

**CUCUMBER CREEK ESTATES
BOARD OF DIRECTORS MEETING
September 7, 2023**

I. ROLL CALL/DETERMINATION OF QUORUM

Alan Bergstein called The Highlands Park Property Owners' Association Board of Directors Meeting to order at 2:07 p.m. in the Alpine Edge office and via videoconference.

A. Roll Call & Establish Quorum

Board members present were:

Alan Bergstein, President

Lynsey Adame, Treasurer

Darrell McConnell, Secretary

Representing Alpine Edge were Steven Frumess (General Manager), Erik Keefe (HOA Assistant Manager), Michael Walzak (HOA Community Manager) Jessica Martin (Director of Communications), and Lindsay Wood (Accounting Manager). Erika Krainz of Summit Management Resources transcribed the minutes from recording.

With three Board members participating, a quorum was confirmed.

II. REVIEW & APPROVAL OF MEETING MINUTES

A clarification was requested to Section 5.B.ii regarding the Nordic Center's responsibility for irrigation and the Association's responsibility for maintenance.

Motion: Lynsey Adame moved to approve the June 6, 2023 Board of Directors Meeting minutes as amended. Alan Bergstein seconded and the motion carried.

III. OLD BUSINESS

A. Landscaping

1. Landscaping Updates – The \$1,000 bid was approved to fill the hole from the tree that fell, fill in missing mulch and add cobble by six units. There is a low spot in the landscaping by #210 that causes water to run back toward the building.
Action Item: Michael Walzak will request a bid to add cobble in that location.
2. Cobble Extension on all Structures – Adding a cobble barrier around all buildings could positively impact the insurance cost.
Action Item: Michael Walzak will request a bid to add cobble around all buildings.
3. Trees – The Nordic Center transplanted two trees last fall. The one closest to the road is irrigated but was not thriving. Neils Lunceford thought it may have been planted too deep so they dug it out and replanted it. There was discussion about planting two trees per lot (34 total). Neils Lunceford submitted a bid of \$12,090 to plant three 12' – 14' spruce trees behind Darrell O'Connell's house. The cost for four 6' – 7' spruce trees would be \$8,000. Another landscaping vendor Elco provided rough pricing of \$450 for spruce trees last year, but their trees are grown in the Front Range. Darrell O'Connell was not in favor of working with Elco due to past experiences. There was agreement that the trees should be grown at elevation.

Motion: Alan Bergstein moved to establish an \$18,000 budget for one or two trees per home, with the goal of having them planted this fall, and to replace as many as possible in the front of the homes. The motion was seconded and carried.

Action Item: Michael Walzak will request bids from other providers.

4. #212 – The dead trees have been replaced. The owner was directed to contact Neils Lunceford about obtaining matching mulch.
5. #160 – Elco did the work by this home. The pile of dirt will be cleaned up. An abandoned sprinkler head will be removed.
6. Grass – The Board discussed spreading topsoil and grass seed to achieve a uniform appearance throughout the property. Darrell McConnell received bids from Neils Lunceford of \$1,300 around his house, \$5,000 for the south end of the complex and \$12,000 for the entire property.
Action Item: Michael Walzak will request a bid from Penelope.
7. #152/#160 – There is a loose fence privacy wall behind these units. The repair will be made in house once the ground dries out. There is also an issue with standing water. There are three sprinkler heads very close together. Michael Walzak recommended removing two of the sprinkler heads and building a dirt berm.
Motion: Alan Bergstein moved to have two sprinkler heads removed and to build a berm. Darrell McConnell seconded and the motion carried.
8. Ditch – The Board will consider building a timber fence by the ditch in the spring.
9. Leaning Trees – There is one tree that needs additional stakes and strapping.

B. Governing Document Updates

1. Declaration Amendment for Dues Allocation – The attorney needs to draft an amendment that can be sent out to all owners to change the dues allocation so both Operating and Reserve dues are allocated based on square footage. Amending the Declaration will require approval by at least 67% of the membership (12 owners). A Special Meeting could be scheduled to explain the reason for the amendment. There was discussion regarding the timing for implementing the change, once approved.
Action Item: Management will have the attorney draft the amendment and ballot and confirm the proper process for changing the budget.

C. Deck Rail Painting

Two bids were received. One quote was \$1,200/unit for a total of \$20,000. The Board agreed to a three-year phased plan. The first phase will be homes built in 2019 (\$10,800), the second phase homes built in 2020 (\$3,600) and the third phase homes built in 2021 (\$6,000).

Motion: Alan Bergstein moved to approve the \$10,800 bid for railing painting for the first phase, to be done this fall. Lynsey Adame seconded and the motion carried.

D. Ice Accumulation

The owner of the house at the end of the cul de sac reported a large ice accumulation along the side of his house and stairs. The management team will be inspecting the property more than once weekly and will address these type of situations this winter. Lynsey Adame commented that she had damage to a vent from ice or snow that fell off the roof.

Action Item: Erik Keefe will have the vent replaced.

E. 138 Solar Panel Improvement Request

Lynsey Adame noted that a policy should be drafted that specifies a requirement for submitting plans to the Board for approval. The Board discussed hiring a design architect or other professional with expertise to review the plans. A fee should be charged for the application and the owner should be responsible for all review costs. Lynsey Adame was not comfortable approving the application without a professional review.

Action Item: Michael Walzak will ask the owner to provide a sample of the panels.

Action Item: Management will try to find a professional to review the submission.

IV. NEW BUSINESS

A. Fiber Connection

The Allo fiber has been installed but a date has not yet been established for connecting the properties.

Action Item: Erik Keefe will contact Allo to request a timeline.

B. Owner Contact Information

Action Item: Erik Keefe will send a reminder to owners to provide updated contact information and management company information.

V. OTHER BUSINESS & GENERAL BOARD COMMENTS

There was no additional discussion.

VI. SCHEDULE NEXT MEETING

The next Board of Directors Meeting was not scheduled.

VII. ADJOURNMENT

Motion: Alan Bergstein moved to adjourn the meeting at 4:11 p.m. Lynsey Adame seconded and the motion carried.

Approved By: _____

Board Member Signature

Date: _____