



BOARD OF DIRECTORS MEETING AGENDA

Tuesday, February 7th, 2023, at 3:00 PM MST

Located at Alpine Edge

- and -

Virtual via GoToMeeting

Cucumber Creek Board of Directors

- Alan Bergstein – President
- Lynsey Adame – Treasurer
- Darrell McConnell - Secretary

Alpine Edge Representatives

- Steven Frumess
- Jessica Martin
- Kimberlyn Bryant
- Erik Keefe

GoToMeeting Access Instructions

Join the meeting from your smart device:

<https://meet.goto.com/AlpineEdgeHOManagement/cce>

Or you can dial in using your **phone**:

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 364-512-669

1. Roll Call / Determine Quorum

The CCE Board of Directors and the Alpine Edge management team listed above attended the meeting.

2. Approval of Previous Meeting Minutes

A. Board Meeting on 10/18/22 & 11/15/22

The Board meeting minutes from 10/18 and 11/15 were distributed to the Board for review before the meeting. Daryl pointed out a typo in the 11/15 minute, and AE will correct this error. Alan approved the minutes on the condition that the error is corrected, which Lynsey seconded.

3. Financial Review

A. 2023 Budget Review

Lindsay Wood was introduced to the Board as the new Accounting Manager. She presented the first draft of the budget for Board feedback and said the goal was to be close to a final budget today, except for some minor tweaking based on the final version of the reserve study. There was a \$50 increase in dues suggested in the first draft. A second draft will be completed and sent to the Board for review over email.

The 2022 actuals were reviewed with the Board. They were informed that the Association acquired D&O insurance, which was not budgeted for last year. Therefore, an overage will



show for this line item. Landscaping was discussed, and the bid from Ceres was presented to the Board.

The irrigation lines will also need to be audited this year, which would be a separate cost from routine landscaping for the first year. After the first year, this cost will be a part of the contract.

The Board deliberated the need for plant health care on the contract, due to it driving most of the cost. Due to not needing this service every week, this could be cut back to a monthly or bi-monthly service. The goal is to have a happy medium where the community blends with the surroundings and is not too manicured.

Mulch is included in garden maintenance. Alan thought they could have done a better job with mulch last year. AE will confirm with Ceres that mulch should be at the base of the trees. Alan suggested that a bag be left in every garage to fill bare spots when needed to avoid having to pay extra labor and material fees. The Board would like to reduce the number of times Ceres does garden maintenance, to which they initially proposed 15 visits per season. The season is from April through September (weather depending). Darrell would also like to confirm the fall clean-up is included in the bid. With these changes, the Board hopes the bid amount will be reduced. The landscaping conversation will be continued over email.

Lindsay reviewed the remaining line items with the Board and answered their questions. There was a question as to whether the Legal line item on the budget should be increased as a buffer. The Board is interested in having the Bylaws amended and a few other policies written for the Association. The HOA Management fee was raised by 8% due to inflation. AE recommended increasing the repairs and maintenance budget to be prepared for unforeseen circumstances.

The first draft of the budget came out at a net loss. AE will work with Ceres to reduce the contract and make the adjustments discussed with the Board. A second draft will be sent to the Board for review.

Lindsay reviewed how filing taxes would work with the changing of the fiscal year. Changing the fiscal year is a Board decision and does not require homeowners' approval. AE will contact Altitude Law regarding the fiscal year start date to April or May.

B. Reserve Study Review

Erik explained to the Board that there would need to be some adjustments to the first draft of the Reserve Study.

C. Reserve Fund Investment

The Board wants the homeowner's reserve contribution based on square footage. AE would need to discuss this with a lawyer. The Board previously mentioned interest in reserve fund investments. AE spoke with a UBS regarding this option which would need to connect and interview each Board member. Lindsay suggested leaving some of the reserves liquid to cover extra operating funds.

4. Old Business

A. Private property sign



The Board would like to install private property signs along the easement near the trail entrance. Signs were drafted for the Board to review, and options for the design were presented to the Board. Kimberlyn will continue looking for a sign allowing the CCE logo to be at the top of the design.

B. Homeowner Property Management Companies

AE emailed homeowners requesting their property management company information and only received responses. Erik suggested a reminder be made at the Annual Meeting and another email requesting this information be sent after the meeting. The Board would like a Google Form to be sent out to homeowners that they can complete online. AE will draft and send out the form to homeowners.

C. Good Neighbor Policy

The Board was sent copies of the Good Neighbor Policy for another Association managed by AE. They would like to instill something similar in CCE, so will review the document and get back to Erik with edits. Once finalized, the document will be sent to homeowners.

D. Nordic Trail Re-route and easements

Alan thinks the Nordic Center's work looks good. They still owe the homeowner a tree that will be replaced in the spring. Once the work is done, the Board would like the Nordic Center to present documents for review, but they do not think the Association should have to pay for any legal work.

5. New Business

A. Governing Document Updates

i. (Declaration) Process for changing dues allocations

Erik confirmed that the amendment to the declarations would need to be approved by 70 % of the homeowners. If the Board were to amend the Declarations to change dues allocation based on square footage, it would not go into effect until the 2024 Budget.

ii. (Bylaws) FY change to Q2 (4/1) rather than calendar year

The Fiscal Year can be changed to April by the Board without homeowner approval by amending the Bylaws. This would be a quick process and could be conducted over the phone. AE asked the Board when they would like the Annual Meeting in March. Lindsay confirmed the budget would be based on actual through February and estimated costs for March. Erik will contact the attorney to see how quickly it could be finalized.

B. Solar Panel Discussion

The Board is concerned about aesthetics when installing solar panels in the Association. There are a few good reasons solar panel installations favor homeowners; a reduction in their electric bill, government grants, and tax credits. Lyndsey asked AE what other neighborhoods have been posed with this question and whether they allow solar panels. Erik confirmed they had received many requests, and the Town of Breckenridge supports solar. Erik is unsure if the Association can decline solar. Steven confirmed that per CCIOA,



solar could not be denied by HOAs. Erik will contact Altitude Law for clarification on the Boards authority here.

6. Schedule the Next Meeting & Annual Meeting

Due to working with the lawyer on the fiscal year change, these meetings will be tentatively scheduled over email.

7. Adjournment

The meeting was adjourned at 4:56 PM.