

**HIGHLAND GREENS TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
October 20, 2022**

I. Roll Call & Establish Quorum

Motion: Stuart Read moved to call the Highland Greens Townhomes Association Board of Directors Meeting to order at 3:03 p.m. via videoconference. Karla Schapansky seconded and the motion carried.

A. *Roll Call & Establish Quorum*

Board members present were:

Stuart Read, President

Anne Mead, Treasurer

Steve Fisher, Member at Large

Karla Schapansky, Vice President

Bob Miller, Secretary

Representing Alpine Edge were Steven Frumess (General Manager), Kimberlyn Bryant (HOA Administrator), Erik Keefe (HOA Assistant Manager) and Dave McCauley (Accounting). Erika Krainz of Summit Management Resources transcribed the minutes from recording.

With five Board members participating, a quorum was confirmed.

II. Approve Previous Meeting Minutes

Motion: Steve Fisher moved to approve the September 8, 2022 Board Meeting minutes as presented. Anne Mead seconded and the motion carried.

Action Item: Erik Keefe will try to locate the minutes from the May and July Board Meetings.

III. Financial Review

A. *Financial Reconciliation*

The reports Anne Mead received included P&Ls and Balance Sheets from different months. She requested reports that are all for the same time period. There are issues with formatting and the chart of accounts. She needs accurate reports to prepare the tax return.

Stuart Read said the total cash including the Reserves and CDs was \$876,345. As of March 31st, which was the last financial report from Wilderrest, the total balance was \$971,486, a difference of \$95,000. He would like an explanation of the discrepancy. This was the first financial report the Board had received and there are issues with Reserve expenses and mislabeling of accounts.

Anne Mead requested some reorganization of the shuttle expenses, inclusion of actual dollar amounts on the reports, replacement of the percentages with dollar variances, reports that break the financials out month by month, and Accounts Payable and Accounts Receivable reports.

Action Item: Anne Mead will work with Accounting to reformat and clean up the reports.

The Accounts Receivable balance was about \$20,000 with the majority at 0 – 30 days.

Action Item: Erik Keefe will follow up with the owners to confirm they have been receiving emails.

Stuart Read said the Board has never seen a reconciliation from the end of the period of management by Wildernest. He suggested an independent audit.

Some of the other issues with the accounting included providing reports from different months and erroneous charges to the Townhomes for plumbing, heating and vehicle insurance. There may be dues that were sent to Wilderness since March and dues for Lodge that were credited to Townhomes or vice versa. The Special Assessment payments were credited to the Lodge Operating account instead of the Reserve account and some owners were not paying the Special Assessment. Stuart Read commented that the Operating account balance was usually \$80,000 - \$90,000. On March 31st, it was down to \$41,000. The balance is now over \$350,000. The financials show \$120,000 in CDs when previously the Association had \$360,000.

Action Item: Steven Frumess will schedule a meeting with the Controller, Jamie Stahulak and Anne Mead the first week of November to work on these matters.

Action Item: Anne Mead will be added as a signer on the Alpine Bank accounts.

Action Item: Erik Keefe will follow up with Wildernest to ensure they have turned over all financial documents.

Action Item: Anne Mead will be provided with the financial documents starting in September 2021.

IV. Old Business

A. *Roofing Repairs & Replacement*

Ked Martin performed a roof inspection and made repairs. He estimated that with proper maintenance, the roofs have four to five years of useful life remaining, which is in line with the Major Maintenance Chart. Accurate America presented a more aggressive plan for roof replacement. The roofs on Oak and Chestnut was in the worst condition. Erik Keefe recommended getting several bids from roofing contractors, including Ked Martin, for the roof replacement when that time comes.

Action Item: Erik Keefe will include roof replacement on the next Board Meeting agenda.

B. *Heat Tape & Gutter Install*

All Electric is installing what is needed out of the breaker boxes and terminals based on the list. Accurate America installed the gutters. All Electric will need to remove the plug-in heat tape and install the new heat tape.

Motion: Stuart Read moved to have the gutters cleaned at a cost of \$175 each. Karla Schapansky seconded and the motion carried.

C. *Reserve Study*

Erik Keefe received the Reserve Study this week. He will review it before sending it to the Board.

V. New Business

A. Coordination of Shuttle Services

1. Driver Employment/Payroll, Certification & Drug Screening – The drivers are Bobby and Ryan. They both have their CDL licenses. They are due for the required bi-annual physicals, which are scheduled in the next week. Erik Keefe is working on scheduling the pre-employment drug test, which is required annually because they are seasonal employees. They will be employees of Highland Greens LLC but Alpine Edge will be listed as the managing agent.

Action Item: Erik Keefe will confirm the Workers Comp policy is in place.

2. Winter Driving Schedule – The shuttle service is scheduled to start on Thursday, November 17th. The van will be picked up on November 12th or 15th. Bobby will drive through the end of November and Ryan will start on December 2nd. The schedule will switch to seven days per week after Thanksgiving and the drivers will set their schedules. The shuttle will run from 8:00 a.m. – 5:00 p.m. and the routes will alternate directions every hour. Ridership is tracked.

Action Item: Erik Keefe will send the schedule out to the owners the first week of November and again right before Thanksgiving.

B. Newsletter

Bob Miller will work on the next newsletter. Topics will include information about the roof repairs, gutter cleaning, the Reserve Study, fall clean-up, the shuttle schedule, winter plowing and shoveling

VI. General Board Comments

Anne Mead commented that there are some trees planted too close to the buildings that should be trimmed. Bob Miller noted that after the fire mitigation walks two years ago, any branches that were in danger of touching the buildings or roofs were trimmed. There are some trees with fungus that need to be treated.

The split rail fence is falling apart but it is not on Association property. The Association owns the privacy fence and it is in good condition.

VII. Schedule Next Board Meeting

The next Board Meeting will be on January 13, 2023 at 10:00 a.m.

VIII. ADJOURNMENT

Motion: A motion was made to adjourn at 5:03 p.m. The motion was seconded and carried.

Approved By: _____

Board Member Signature

Date: _____