

Highland Greens Townhomes Association

Agenda

July 31st, 2021 9:00 AM Mountain Time

Virtual Zoom

Register in advance for this meeting:

<https://us02web.zoom.us/j/87473027046?pwd=NkZqOWd5RDgzdEo3ZkVUOEZDdkVLZz09>

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

1. **Call to order:** The 2021 Highland Greens Townhomes Annual Meeting was called to order at 9:09 AM Mountain Time
2. **Introduction of the Board of Directors:** Bob Miller, Stu Read, Jim Hasty, Lauren Greene, Rick Gorham, Kala Randle Schapansky
3. **Introduction to those present / proxy and determination of quorum (Roll Call):**
 - a. Quorum Met
4. **Wildernest Property Management present:** Noah Orth

5. **Approval of previous annual meeting minutes:**
 - [Highland Greens Townhomes 2020 Annual Meeting Minutes](#)
 - A motion was made to approve the Highland Greens Townhomes 2020 Annual Meeting Minutes as presented, seconded, motion carried with no dissent

6. **Reports:**
 - **Presidents Report**
 - Bob Miller sat in for the former board president Jeff Underwood who is no longer with the Townhomes to speak on behalf of the president's report. Bob thanked the board as well the ownership for the ongoing efforts to continue to make the Highland Greens Townhomes a beautiful place to reside. Bob spoke in terms of the many different ongoing and completed projects throughout the year as well several new policies which were put in place. Projects: 2020 extra snow and ice mitigation of 10 total units which had previous leak issues, the installation of entrance electronic dumpster locks, a select set of sidewalk entrance ways were replaced, It was also mentioned that in 2021 - 10 more units were chosen by the roofing company to received extra ice and snow mitigation, foundation veneer work was completed and foundation buildups were approved however due to the shortage of employees the landscaping company was not able to continue with the foundation build up however the board is looking to continue that project in 2022. Bob also stated that the board approved to switch to "pet friendly ice melt for the 2021 winter season." Even with COVID and county guidelines, shuttle operations were positive.

- Bob mentioned that the board put in place 3 new policies which include freeze sensor policy, key policy as well as the renewable energy device policy.
- Bob made a few notables in regards to the rules and regulations of the Highland Greens Townhomes of the Hot tub hours to make not only guests aware but tenants. Also mentioned that there is a 10:00Pm lights out and noise rule that is in place and to be courteous to all neighbors. It was also noted of garages that were being left open overnight and to remind guests of the dangers of wildlife.
- Bob touched on the unit's toilet angle stops in that there were 3 recorded leaks and recommended that all owners inspect the water supply lines as the plastic has a tendency to crack or break off and cause major leaks. Bob mention that Wilderrest Property Management was willing to come out and replace those supplies lines and that if anyone needed those services to reach out to Noah
- Lasty Bob mentioned the 3 board members that were leaving the board. Lauren Greene, Jeff Underwood, and Jim Hasty. Bob thanked them for all of their time and effort during their time on the board and that Anne Mead would be taking over Jim Hasty's remaining term.
- **Owners questions / comments**
 - Jim Strang Unit 63 CN- asked who was paying for the costs of the 10 units gutters and heat tap
 - Bob Miller answered stated that the board had reached out to Ked Martin Roofing for his suggestion of units that needed extra mitigation
 - Jim Strang Unit 63 CN- asked what is defined as an upgrade
 - Bob Miller answered that many of the units only had heat tape in the gutters above the garage and that it was recommended that units that incurred leaks that upper gutters and heat tape in zig zag fashion be installed to mitigate those potential leaks which no leaks were reported
 - Jim Strang Unit 63 CN- asked why only 10 units are being picked per season when others might need mitigation
 - Bob Miller answered in that it is not 10 units its the units that Ked Martin Roofing is reporting being the worst
 - Jim Strang Unit 63 CN- Stated that gutters and heat tape should be an HOA responsibility and not an owner issue
 - Bob Miller stated that this is what the board voted and approved based on original development as well as the need for the units that have either leaked or present safety concerns on the front side of the unit. This would potentially save the HOA money in repairs as well as to

