

# CABIN CREEK HOA

## 2022 Winter Meeting Minutes

Thursday, December 15, 2022 – 4:00 PM

[Remote via GoToMeeting](#)

### Cabin Creek Board of Directors

- Ed Carter
- Joshua Dahl
- Dave Hicks

### Alpine Edge Representatives

- Steven Frumess – General Manager
- Brett Gunhus – HOA Manager
- Erik Keefe – HOA Asst. Manager
- Jessica Martin – HOA Administrator
- Kimberlyn Bryant – HOA Administrator
- Jamie Stahulak – HOA Accountant

### 1. Welcome

#### A. Roll Call; Determine Quorum

A quorum was met with at least 50% of homeowners in attendance at the annual meeting or represented by proxy per the Cabin Creek Bylaws.

Erik Keefe called the meeting to order at 4:00 PM.

#### B. Review GoToMeeting Protocol

Erik Keefe advised attendees of the standard participation protocol and how to locate and use the chat feature for any questions or comments.

#### C. Introduction of Board & Management

Erik introduced the sitting Board of Directors and the Alpine Edge management team. Homeowners were reminded that two seats were open for the Cabin Creek Board of Directors, each two-year holding terms. Jen Caruso-Wenner and Bob Starekow are nominees.

The Alpine Edge contact information was provided to the homeowners. The best method of reaching out for HOA concerns is by contacting [HOA@AEPropertyManagement.com](mailto:HOA@AEPropertyManagement.com) or 970-453-2334, ext. 3 for HOA and ext. 5 for the 24-hour emergency line.

#### D. Review of 2022 Summer Meeting Minutes

##### i. Vote for Ratification by the Owners

The 2022 Summer Meeting Minutes were sent to all homeowners before the meeting for review. Ed mentioned that there needed to be more accurate information given to homeowners regarding the term lengths for directors. In the summer meeting, homeowners were told term lengths were three years, as recorded in the minutes, but they are two-year terms. Dave Hicks motioned to ratify the

2022 Summer Meeting Minutes as written, which the Morrisons seconded, and the motion carried.

## **2. Policy Review**

### **A. Management Contact**

Erik presented the Alpine Edge management contact information to homeowners. Alpine Edge can be reached by phone at (970)453-2334 ext. 3 or by email at [HOA@AEPropertyManagement.com](mailto:HOA@AEPropertyManagement.com). Alpine Edge staff is in the office Monday-Friday, 8 AM – 5 PM.

Homeowners were also informed of the Frisco Short-Term Rental Hotline, which is suitable for direct complaints to short-term rentals and Airbnb and primarily for noise complaints and violations. The Frisco STR Hotline number is (970)423-5334.

### **B. Routine Snow Removal**

As in previous years, the association has contracted with BobbyCat Snow Removal for plowing and shoveling the property from October 15<sup>th</sup> to April 15<sup>th</sup>. The contractor will plow all roads and parking areas at Cabin Creek and shovel all walkways and entryways to units when snowfall is three inches or more, per the contract. We expect that if the trigger is hit after multiple storms, say numerous days of one-inch snowfall, the contractor will be out either when that three-inch trigger is met or in a reasonable time afterward to do a clean-up.

### **C. Collections Policy**

The Cabin Creek HOA collects monthly HOA dues from all unit owners, which offset the operational costs of the community's common elements. All monthly invoices are emailed to homeowners on the 1st of each month to the mailing addresses on file. The HOA has a collection policy for delinquent units not paid within ten days of that invoice. Outstanding dues are subject to a late fee as well as accruing interest. There are three ways to pay HOA dues.

The first is with a physical check, either mailed or dropped off at the Alpine Edge office in Breckenridge. The mailing address for checks is Alpine Edge Property Management at P.O. Box 7, Breckenridge, CO 80424. The second payment option is by credit or debit card through a third-party company called Plastiq. Each month when the invoices are sent out, there will be a link to pay through this system. There is no processing fee for this service. The third option is ACH. This is an automatic withdrawal of the amount due each month from your chosen bank account. To sign up for this option, please email Alpine Edge, and we can send along the simple forms to fill out.

## **3. Financial Report**

### **A. Review Board-Adopted 2023 Operating Budget**

Jamie went over the line items and explained the increases for the FY 2023 budget. Ed Carter requested that Legal be reduced to \$500, which Jamie will edit. Homeowners' dues will be increased by \$25 starting January 2023.

Bob Starekow moved to ratify the FY 2023 budget, which the Morrisons seconded, and the motion passed unanimously.

#### **4. Upcoming Capital Expenditures**

##### **A. Spot Siding Repair and Exterior Staining – 2023**

Alpine Edge is working on soliciting three or more proposals for spot siding repair and staining of all exterior elements for next summer. Alpine Edge will then present those proposals to the Board of Directors for review and approval. Ed Carter encouraged homeowners to reach out to Alpine Edge with any areas of concern for the staining.

Owners were informed that the special assessment discussed at the 2021 meetings would occur during the first quarter for the Association to have the funds to complete the project.

Another special assessment will occur to fund the fire mitigation efforts required by the insurance company to continue coverage. Jennifer Caruso-Wenner asked if the Association should look into a new insurance provider. The Association is contracted with the current provider for the year but can shop for a new provider around the renewal time.

##### **B. Community Parking Lot Replacement – 2024**

The cost of asphalt has risen significantly. This project's scope is to complete a demo and a 2-inch overlay of the parking lot and regrade where necessary. This should last the Association 25-30 years before having to be redone. In 2023, Alpine Edge will obtain bids from a few contractors for this work and submit them to the Board for review and approval.

##### **C. Review Fire Mitigation Planning, Process, and Implementation**

This year the HOA conducted tree mitigation on the property. An arborist and fire marshal came out and assessed the property. Trees that physically touched the structures were trimmed back, and some trees that posed a threat to the property either due to their health or providing potential fire danger were removed. Trees that may be unhealthy or damaged due to lightning were removed to prevent them from falling and causing damage to the property. According to the HOA insurance agent, removing trees was vital to ensure proper coverage for the coming year. Recently in Colorado, there have been many cases of insurance companies dropping HOAs if fire mitigation and steps are taken to prevent fire threats to the property.

Another special assessment will occur to fund the fire mitigation efforts required by the insurance company to continue coverage. Jennifer Caruso-Wenner asked if the Association should look into a new insurance provider. The Association is contracted with the current provider for the year but can shop for a new provider around the renewal time.

Dave Hicks acknowledged that it was a split decision to trim back trees and informed homeowners that communication of these decisions would be better in the future. Homeowners requested that the Board share the insurance documentation showing the requirement to complete fire mitigation. The newly elected Board will work on getting this information to homeowners in the new year. Alpine Edge also offered to provide homeowners with the insurance provider's contact information.

## **5. Director Election**

Owners were reminded that there are two Board seats up for election. These seats hold two-year terms. Ed Carter and Josh Dahl's board seats are up for election, and neither will be re-running. There are two nominees for the open seats, Jennifer Caruso-Wenner and Bob Starekow. Erik called for any last-minute nominations; hearing none, Jennifer and Bob were elected to the Board of Directors.

The newly elected Board will meet in the new year to determine Board positions.

## **6. Adjournment**

Dave motioned to adjourn the meeting at 5:28 PM, which Ed seconded.