**Cucumber patch ASSOCIATION**

**2020 ANNUAL MEETING Minutes**

Virtual via GoToMeeting

Thursday, September 17th 2020

3:00 PM MDT

**Alpine Edge Representatives**

* Steven Frumess – General Manager
* Brett Gunhus – HOA Assistant Manager
* Robin Dew – HOA Administrative Accountant
* Robin Hoffmann – HOA Administrator

**Cucumber Patch Board of Directors**

* Pat Gordon – President
  + Term expires 2020
* Bill Williams – Treasurer
  + Term expires 2022
* Lyn Westphal – Secretary
  + Term expires 2022

1. **Welcome**
   1. **Review of GoToMeeting Protocol**

The meeting was called to order at 3:00 PM MDT with the following homeowners in attendance:

* Ian and Karen Smith
* Phil Montague
* Lee Mebel

Quorum was achieved through these owners as well as the 3 Directors listed above.

Alpine Edge HOA Manager Brett Gunhus advised attendees of standard GoToMeeting participation protocol and how to locate and use the chat feature as an alternative method for participating with questions or comments.

* 1. **Introduction of Board Members & Management**

General Manager Steven Frumess opened the meeting by noting that Alpine Edge has been managing Cucumber Patch since 2016 and that a lot of progress has been made over the last few years. There will be some discussion on conceptual items for down the road, and management continues to want to help the Association successfully grow its reserve.

* 1. **Confirm Notice of Meeting Delivery**

Steven Frumess confirmed that the Notice of Meeting was sent out via USPS, as well as numerous emails from [HOA@aepropertymanagement.com](mailto:HOA@aepropertymanagement.com) email to all owner contact info that Management has on file 2 weeks in advance of the meeting. If any owner did not receive emails from the Association, please reach out to Alpine Edge directly so that Management can have this corrected with your most up to date information.

1. **Review and Approval of 2019 Annual Meeting Minutes**

The minutes from last year’s annual meeting had been sent out to the homeowners a few days in advance of the 2021 meeting. There were no suggested edits to be made & the minutes were ratified by the owners unanimously.

1. **Financials**
   1. **Review FY2020 Financials**

Steven Frumess advised the Board as to the revenue on the PnL not being accurate as another $10k will come before end of year reporting is completed.

Dues will be increased from the 10% yearly increase pooling into reserve funds.

Two-line items stood out:

1. Repairs & Maintenance – the bulk is 2 homes, as most of the money went into roofing for several leaks. Management informed the owners of 47 Cucumber Patch that if the roof leaks again, there is no doubt it will need to be replaced. Their roof was completed before the others. The goal is to repair roofs until all 13 units can be completely done.
2. Trash was under budgeted, this appears to have been an oversight based on estimates. Going forward, 2021 reflects the actual spending.
   1. **Review of Board-Approved FY2021 Budget** 
      1. Operational expense budget items and dues

Management shared the Cucumber Patch HOA budget from 2019 and the actual expenditures of 2020, followed by the proposed 2021 budget.

* There is a plan for a staining and roof project within the next five years but if leaks continue happening, it may not wait five years.

The only real issue last year was 47 and 19 had some major ice dams.

* Bill Williams wanted to know the estimate of new roofs. Steven Frumess has not gotten a full quote, but most likely $15k per roof ballpark. Will need to get multiple bids.
* Cucumber Patch is a Firewise Community under the master association of Shock Hill POA for fire mitigation.
* Ceres Landscaping is handling the inspection and spraying for mistletoe, spruce, and pine beetle

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* + 1. **Ratification of FY2021 budget**

There was a motion to ratify the FY2021 budget and the owners voted to approve of the Board-adopted operating budget for FY2021 unanimously.

1. **Old Business**
   1. **Capital Improvements from the past four years were discussed.**
      1. **Seal Coating of roadways and driveways**

This project has a 3–5-year lifespan and was done within the last 2 years. The purpose is to get longevity out of the asphalt. When it is time to schedule the next seal coating, Management will contract Jet Black for this project

* + 1. **Spot siding replacement to all 13 units**

When the units were painted, the contractor removed rotted siding and replaced it with new boards to help longevity. AE also addressed all decks and made sure that they were stable and structurally sound.

* + 1. **Spot deck repairs to all units**

All decks were checked, and all spot repairs were made.

* + 1. **Exterior painting of all 13 units**

The exterior painting of all 13 units has been done in the last couple years. Depending on coats and stains, the units can all get 5-7 years from the painting. The last time they were painted the exterior was given two coats of semi-transparent.

* + 1. **Gutter and heat tape addition**

The installation of gutter and heat tape additions was completed in the last 3 - 4 years due to ice dams. Management is trying to mitigate roof leaks.

Bill Williams reported that the top tan coat of paint on the railing of his deck is peeling off exposing wood. He wanted to know if this would be under warranty. Steven Frumess advised Management will investigate it, as snow can sit on top of the wood and rot it. AE will survey the entire community and we will touch up what needs attention in the Spring.

As of August 2020, irrigation to the entry monument has been another capital expenditure project. Come early next summer, Management will work with the Board to spruce up the entry for the community.

* 1. **Review Collections Policy**

Brett Gunhus reviewed the dues collection policy. All but two owners are on ACH and if an owner’s dues are late, the Accounting team is ready to reach out and handle the situation.

1. **Board Member Election (3-Year Term; October 2020-September 2023)**

Bill Williams nominated Pat Gordon to be re-elected as Board President and Pat accepted. His nomination was uncontested, so Pat Gordon was re-elected for a 3-yr term from October 2020 -September 2023.

1. **Open Forum**

Bill Williams mentioned that it would be nice to meet other owners. Management advised that they can request owners to opt in to share their contact information.

Karen Smith stated that they have a lot of people walking by their home and many use their footpath as a walking path. She would like to see a sign put up to stop people from walking through their yard. Management will reach out to the Town trails staff to see if they would be willing to install such a sign on or near the path.

1. **Adjournment**

The meeting was adjourned at 3:51pm.