

# ANTLERS LODGE HOA

## Board Meeting Minutes

Thursday, February 24<sup>th</sup> at 3 pm MST

Virtual via GoToMeeting

### Antler's Lodge Board of Directors

- Jeff Sims – President
- Leanne Migalski – Vice President
- Bill Huber – Treasurer
- Karim Sirgi – Member at Large
- Randy Coakes – Member at Large

### Alpine Edge Representatives

- Steven Frumess – General Manager
- Brett Gunhus – HOA Manager
- Jessica Martin – HOA Administrator
- Kimberlyn Bryant – HOA Administrator
- Martha Zaugg – HOA Administrator

#### 1. Welcome

##### a. Roll Call; Establish Quorum

The meeting began at 3:05 PM with Bill Huber, Leeann Migalski, Karim Sirgi, Jeff Sims present.

#### 2. Old Business

##### a. B21 Repair Update

Martha gave an update on the final few items left to repair at unit B21. Leeann asked that a toe kick be installed in her unit as well.

##### b. Property Inspections

Alpine Edge reviewed the maintenance checklist provided by the board upon the management transition. Some items are weekly, and others are seasonal.

Garbage is Tuesdays & Fridays so inspections would be best done soon after those days.

Leeann mentioned that some ice dams are developing on the north side of the B building. Steven confirmed that this was spotted and that there is likely an issue with the heat tape caps.

Steven acknowledges a lapse in the quality of weekly maintenance inspections due to recent staffing issues, which the board confirmed. Both the AE HOA team & service teams now contain more personnel than ever before though management will need to continue ensuring quality control on the regular weekly inspections.

Leeann asked that a few more signs be made and suggested we take that offline. Alpine Edge will reach out to Leeann to coordinate.

**c. Snow Removal Review (Lot Scrape)**

Martha informed the board that despite coordinating an ice scrape with all the owners today, AE noticed that it had not been done. The snow removal contractor is stating that it will have to take place tomorrow. Brett has confirmed with the Tyra building management that Antlers Lodge owners can park in Tyra's lot tomorrow as long as they are cleared out no later than noon.

The board asked that whoever does the snow shoveling be instructed not to push the snow into the empty parking spots below.

**3. New Business**

**a. Trash Cans *Locks that do not work, some overflow, frequency of pickup, protection of beams next to bins***

Leann asked that management reach out to Timberline to state that at least one of the Totter cans/bins is not opening properly, which can lead to overflow issues on the other can. AE will reach out to Timberline to see what the issue is and possibly whether a replacement is in order.

It was stated that unit cleaners are sometimes at fault for leaving trash near the bins rather than inside.

The board agreed that pick-up frequency likely does not need to be increased.

**b. Garage Heaters**

Martha brought up the fact that a garage pipe was found to be frozen recently, likely due to a garage left open. It was thawed without issue.

Bill mentioned that ensuring that heaters are on is a priority, but owners should not set the heat too high.

Steven brought up the option of installing timers on the garages so that renters do not accidentally leave them open, leading to an emergency pipe burst issue. The board deliberated & determined that it would be helpful if AE procured a bid for timers to be installed as well as signs in each garage pointing out the fact that they are set to close on a timer.

**c. Tree Trimming *Above B22 parking spot***

Leanne mentioned that this was included in the scope but did not happen. Trimming was done around the buildings but not the major limb that needed to get removed. AE will look into that bid and whether the contractor does need to complete the job without further expense.

**d. Garage Door Preventative Maintenance**

There was a garage door malfunction in the early winter which led to the question of whether more preventative maintenance should be done. Bill asked that a bid be procured for the replacement of the cable on either side of the door.

Leanne mentioned that these garage doors are likely not energy efficient in terms of electricity, and Bill stated they likely do not retain heat. AE will ask if the company replacing the cables also inspect the energy efficiency of the doors themselves.

**e. Cleanliness of Hallways and Common Areas**

This was discussed in the property inspection topic, but Leanne reiterated that this does need to be improved. The issue is largely due to contractors not keeping their projects tidy, but management should be picking up any trash in the hallways.

**f. Parking Passes**

Martha asked if the association had an official parking pass system in the past – permits have been referenced but management is not aware of anything official. The board acknowledged that owners seem to print & create their own system.

Leeanne has said that parking has been good throughout the winter, likely due to responsible STR management & good snow removal.

**4. General Board Comments**

The board asked that we ensure these meetings occur quarterly. Brett suggested that we end each of these meetings by setting a tentative date for the next meeting. The board suggested that we set a tentative date of Wednesday, May 25<sup>th</sup> at 3:00 PM for the next meeting.

**5. Adjournment**

Karim made a motion to adjourn and Leanne seconded. The meeting adjourned at 4:05 PM.