continue to mitigate the freeze thaw cycles that the Townhomes goes through

- Jim Strang Unit 63 CN- Has there ever been an amendment
 - Bob Miller answered stating that the board has reached out to legal council to obtain clarification
- Blaine Newby Unit 42 LL- commented that they have had ice that has fallen off onto their hot tub and hot tub cover causing damage.
- Treavor Kraus Unit 73 CN- agreed that the heat tape should be an HOA responsibility
 - Stu Read- Stated that the board has taken note of the ownership concern and will address this topic.
- Bob Epper Unit 91 CN- stated that his hot tub and cover were damaged 3 times. It was discussed that legally it was stated to be an HOA responsibility and that this is a big issue and the bigger issue was that if someone or a child was walking under the ice and was hit the association would be sued.
- Blaine Newby Unit 42 LL- stated that the board needed to take a closer look at this issue which should be the board's top priority.
- Rob Yang Unit 83 Oak- asked about how an owner goes about knowing if this work is needed to their unit or does the owner take it upon themselves to do so.
- Stu Read- Made note to the ownership if anyone had ice build up problems that they should contact Noah so that it can be discussed as a board to determine the best mitigation plan
- Jim Strang Unit 63 CN- stated that all he was looking for was the HOA to assume responsibility to gutters and heat tape
 - Noah mention to Jim that it was noted in the meeting minutes
- Bob Miller- addressed the ownership in that this would be addressed with legal council and be presented to the ownership as soon as the correct correspondence was gained
- Jim Strang Unit 63 CN- asked for a timeline of response.
- Rick Gorham- stated that the heat tape topic was already addressed to legal and it was stated to to be HOA responsibility.
 - Bob Miller added that this was the opinion of one Board member, and not the position of the Board

7. Treasurer's Report

- Review of Financials
 - [Highland Greens Townhomes June 2021 Financials](#)
 - Bob Miller reported on the Highland Greens June 2021 Financials that the total assets exceeded a million dollars and that the fiscal year ran through August of 2021. The board had the irrigation account separated so that the HOA can monitor the water

expenses closer. Grounds and landscaping was \$10,000 over budget due to projects that were completed. The Townhomes landscaping company Greenscapes and A-Peak Asphalt did water and ice mitigation road repairs on Linden Lane. Alpine tree service also did stump removal. There was also a gator repair which we are anticipating a small loss. The shuttle is now apart of the Highland Greens Townhomes who pays 2/3rds and the Highland Greens Lodge pays 1/3rd to costs. We are looking to have a break even cost at the end of the fiscal year.

- **A motion was made to approve the Highland Greens Townhomes 2021 June Financials, motion was seconded, passed with no dissent**

a. **Highland Greens Townhomes 2021/2022 Board Approved Budget**

- Bob Miller reported that there would be a dues increase from \$479 to \$505 which would give the association a balanced budget. This increase consists of \$22 for operating dues and \$4 to reserves.
- Bob reported that historically the major cost items are roofs and roads which the board has increased the reserves up 3% anticipating by 2033 we will be in very good shape.. Insurance is constantly increasing building costs in the county average at \$220 per square foot and going forward the board will raise it to \$235 a square foot. Other areas of increase are irrigation and snow removal. The board is working with Wildernest to receive bids as our current contractor went up 65%. Shuttle costs are stable with a small increase. The board just signed a new 5 year contract with Cornerstone Bus Leasing. The board discussed acquiring their own shuttle however the determination was that the lease was a better option for the association.
 - **Rick Gorham made a motion to approve the 2021/2022 Highland Greens Townhomes budget as presented, Stu Read seconded, motion passed with no dissent**

8. **Management Report**

- **Wildernest Property Management Managers Report**
 - Noah presented to the ownership current ongoing projects that were taking place, the current lawn care irrigation and landscaping schedule, completed past projects, upcoming fall maintenance preparations, 2021/2022 contracts and equipment updates. Please see the link for details
 - **Owners Questions and Comments**
 - Owner asked about the current landscaping schedule in that it seemed that the landscaping staff was doing select cutting.

- Noah explained at the beginning of the season that Wilderdest was instructed by Greenscapes to do a single low cut and then to fertilize and to let the lawn grow for a week then to start complete operations. Noah addressed the ownership that due to dry climate in the beginning of the season they experience fertilizer burn and the only solution for this was to add more water however due to the water restrictions the association was limited as to what could be done.
- Owner discussed the clean up after mowing in that they are noticing that grass clippings are gathering around their hot tub
 - Noah stated that he would make the team more aware of this issues and to take more time with the details
- Owner inquired about gutters and heat tape
 - Noah addressed the ownership of the process that is taken during the winter months and the recommendations by Ked Martin Roofing. Noah explained to the ownership that at the time of development that heat tape was only installed in the gutters which is not proper installation today. Today installation of heat tape in the gutters and along the rooflines in ZigZag fashion with a slight overhang is proper for water to escape from the roofline. Noah also mentions that per Ked Martin roofing that due to the Townhomes high freeze thaw rate the association would never be able to mitigate it all and that the roofs are over engineered to hold the weight of the snow and ice. High priority roofs would have 10 to 13 inches of ice build up which should be removed and that snow was not a problem. Noah also mentioned that Ked recommended that heat tape should be turned on mid to late November and stay on until thaw season as turning on and off takes to long for the heat cable to recover and will not catch up with the large amounts of ice that the Townhomes roofs build.

