

Cottages at Shock Hill

2021 Annual Meeting Minutes

Tuesday, March 23rd, 2021 - 11:00 AM MST

[Virtual GoToMeeting](#)

Cottages at Shock Hill Board of Directors

- Diane Guernsey - President
- Phil Reinsch - Treasurer

Alpine Edge Representatives

- Steven Frumess – HOA General Manager
- Brett Gunhus – HOA Manager
- Robin Dew – HOA Accountant
- Robin Hoffmann – HOA Administrator

I. Welcome

A. Roll Call; Establish Quorum

The meeting was attended by Phil Reinsch, Diane Guernsey, Arminda Menke, Robin Gear, and the Alpine Edge Representatives. Several proxies were received by mail and email, a quorum was met.

B. GoToMeeting Protocol

Brett Gunhus provided attendees with GoToMeeting protocols and provided instruction on the chat function.

C. Review & Approval of 2020 Annual Meeting Minutes

Diane Guernsey motioned to approve the 2020 Annual Meeting minutes; Phil Reinsch seconded. Motion passed unanimously.

D. Real Estate Market Report for Shock Hill

Owners were informed that homes in Shock Hill were previously selling \$2.7-\$3M. In 2021, the Association is seeing sales closer to \$4M.

E. Online Election Process Review

Phil walked through the Shock Hill Cottages Bylaws, the Board size, and requirements. Brett Gunhus noted there are three Board members on 3-year terms. If there is a vacancy, it can be filled by vote for the remainder of that term. Arminda Menke was voted into vacancy by Board. First board meeting after elections the Board will determine roles.

Brett reminded owners that the Shock Hill POA meeting is Saturday at 11 am.

Phil Reinsch discussed if there should be an investment of Reserve funds, possibly in Municipal Bonds. He believes the Board needs to be safe with the funds and there may be a need for an Investment Committee made up of owners. Would like to circle back on this with Board. Phil suggested Board meet the first week of May at noon MST.

II. Old Business

A. Routine Maintenance

1. Snow Plowing and Shoveling – Steven Frumess

AE informed owners that Better Views is the plow and shovel contractor for Cottages at Shock Hill, Shock Hill Landing, and Shock Hill Overlook. Snow removal is to be done on Regent Drive, all 14 driveways, and flagstone walkways if snow accumulation is 3” before noon. If snowfall reaches 3” in the afternoon or overnight, removal will be done the following day.

AE may periodically request cars to be completely removed from the driveways if it has been obstructed for several snowstorms to take care of ice buildup, but this will be a rare occurrence.

Depending on snow accumulation from year to year, AE may also require snow hauling and storage pushbacks, which are budgeted for, but not used annually. It just depends on the given snow year.

2. Landscaping

Mountain Garden Care is the landscaping contractor for the Association. Their annual program consists of irrigation turn on and blowouts, Spring cleanup, and sod damage repairs, aeration of all sod locations, fertilization of sod areas, and deep route feeding of all trees and shrubs throughout the community.

Mowing and trimming of grass take place bi-weekly; pruning of trees and shrubs occurs once per season; weed eradication to all mulched areas and native grass takes place twice per season or as needed, and we conclude the season with fall cleanup.

The season for landscaping generally starts around the last week of May or the first week of June and ends in the earlier part of October, depending on the weather.

Phil stated he has some very dry spots in his yard. Steven Frumess said it is usually a coverage issue of the sprinklers. AE will speak with the landscaper.

Arminda asked when walk-throughs are done and Steven responded usually early June, due to having to wait for the ground to thaw. Removal of trees is not done until later in July.

3. Exterior Staining

There is currently a rotating exterior stain schedule which consists of staining two homes per season at around \$7,000 per home. AE created this schedule based on several variables which are the age of the property, the exposure it has to the sun, and the overall wear of stain from year to year. There is a 5–7-year schedule dependent on the wear of

the property. we may group three properties into one year of this cycle to stay closer to a 5-year plan. In 2021 AE will be looking to stain 51 and 82.

Current schedule as stated: **2017** – 101 and 48 Regent, **2018** – 66 and 21, **2019** – 61 and 117, **2020** – 114 and 12, **2021-** 51, 82and **2022** 16 and 24, **2023:** 73 and 35 and then we'll look to repeat this cycle.

