

**Highland Greens Townhomes
Board of Directors Minutes
May 7th, 2021 12:00PM Mountain Time**

The Board of Directors for the Highland Greens Townhomes Homeowners Association met May 7, 2021 in the Highland Greens Lodge conference room and via Zoom video conference. Present in-person were Directors Jeff Underwood, Jim Hasty and Bob Miller. Present via Zoom were directors Stu Read, Lauren Greene, Rick Gorham and Karla Schapansky. Wildernest Representatives Nicky Soupal and Keith Chamberlain, Co-Managing Directors, and Patrick Hunzeker, Property Manager, were also present. The meeting was called to order at 12:07 PM.

Approval of Previous Meeting Minutes

- Some typos and corrections regarding upcoming reserve expenses and clarifications regarding insurance action items need to be made to the February 5, 2021 BOD Meeting Minutes. WPM will clean up and send out for approval. WPM will also get the board minutes in a more timely manner in order to get them posted to the website for owners to review.

Regular Business

March 2021 Financials

- Reserve balance is approximately \$916,000
- March normally shows a Prepaid Insurance asset but does not this year since it was not paid until April and the policy period is April 1 to April 1
- Irrigation Water expense has been moved into its own account, 50220, rather than commingled with other Grounds and Landscaping expenses in 50430
- Approximately \$5,000 favorable to budget on roof snow removal; it was a lighter snow year but also likely reflects additional heat tape and gutters added last year
- The larger expenses under Grounds and Landscaping (50430) - Linden road repairs, installation of pond liner, rock installation/foundation buildup and irrigation repairs - may be reclassified as reserve expenses at fiscal year end depending on results at that time
- The shuttle portion of the income statement shows a ~\$17K loss through March but should likely end the fiscal year with a surplus since the remaining months are mostly revenue

Sept 2021 - August 2022 Budget Discussion

- The proposed budget presented was a first draft; several items need more information or clarification
- The lease proposals from Cornerstone offer 1, 3 & 5 year options with significant difference in price for each, but even the 5-year option is a 10% price increase over the prior lease; ***Mr. Underwood will look into shuttle purchase options***
- The bid for snow plow services from the current company, VPS, proposes a monthly increase from \$4,300 to \$7,000/mo for the 2021-22 winter. ***WPM needs to confirm this is correct and seek alternatives if it is***
- The shuttle split is one-third of all contribution and expense is the responsibility of the Lodge, and two-thirds are the responsibility of the Townhomes
- The auto insurance for the shuttle is purchased as an annual policy in November, then cancelled at the end of the season, in mid-April, at which time a refund is given for the remainder of the policy period. The umbrella premium for the Association is also higher during the shuttle season; WPM is waiting for the refunds from these policies to allocate the shuttle insurance expense more accurately on the budget
- Bob said he will be back next year to drive the shuttle. Ryan is applying for a position with increased responsibility at his summer job, which may require a longer summer season, possibly impinging on his availability at the start and end of the shuttle season. Should confirm Ryan's availability for next year soon and start advertising if needed.
- Related to the item above, owners should be reminded at the annual meeting that tips are an important part of driver compensation
- The reserve study update provided by Mr. Underwood suggests \$2.39M in capital expenses through the year 2032 and a \$20/unit/month increase in the reserve contribution, as opposed to the 5% increase proposed in the draft budget. This will be updated on the proposed budget along with the operating fund items above.
- ***WPM to consult vendors for an opinion whether crack seal is needed this year***

*****Resolution: The ITV (Insurance to Value or Replacement Coverage) should be increased from \$200/SF to \$220/SF starting in April 2022, and should be budgeted accordingly - approved without dissent*****

Property Management Report

- A key audit revealed WPM did not have access to 13 units; **Mr. Hunzeker will draft a communication to be reviewed by Mr. Miller prior to sending**
- Ked Martin recommended heat tape and gutters for 18 units; **WPM to follow up with Ked to get pricing and priority recommendations**
- VPS (snow plow vendor) will the repair damage they caused this year
- Fertilizer (not Weed and Feed) has been ordered and is on the way; **WPM will let Mr. Hasty know the brand ordered**
- Concern was expressed over the visibility of WPM employees on site compared to prior years; WPM has started training four other employees on the Association property issues so there will be others on property on a regular basis going forward. Some landscaping items may be outsourced for consistency but there is not yet a firm plan for this summer.
- The Oak Lane sump pump hose is missing a section; **WPM to re-install**
- Alpine Tree Service will be submitting a proposal for pest control; **WPM will send over along with the Ceres proposal when received**
- DR Custom has started the painting project on Linden Lane
- WPM identified 36 units with various levels of foundation exposure and 28 units plus the Oak & Linden Lane dumpster enclosure with some stone veneer damage that will eventually need repair; **WPM will get pricing estimates for repairs, including quote from the contractor who did 48 Chestnut for the veneers**

New Business

- Leak at 47 Oak caused by defective angle stop was discovered by the owner today. Summits Finest Carpet Cleaning is handling the mitigation. **WPM will update as information is gathered**
- Discussion ensued regarding an owner request for installation of roof solar panels and how that relates to the Association rules regarding installation of such devices. Clarification is still needed in relation to how provisions for maintenance of these items should be attached to the deed on a unit. **Mr. Miller to consult with David Firmin; WPM to update the requesting owner that the matter is under consideration**

- There was board consensus that “Ring” style doorbell cameras are allowable but any others should be subject to board approval; conformity, maintenance and impingement on others privacy are primary concerns. 73 Chestnut did not ask for approval but this unit recently sold. ***The board will consult with David Firmin regarding an Association policy for cameras; WPM to draft a communication to the new owners of 73 Chestnut to let them know the camera was never approved and for them to formally seek approval or remove it***
- Mr. Underwood will be closing on his unit July 6th, which will be his last day as President. He thanked the board and Wildercrest for their help and cooperation throughout the last several years. The board approved a U-Haul trailer in the driveway from 7/3-7/5. A survey requested showed the concrete pad at 15 Oak Lane, which was original construction, intrudes on the common area, contrary to county records. ***WPM to draft a resolution to be reviewed by Mr. Miller to allow original construction to remain in place in similar situations in the future.***
- Mr. Hasty and Ms. Greene will be resigning their board positions as of the annual meeting. Ms. Greene’s term expires but Mr. Hasty has one year remaining. ***The board will seek to appoint a replacement director for Mr. Hasty for the remainder of his term and discuss the optimal size of the board at the pre-annual meeting scheduled for noon on July 16th. The governing documents require three directors.***
- The annual meeting is scheduled for 9am on July 31st, location and/or teleconference option TBD.

Adjournment at 2:32pm

Board resolution approved via email/Google Form vote after the meeting:

*****RESOLUTION: In the event a discrepancy arises between Summit County property records, recorded at the time of original construction of a unit, and a survey performed upon the sale of a unit, to the extent the original property record shows no building encroachment upon the Common Areas of the Association, and the new survey shows encroachment, a variance will be granted to allow the original construction to remain in its current state - approved without dissent*****