

HIGHLAND GREENS LODGE

BOARD MEETING MINUTES

Tuesday, May 23, 2023, at 2:30 PM MST

HGL Board of Directors in Attendance

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

Alpine Edge Representatives in Attendance

- Steven Frumess – General Manager
- Erik Keefe – HOA Manager
- Lindsay Wood – Accounting Manager
- Jamie Stahulak – HOA Accountant

1. Roll Call; Establish Quorum

The Board members and Alpine Edge listed above attended the meeting. Caren Press, Diana Porneala, Amy Dexter, Mary and Joe DeFrank, Joseph Nilsestuen, Gary Brown, and Anne Walker are homeowners who attended. Homeowners were asked to hold all questions and comments until the General Board/Homeowner Comments section at the bottom of the agenda.

There was a motion to call the meeting to order at 2:34 PM.

2. Approve Meeting Minutes – Board Meeting 2.28.23

There were no suggested edits by the Board. Steve Piper made a motion to approve the 2/28 meeting minutes, which Walt seconded, and the motion passed.

3. Financial Review

a. 2022 tax return status

Lindsay said the status has just been waiting for the financial reconciliation to be finalized and approved by the Board. Once approved, she will send them to the tax accountant to be filed.

b. 2022 final financials

A couple of outstanding items from the last work session with the Board included accessing Comcast to reconcile the unit amenities and working on transferring the special assessments meant for the reserves but sitting in the operating account. Every time a special assessment payment is received, it should be transferred to the reserve account.

Erik got AE access to the Comcast account, allowing Lindsay to view all statements from the accounts creation to date. This is a significant amenity for the Association; her goal was to ensure no double payments occurred between the transition of Wilderrest to Alpine Edge.

Lindsay reviewed the rest of the budget and pointed out that it was made when Wildercrest managed the Association. There were overages in items such as the management fee, insurance, auto insurance, water/sewage, and Comcast. Walt reminded Lindsay that it was determined that there was a typo in the budget from Wildercrest, and what was budgeted for auto insurance should have been budgeted for water/sewer. Lindsay will make the corrections to the budget and mentioned that some of the overages were due to late fees in the transition of AE taking over management. The association came under budget in trash and snow hauling. The HOA ended up at a negative of about \$25,500 net loss for the year ending August 31st of 2022, which was over the budgeted loss of about \$16,300.

Lindsay touched on the special assessment and said three installments are listed on the 2022 fiscal year statements. The fourth installment will be shown in the 2023 fiscal year statements.

Chris Neugebauer motioned to approve the September 2021 to August 2022 financials, which Dave Poston seconded, and the motion passed. Lindsay will file the 2022 tax returns.

c. A/R

Due to homeowners attending the meeting, the Board discussed entering into an Executive Session at the end of the meeting to discuss the AR Report showing delinquent homeowners.

Lindsay said most of the delinquent payments are for the special assessment and acknowledged that many homeowners had issues changing over their autopay with the transition from Wildercrest.

d. Insurance Claim Statements and Balance

Jamie has checks ready to be cut for Rafa and PSI for the reconstruction of the boiler room, lobby, and ski locker rooms. The next step is to get the last invoices from the reconstruction of the access panels. The drywall trim around the windows and doors in the ski lockers and the lobby are being completed now. Jamie confirmed that the remaining payments will come out of the insurance fund. Lindsay said an additional \$35K reimbursed by the insurance company would give enough cash flow to reimburse the reserve account. Walt asked for clarification that the numbers being presented were up to date. He recalled that the insurance provider thought they paid more. Lindsay confirmed that some expenses were supposed to be in the insurance claims that were sitting in reserve expenses but have been reallocated to the correct place. Walt referred to the statement and said that as of January 2023, the total payouts were \$277,848 on the more significant and \$25,996 on the minor claims. Lindsay will double-check this statement against the checks she has received to confirm where the Association stands.

4. Ratification of Actions

a. Renewal of Condo Insurance

The insurance adjuster previously informed the Board that having around \$300K in claims would affect the rate when the insurance policy is renewed. The Board voted to renew the association's insurance through farmers with an increased premium of \$21,671 for General Liability and an Umbrella coverage of \$15M, which also came at a premium of \$3,374.

