

**COTTAGES AT SHOCK HILL ASSOCIATION
BOARD OF DIRECTORS MEETING
January 7, 2025**

I. WELCOME

Motion: Phillip Reinsch moved to call the Cottages at Shock Hill Association Board of Directors Meeting to order at 1:04 p.m. via videoconference. Chip Carlson seconded and the motion carried.

A. Roll Call & Establish Quorum

A quorum was satisfied with three Board members in attendance at the meeting.

B. Introduction of Board and Management

Board members present were:

Henry (Chip) Carlson

Phillip Reinsch

Robin Gear

Representing Alpine Edge was Michael Walzak. Monique Dabrowsky of Summit Management Resources transcribed the minutes from recording.

II. APPROVE JUNE 4, 2024 BOARD MEETING MINUTES

Motion: Chip Carlson moved to approve the June 4, 2024 Board of Directors Meeting minutes as presented. Phillip Reinsch seconded and the motion carried with Robin Gear abstaining as she was not present at the meeting.

III. FINANCIAL REVIEW

A. Accounts Receivable Review

Michael Walzak reported that the dues were posted on January 2, 2025 and about eight owners have already paid. The Association is currently in a good position with cash flow. Reminders will be sent to any owners who have not paid at the end of the month.

B. Year-End Financial Review

Michael Walzak reported that he is working through the final reconciliation for December which will be posted on January 25th. There was net income of \$7,354 prior to reconciliation. If there is a year-end surplus, the Board can opt to move the excess funds to Reserves, spend it or refund it to the owners. The Board agreed to move any year-end surplus to Reserves once the year-end report has been finalized.

C. Reserve Contribution

Michael Walzak reviewed the funding schedule. The 2024 contribution was \$71,060, which was considerably less than the recommended contribution. The 2025 contribution is budgeted at \$76,000, which is still lower than recommended. The contribution would need to be around \$100,000 to get to a 50% - 70% funded level. The Board should consider a large contribution next year during the budgeting process for 2026. There are some larger budget items that may come up soon, such as roofs and the dark sky compliance. Robin

Gear asked how other Associations fund their Reserve Studies. Michael Walzak said most Associations try to get to a 50% - 70% funded level.

IV. OLD BUSINESS

A. *Driveway/Asphalt Assessment*

Michael Walzak said the driveways were in good condition and the crack filling and seal coating was pushed out to next year. The plan is to request bids in the early spring of 2025. There is one area in Chip Carlson's driveway that needs to be patched. Chip is willing to have the driveway replaced at his own cost if needed due to there being multiple low spots that do not drain.

Action Item: Michael Walzak will get bids to patch and fully replace Chip Carlson's driveway.

V. NEW BUSINESS

A. *Spring Projects*

1. Staining - Two structures will be stained in the early spring.
2. Doors - The entry doors will be inspected and any that need staining will be done at the same time.
3. Seal Coating - This will be done in early spring and the units will be selected based on condition..

B. *Dark Sky Compliance*

Michael Walzak said the financial responsibility for light fixture replacement is a gray area. They could be an individual owner or Association expense. The Board agreed the Association should cover the cost to ensure continuity. The Board discussed options for making the existing light fixtures dark sky compliant by fabricating a metal panel to cover the translucent lenses proactively in advance of the July 1st deadline. It is not in the budget currently, and the Board discussed doing a Special Assessment or paying the expense from Reserves. Mike estimated the cost would be around \$16,800, assuming four fixtures per home for the 14 homes at \$300 each for Hinckley fixtures. Robin Gear suggested reaching out to Hinckley about compliant fixture options.

Action Item: Michael Walzak will determine the number of fixtures, research options for replacement fixtures and provide cost estimates.

C. *Investment of Excess Operating Funds*

Phillip Reinsch suggested keeping excess Operating funds in the Alpine Bank money market account to earn interest and transferring the Reserve portion of the dues to the Merrill Lynch account as they are received to maximize yield. The Board had questions about how the interest will be tracked to prevent co-mingling of the Operating and Reserve money.

Action Item: Michael Walzak will determine if it is possible to set up an automatic reimbursement from the Merrill Lynch account to the Alpine Bank account and confirm with the accountant how the interest on the Reserve account should be handled for tax purposes.

D. Garage Door Maintenance

Phillip Reinsch mentioned that there are some panels in the wooden garages that appear to be warped. The door exteriors are an HOA responsibility but the interiors are the homeowner's responsibility. Michael Walzak recommended owners have the garage door inspected and maintained at least once a year.

Action Item: Michael Walzak will check the panels.

E. Owner Recruitment

Michael Walzak encouraged the Board to recruit owners to serve on the Board.

F. Preferred Vendor List

Chip Carlson asked if there was a preferred vendor list.

Action Item: Michael Walzak will follow up with Erik Keefe.

G. Social Event

The Board discussed scheduling a summer social event for owners.

Action Item: Michael Walzak will include a discussion of a social event on the Annual Meeting agenda.

Action Item: Michael Walzak will send the draft of the newsletter to the Board for review.

VI. OPEN FORUM

There was no further discussion.

VII. SCHEDULE NEXT BOARD MEETING

The next Annual Meeting was scheduled for Wednesday, March 19, 2025 at 3:00 p.m. via Zoom.

The next Board Meeting was scheduled for Tuesday, April 15, 2025 at 1:00 p.m.

VIII. ADJOURNMENT

Motion: Robin Gear moved to adjourn the meeting at 2:13 p.m.

Approved By: _____ Date: _____
Board Member Signature