9. New Business:

- [Freeze Alarm Policy](#)

- Honeywell Wifi Water and Freeze Detector - approved sensor or any Wifi sensor that is approved and will notify the owner
- [Key Access Policy](#)
 - Spring and Fall key / code audits occur each year
- [Solar Device Policy](#)

11. Miscellaneous Discussion:

- **Owners questions / comments:**
 - Allie Molinda Unit 42 LL inquired about the responsibility of the owner if solar panels were installed and if when the time for the roof to be replaced who would be responsible?
 - Bob Miller spoke in terms of owners responsibility in that ice and ongoing maintenance needs to be done would be the responsibility of the owner. It was stated that the owner would have to remove the solar panel set at the time of roof replacement
 - Jim Strang - asked if the HOA had looked into any subsidy when it came to energy efficiency packages
 - Bob Miller stated no in that this topic was presented by another owner to the board in which the board looked at our current rules and regulations and felt the need to gain more information and clarity for the ownership.
 - Jim Strang- asked if the ownership looked into a bulk rate or cost savings from Xcel
 - Bob Miller replied no as this topic was addressed by an individual owner to the board who was inquiring of the installation of a solar energy device on their unit.
 - Allie Monlinda commented as she had researched and received a few estimates however there needed to be about 10 units in order to receive a bulk rate.
 - Anne Mead- Stated that she looked into solar for her unit and due to the lack of exposure it was not recommended
 - Allie Monlinda- inquired about the legal response if there was communication with the Town of Breckenridge.
 - Bob Miller stated that David Firman with Altitude Community Law looked at the state statute on energy saving devices.
 - Jim Strang- brought up again the ownership concern about the responsibility of gutters and heat tape and that he wanted it recorded in the meeting minutes that the board was going to look into and address the ownership in a timely manner.
 - Noah stated to Jim that it was recorded in the meeting minutes.

12. Adjournment:

- **A motion was made for the 2021 Highland Greens Townhomes Annual Meeting be adjourned, seconded, passed unanimously 10:23 AM Mountain Time**

**Highland Greens Townhomes
Post Annual Board Meeting
10:38 AM Mountain Time**

1. Boards Positions Determined and Term End

- a. Stu Read - President - 2023
- b. Rick Gorham - Vice President - 2022
- c. Bob Miller - Treasurer - 2022
- d. Karla Randle Schapansky - 2023
- e. Anne Mead - At Large - 2022

2. Yearly Meeting Schedule

- a. Friday November 5th 12:00 PM Mountain Time
- b. Friday March 11th 12:00 PM Mountain Time

3. Board discussion

a. Heat Tape Discussion

- i. The board understood and could see where the ownership is coming from however Stu mentioned that as a board it was discussed that at the time of development that it was an owners option to have heat tape installed on their unit which is why the board determined owners responsibility as not all units have heat tape installed.
- ii. The units the board decided to pay for extra gutter and heat tape mitigation for was due to the fact those particular units were addressed by the roofing company as being the worst units of ice build up as well had consecutive leak in the hopes to save the HOA money by not having to repair more leaks which showed to be a positive result from this past winter even though small.
- iii. The HOA offered owners the opportunity to use the bulk rate the roofing company was providing to update their own gutters and heat tape which the HOA would not be responsible for.
 1. Bob discussed reaching out to David Firmin (Altitude Community Law 1. What is the HOA responsibility being that heat tape was an option during development. 2. If ice is causing damage to hot tubs and covers is the HOA responsible for that damage. The HOA did not choose where the owner had the hot tub installed, as well discussion of the HOA could not allow hot tubs in general which would take away any financial issues of damage to tubs however was stated that they would not want to do so.

2. Bob confirmed that this topic needed to be addressed with legal counsel to get an update as to HOA responsibility. Roofs, heat tape, damage responsibility and report back to the ownership.
3. Shuttle: Bob and Ryan confirmed that they would be the Highland Greens Townhomes Shuttle Drivers for the 2021/2022 winter season.