Diane asked AE to let the Board know if there is a third one that needs it, and they will let AE know to stain or not.

Steven noted 82 constructed 2018, only 4-years old, but looks like it needs it. Board and AE agreed that if spot staining is needed, bring it to the Board to discuss.

4. Summer 2020 Maintenance Improvements

In addition to the routine landscape work that was completed through contractual services, AE installed and replaced a total of 12 new quality Aspens for trees that were either diseased or dead. AE also installed various shrubs in replacement for dead or diseased. The type of native shrubs within the Association are yellow potentillas, golden current, and choke cherry's AE only replaced what was currently present and within the Association approved plant list. In addition to this AE made great efforts to ensure that there was new grass in all native grassed areas.

Over the last two years, AE has made major improvements to the grassed areas where it was patchy or somewhat nonexistent.

There were masonry repairs to stone siding that was falling off, as well as repairs to flagstone entries and patios that required repair. Another survey is planned in Summer 2021 to do these same efforts if necessary.

AE fixed deck supports in any areas underneath decks where the supports were compromised and replaced address signs that had were peeling. Some irrigation issues were repaired, and two exterior stains were completed.

For Summer 2021: AE will be looking to continue adding trees and shrubs where there are signs of dead or diseased and/or wherever the Board believes it's needed. When the snow thaws out, AE will walk the community and decide what items need attention. AE plans to do at least two exterior stains, along with any additional stonework that's needed through the community, and address a few properties with minor gutter issues.

Window cleans will be done after pollen season and gutter cleans in the Fall.

Roof inspections have been incorporated in AE 2020 fall maintenance items. This is being done in all Shock Hill communities.

B. Policy Review

1. Collections

Dues are collected annually within the Cottages at Shock Hill at the rate of \$9,500 per year. AE has not any collections issue or people who are delinquent on their Association Assessments within this Association.

If AE runs into delinquency issues, we have the ability as the Association to put any delinquent owner into collections with an attorney. All incurred fees would also be the responsibility of the party in delinquent status.

Everyone pays timely and this has not been an issue to date, so we appreciate everyone's prompt payment to ensure that we do not run into any operating budget deficiencies or borrow from the association's reserve.

2. Design and Exterior Improvements

If any owners decide to exterior improvements to their homes, it will require that it goes through the Design Review process of the master Association. There is currently a Design Review Administrator who oversees this process, along with the Board, to make sure that determinations for any submission are to the letter of the Design Guidelines. In the event you decide to conduct an exterior improvement without going through the formal process, you will be subject to review and possible dismantling of efforts if they are not approved.

Also, there is an upcoming policy; the master Association will start requiring short-term rental (STR) registration. There is no fee to register, and this will provide property management information to AE in case of emergencies or complaints received by AE. Robin Gear said she thought it a good idea.

III. New Business

A. Financial Review Steven Frumess and Robin Dew

1. 2020 Expenses

To simplify this PnL and the Association's budgetary requirements, the Reserve currently has a balance of \$115k with \$9k leftover in the Operating. The ending balance of 2021 calls for having a \$164k in the Reserve account. We're budgeted to allocated \$65k with approximately \$20k budgeted for CapX projects in Summer 2021. This should allow the Association to meet the budgeted amount of \$164k in Reserves. There may be some excess funds due to the \$9k in net profit that remains in the operating after 2020.

The main expenses for 2020 were seal coating, concrete pans, flagstone. Landscaping/irrigation needed a lot of attention. Most were offset by savings in other areas.

2. Owner-Ratified 2021 Operating Budget

Dues were reviewed in 2020 and are staying flat for 2021. Home costs adjusted up due to 3-year averages. Association will continue to follow the Reserve plan.

IV. Open Forum

Steven referenced the letter from Patricia Walker that went out and it mentioned one vote per house. Diane and Steven explained to Arminda about the Overlook voting issue within the POA. Steven noted there are 144 properties in the Master, and it would need 67% of all owners' approval.

Diane asked for the exterior stain schedule.

Phil that AE sends a roster of email addresses to the Board.

V. Adjournment

The meeting was adjourned at 12:15 pm.