

CABIN CREEK HOMEOWNERS ASSOCIATION

2023 Summer Meeting Agenda

Tuesday, August 22nd | 2:00 PM MST

[Remote via GoToMeeting](#)

Cabin Creek Board of Directors

- Dave Hicks
- Bob Starekow
- Jennifer Caruso-Wenner

Alpine Edge Representatives

- Steven Frumess – General Manager
- Matt Stargardter – HOA Community Manager
- Jessica Martin – HOA Director of Communication
- Lindsay Wood – HOA Accounting Manager

AGENDA

I. Call to Order & 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.

The meeting was called to order at 2:00 p.m.

b. Review GoToMeeting Protocol

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

c. Introduction of Board & Management

Erik introduced the sitting Board of Directors and the Alpine Edge management team.

d. Ratify 2022 Winter Meeting Minutes

Bob motioned to ratify the 2022 Winter Meeting Minutes as written, which Ed Carter seconded, and the motion passed.

II. Policy Review

a. Summer Landscaping & Watering Plan

Sunrise Landscaping performs spring cleanups, aerating and raking, mowing and trimming, pruning, fertilization, fall cleanup, and activation and deactivation of the sprinkler system. The irrigation is on timers, and mowing occurs once a week.

There are water spigot issues requiring a plumber to repair the spigots the irrigation is connected to.

The HOA has never provided services for window washing or power washing the exterior of the buildings.

b. HOA Standards & Rules Update Plan

Dave said the Board intends to update the rules of the Association. He expects to have it in writing soon and is open to suggestions from homeowners.

III. Financial Report

a. Review 2023-to-Date Actual Expenses vs. Budget

Lindsay presented the 2023 financials to date.

- Special Assessments – gave the Association a small cushion from the leftover money.
- QuickBooks charge will be changed to AppFolio and will be a part of the management fee.
- Underbudget for insurance and shoveling.
- Over budget in landscaping, repairs & maintenance, sewer, trash and plowing.
 - Landscaping is over due to irrigation leak and repair. AE will work with Sunrise Landscaping to ensure they stay within the budget guidelines for next season.
 - Repairs & Maintenance is over due to a membrane leak and repair.
 - Sewer is over budget due to unanticipated pricing changes.
 - Trash is over due to pricing changes.
- There have been no legal expenses to date.
- Repairs and Maintenance – The leak and patched membrane made this over budget.

Overall, the association is about \$1K over budget in FY2023. In building the 2024 fiscal year budget, the Board will discuss an increase in homeowner dues.

IV. Capital Improvements & Plans

a. 2023 – Parking Lot & Striping

The parking lot asphalt overlay was completed in June. The striping was initially delayed due to weather but is now finished.

b. 2024 - Spot Siding Repair and Exterior Staining (as performed in 2017)

The buildings have not been stained since 2017. The reserve study says that they should be done every five years. The Board will be looking to have this completed next summer.

There was a discussion on the spot siding repair, and metal siding was suggested. AE and the Board will discuss the options and gather information on the life expectancy with maintenance, upkeep, and total cost. Bob Starekow volunteered to put a report together before December.

c. 2024 – Special Assessment Timing

The board plans to establish a special assessment in January to cover the 2024 projects.

d. Capital Reserve Study

The HOA had a reserve study done in April 2023, and will be sent to homeowners for review. The study details future capex projects, when they should be completed, and approximately how much money should be in the reserve to fund them.

e. Capital Reserve Funding Proposal

The Association's attorney informed the Board that they must start funding the reserve per laws passed in 2021. The Board is planning a \$100 monthly reserve assessment beginning January 2024. The reserve fund study says that after the special assessment for the parking lot and the special assessment for the painting next year, \$150 a month would be what the association would need going forward to cover future projects. There would still be special assessment needs every couple of years as the HOA hits the major thresholds, the paint, parking lots, and the roofs.

The details of the reserve budget will be discussed at the Winter Meeting.

V. Director Election for 2024

There will be an election in the winter of 2024. The Board encouraged homeowners to get involved and nominate themselves.

VI. Open Forum

The Winter Meeting is scheduled for December 12th. The proposed budget will be sent to the Board a month before the meeting. The meeting packet will be mailed to homeowners at least 14 days before the meeting.

I. Adjournment

There was a motion to adjourn at 5:46 p.m.