

# COTTAGES AT SHOCK HILL

## BOARD MEETING MINUTES

Tuesday, June 13th, 2023 - 1:00 pm MST

Virtual GoToMeeting

### **Board of Directors in Attendance**

- Diane Guernsey
- Arminda Menke
- Henry Carlson

### **Alpine Edge Representatives in Attendance**

- Steven Frumess – HOA General Manager
- Erik Keefe – HOA Manager
- Michael Walzak – Community Association Manager
- Jessica Martin – HOA Dir. of Communications
- Lindsay Wood – Accounting Manager

### **I. Welcome**

A. Roll Call; Establish Quorum

A quorum met with all Board members listed above in attendance at the meeting.

The meeting was called to order at 1:03 p.m.

### **II. Approve June 13<sup>th</sup> Board Meeting Minutes**

During the meeting, Chip motioned to approve the minutes, and Diane seconded it. The motion was passed successfully.

### **III. Old**

A. Landscaping Update

During a recent meeting, Diane inquired whether the association had a timer on the irrigation system to avoid water wastage during rainy weather. AE has been tasked with getting quotes for the installation of such a timer.

Diane also asked for an update on the progress of laying crusher pebbles on the pathway between units 48 and 66. AE will follow up with Neils Lunceford to get more information.

Steven was asked to look into the possibility of adding cobble along the driveways with the Better Views Landscaping contractor Elco. AE will follow up with Steven and Elco on this matter.

It was agreed that the driveways need seal coating and crack-filling every three to four years, and the reserve study indicates that this should be done by 2026. As such, AE will send the Reserve Report to the Board for review. There was also a discussion on heated driveways, which AE will conduct research on.

**B. Investment of Reserve Funds – Update**

The Cottages has a reserve account with Merrill Lynch that currently holds a balance of 169K. Alpine Bank holds two accounts, one for operating expenses and another for reserves. The reserve account at Alpine Bank contains 43K. AE recommends transferring all reserve funds to Merrill Lynch. The operating account has a balance of 65K, and projections for the end of the year show that there will be a significant surplus. AE recommends transferring some of these excess funds to the reserve account. The HOA does not have any delinquent homeowners, which contributes to a healthy balance.

Diane inquired about the stonework, and AE will contact the mason vendor to ensure completion.

**C. Joist Replacement**

The joist replacement for Unit 117 is complete. Units 21 and 35 will be finished this week.

**IV. New Business**

**A. 73 Regent Deck Staining**

Units 60/66 were stained this year, completing the first staining cycle. John emailed a photo of the deck at 73 Regent, which is in poor condition.

**V. Open Forum**

Chip was concerned about the sudden increase in the association's water bill and asked AE for clarification. In July, two leaks were detected and promptly repaired. Additionally, the irrigation system was used five days a week for about two weeks to rejuvenate the landscape, which might have contributed to the increase in the bill.

During the conversation with AE, Chip also notified them about a propane leak in the crawlspace of his house.

Furthermore, there was a discussion about AppFolio, where seven homeowners have activated their owner portal accounts. AE is currently investigating whether the accounts of homeowners between Cottages and SHPOA can be linked.

**VI. Schedule the Next Board Meeting**

A budget meeting was tentatively scheduled for November 29<sup>th</sup> at 1 p.m. for FY2024, with the Annual Meeting to follow at the beginning of 2024.

**VII. Adjournment**

There was a motion to adjourn at 2:29 p.m.