exception of the west side common area. Alpine Edge addressed irrigation issues in this western location of the community that is to the north of 87 Union Trail. This will allow for new soil and seed to take route for Summer 2021.

Irrigation: Steven mentioned that Management addressed all pressure issues with the irrigation by adding water connections that would allow for full coverage in these low pressured areas. This was done to 25, 39, 65, 87 and 106 Union Trail. These areas now have great water coverage which will allow for grass and any other vegetation to flourish.

Tree replacement: Alpine Edge came through and replaced dead aspen and spruce trees to help with the Association's overall landscaping aesthetic. There are no longer any dead or diseased trees present. Management will conduct this exercise each Summer until they feel that the overall association landscape is up to the Association's standards.

Masonry repairs: Alpine Edge address all flagstone areas that were beginning to crack or erode, as well as stone siding that had fallen off various duplexes. There were issues like this on the majority of the homes and will have to conduct this same exercise every 3 years or so. The flagstone takes a beating from the ice and finds its way under the mortar which causes these issues to the flagstone, but Management will be diligent on keeping up with the maintenance so that the spend is insignificant year over year.

C. Policy Review

1. Collections

Robin Dew pointed out that the current dues are \$7,800 annually, and this is subject to change year to year for operating and reserve funding.

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

Alpine Edge explained that in the event that any owners decide to exterior improvements to their homes, it will require 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.

II. New Business

A. Review Financials

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

The Alpine Edge accounting team explained how they created the 2021 budget with future capital expenditure projects down the road. Management contracted a reserve study to determine future costs of replacement and/or repair to Association assets in the future. This determines what the reserve allocation (and therefore annual assessments) need to be. A lot of maintenance work was accomplished in 2020 and Alpine Edge needs to update the study with those expenses. The reserve study will be reviewed every few years by the Board and Management as spends take place.

i. Vote to Ratify 2021 Budget

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

III. 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.

A request was that owners have an option for an opt in/out for a directory so that owners can get to know each other better or notify each other of issues they see. Steven Frumess said Management can plan to facilitate this around the time of next year's annual meeting.

IV. Adjournment

The meeting was adjourned at 4:02 PM.