

ANTLERS LODGE HOA

Board Meeting Agenda

Wednesday, May 25th 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
- Jessica Martin – HOA Administrator
- Kimberlyn Bryant – HOA Administrator

1. Welcome

a. Roll Call; Establish Quorum

There was a motion to call the meeting to order by Jeff Sims, which Bill Huber seconded. The meeting began at 3:04 pm.

The meeting was attended by Jeff Sims, Bill Huber, Randy Coakes, Leanne Migalski, and the Alpine Edge management team.

2. Reserve Fund Loss

Steven addressed the recent reserve fund scam that took place recently. Steven went through Alpine Edge's protocol with the reserve account and assured the Board that Steven would be the only person approved to sign off on these expenditures. All CAPEX projects will be handled by holding a Board meeting and voting to support the use of funds.

Steven has been in communication with the Board regarding this incident. Jeff informed the Board that he had changed all of the passwords. He requested that verbal conversations occur over the phone instead of making these transactions over email. Bill set the Board's expectations for Alpine Edge moving forward. Steven agreed to establish a protocol for these situations.

Bill motioned for any invoices over \$5K must be verbally approved by at least two Board members. Randy seconded the motion, and all were in favor.

Randy asked if Alpine Edge has a secure website where they could approve bids that way. Steven informed him that AE does not have that, but Alpine Bank does. Steven assured the Board that he would be extremely sensitive in these situations.

Bill informed Alpine Edge that several checks have been sent but have not cleared yet. Accounting confirmed that an ACH payment for \$7K was sent to Farmers, and a transfer was made to Jeff S. for \$1672. Jamie informed the Board of her plan if the check sent to Farmers was cashed after the ACH payment. Leanne asked when they could expect the reserve money returned to the HOA. Steven informed her that Alpine Edge is going through the insurance process now, and as soon as he has answers, he will notify the Board. AE's deductible is 10K, which they can pay to the HOA now.

Leanne agreed to give AE until August 1 for the insurance process to occur. Otherwise, AE will spend the money directly out of pocket. Jamie will look into the other checks that were never cashed.

Jeff brought up a contractor that needs to be paid. Steven asked him to circulate the invoice to the Board for approval, and then Steven will code the invoice for accounting to process.

Jamie confirmed that the Farmer's check was voided and had a stop-pay.

3. New Business

a. Spring Clean-Up

a. Flowerpots and Gas Grills

Leanne said the grills and flowerpots are ready to be put out. She saw service guys today and told them where they would be placed.

b. Landscaping

Steven informed the Board that he has been trying to reach out to Ladybug regarding landscaping. Leanne was able to contact her and said she would begin the landscaping once the snow completely melted. Steven said the service team would come a leaf blow and power wash the garages. Steven addressed our need to be able to communicate with Lisa from Ladybug. Due to her unresponsiveness, AE hired another landscaper. Leanne said she would let Lisa know AE has been trying to reach her.

Leanne informed the Board that she found two sprinkler heads that were raised. She would also like to purchase grass seeds to repair some patches.

Bill made a motion to approve a budget of \$1K for Leanne on landscaping, which Randy seconded. All were in favor.

c. Trash Bins

Bill brought up the piling of trash at the Association. Kimberlyn addressed the Board and informed them that a lot of the garbage was covered by the snow before the spring clean-up. With the increase in renters, the trash has grown and is difficult to control when the service team only performs weekly walkthroughs. Steven said he would inform the service team that they need to be on top of it. Leanne asked that the hallways be power-washed and the garbage cans.

4. General Board Comments

Bill suggested scheduling the Annual Meeting. A tentative date for the Annual Meeting was set for 9/17, depending on the other Board members

5. Adjournment

There was a motion to adjourn made by Bill, which Randy seconded. The meeting was adjourned at 4:01 pm.