

HIGHLAND GREENS LODGE

BOARD MEETING MINUTES

Tuesday, November 29th, 2022, at 3:00 PM MST

HGL Board of Directors

- Chris Neugebauer – President
- Dave Poston – Vice President
- Steve Piper – Treasurer
- Walt Lemanski - Secretary
- Zephyr Wazallann – Member At Large

Alpine Edge Representatives

- Steven Frumess – General Manager
- Brett Gunhus – HOA Manager
- Jessica Martin – HOA Administrator
- Erik Keefe – HOA Assistant Manager
- Kimberlyn Bryant- HOA Administrator

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1. Roll Call; Establish Quorum

The Highland Greens Lodge Board of Directors and the Alpine Edge Management team listed above attended the meeting.

There was a motion to begin at 3:11 pm.

2. Approve Meeting Minutes – Annual Meeting 9.17.22

The annual meeting minutes were sent to the Board of Directors before the meeting for review. There were no proposed edits, but not all directors could review the minutes. The 2022 annual meeting minutes will be approved over email.

3. Financials

a. AR Report

The Board had some concerns regarding the AR report and the number of accounts that were 90+ days past due. Alpine Edge explained that there were a few reasons why the past-due accounts have yet to be pursued. Some checks are still being sent to Wilderrest instead of AE, and some homeowners' contact information is not on file. Jamie has sent reminder letters via UPS to those homeowners with addresses on file, letting them know that Alpine Edge will have to pursue legal action if these payments aren't made. Jamie reported that there weren't many homeowners behind on special assessment payments. She is still working on allocating what was collected and getting it transferred to the Reserve account.

The Board discussed the new law that went into effect that requires specific actions to be taken for HOA collections. Erik recommended updating the collection policy and will contact Altitude Law to inquire about the process.

Jamie informed the Board that invoices for homeowner dues are sent via email on the first of every month. Walt mentioned he has yet to receive one. These emails may be going to some spam folders.

The Board asked for an update on the boiler room project and what was left to be paid. Jamie believes only the final payment will be made, and a 3% discount will be applied to that invoice.

Jamie went through the budget with the Board and answered their questions.

4. New Business

a. AE Contract Discussion

Alpine Edge went over the scope of service under the management contract, including administrative, accounting, and maintenance responsibilities. CAPEX projects and anything outside the operating budget is not under the Alpine Edge scope of service. Those types of projects come at a 15% management fee of the total expense of that project.

The Board asked about the repairs that need to be made to the automatic door. Due to being a specialized door, this will need to be repaired by an electrician or professional locksmith.

b. Snow Removal

VPS will be responsible for plowing the Association when there are three inches of snow or more. The biggest issue is getting homeowners to remove their vehicles from the lot on heavy snow days so the plow can clear it. VPS will also clear the lot after a few days of one-inch snow accumulation.

Better Views Landscaping will be responsible for shoveling sidewalks that are not heated.

Zephyr suggested sending several reminders throughout the season to homeowners to remind them to move their cars for plowing. The Board discussed issuing new parking passes to homeowners to keep track of who is parked in the lot.

c. Lobby & Ski Locker Reconstruction

The Board was informed that the three air handlers were delivered and should be installed by the end of the week. Once these are installed, the contractor can reconstruct the lobby and ski lockers.

d. Shuttle Bus

December first is the official start date of the shuttle, which will run seven days a week from 8 AM to around 5 PM. The same shuttle drivers will be returning for the season. The Board was informed that the shuttle drivers would use the conference room to store their lunch.

e. Equipment Inventory/Action Items

Before the meeting, the Board inquired about equipment being stored at the Lodge. There is a snowblower for the Association's use, which could be stored under the stairs on the east side of

the building. There is also a “Gator” tractor that belongs to the Townhomes that the Board would like removed. Erik reminded the Board of the Lodge’s coexistence with the Townhomes and explained that a conversation should be had with that Board about using the Lodge as storage.

The Board also inquired about the paint being stored at the Lodge that belongs to the Townhomes. Erik explained that paint needs to be stored in a climate-controlled environment, which the Townhomes lack. The Board would like these moved and organized in the eastside storage closet. Zephyr asked if some of the paint was meant for the Lodge and if the building was ever touched up this past summer. Kimberlyn confirmed that DR Customs touched up the Lodge toward the beginning of summer in the mud season.

5. General Board Comments

The Board would like to send out a communication to all homeowners regarding all of the projects and when they should be completed. The Board hopes to be finished by Christmas.

The Board would like to shop around for a new insurance policy. Erik will reach out to the insurance agent to see what should be done and look into getting the building appraised.

6. Schedule Next Board Meeting

The next Board Meeting was scheduled for Tuesday, February 28th at 3 PM.

7. Adjournment

The meeting was adjourned at 5:30 PM.