Walt motioned to ratify the insurance renewal, which Dave seconded, and the motion carried.

b. Exterior Door Staining

The Board voted to approve the \$3350 staining bid from DR Custom for all exterior entry doors to the building. This bid would include the staining of the front, back, inside, and outside, and the framing around the door for \$6350. The second approval was the tile replacement of the approximately 16 cracked tiles in the lobby area by Rafa's Remodeling Service for \$1200 plus about \$500 in tile materials.

Chris motioned to ratify the approval of exterior door staining and tile replacement, which Dave seconded, and the motion passed unanimously.

5. New Business

a. Landscaping

The landscaping is going to be done by Ceres again this year, and they will complete a Spring Cleanup. A trash walk was completed recently throughout the association. The irrigation will likely not be turned on until the first or second week of June to avoid freezing concerns.

b. HOA Policy Update

There are nine required documents in Colorado, including a collections policy that speaks to the AR list of delinquent owner dues, assessments, and the method for collecting those dues. The Board approved roughly \$900 expense of rewriting and updating those nine policies. It was also noted that the other six policies could be updated. The board has moved forward with Altitude Law to write those policies, which are in motion. Once the drafts of the policies are complete, they will be forwarded to the Board for review. These policies will be circulated to the homeowners once they are finalized.

c. Increase Insurance Coverage

Erik presented the Board with Kinzer's most recent pricing options for increasing coverage by certain percentages. The association can save more than \$2000 on the total value option if we go with \$25K for the deductible instead of \$5K. Walt thinks it may be worthwhile to go to the higher deductible and save that extra money on the premium. Chris provided background information for homeowners and said they are currently ensuring the building for \$11M. The re-evaluation noted that the proposed rebuild cost would be \$16M. Walt suggested that we get two official quotes, one for the total value of the building with a \$5K deductible and the other one for the full value of the building with a \$25K deductible. Erik will reach out to the insurance company for these quotes.

d. Online Owner Portal

Erik informed the Board that Alpine Edge is acquiring a new AppFolio software that will act as a homeowner portal. Homeowners can see financials in real-time and have more control over how to pay homeowner dues or assessments. This program will be rolled out in the next few months. Walt asked if it allows for differing levels of logins so that there is one level where all the owners can access all the information that the owners need and another level for Board members to access. Lindsay confirmed there would be a level of access for Board members only.

6. Old Business

a. Lobby & Ski Locker Reconstruction

Erik informed the Board that the drywall, painting, and texturing are up. The plan is to put access panels into the drywall ceiling below the air handler units in the two-end Ski lockers on the main level and the lobby for PSI to access for maintenance, water shut off, etc. There is an open maintenance item for the main lobby air handler to check the fan for excessive noise. Rafa's Remodeling Service will need to custom fabricate some trim around the windows, which will be the same color and size as the original. Erik said there was a minor in the west ski locker room during the start of the reconstruction, which has been repaired. Now, everything is being closed back up. Once the invoices come in for the insurance claim, AE will reconcile them.

b. Fire Suppression Proposals

Erik is still working with Western States to get them to get proposals for a couple of different options for that fire suppression system. Zephyr had some recommendations for other vendors. She requested that Erik write up a synopsis of what the association wants to distribute to potential vendors. Erik informed the Board that he wanted to avoid that due to the context and knowledge that Western States has. Erik will work on writing up something for Zephyr and sending it to the Board. Walt would like Erik to get confirmation from Western States on which lines have glycol and which have just water. Chris informed homeowners that the goal was to get the fire suppression system back up and running in the atrium.

c. Reserve Study

ARS will be out this week to do an on-site property walk. Erik asked that they have the reserve study ready soon in preparation for creating the upcoming budget.

d. Project List Update

Erik brought up the concrete walkways, which he had a contractor assess. Erik presented the board with the preliminary repair bid, totaling \$5,280. Some cracks can be filled, while others need the slab completely replaced. Chris asked if the contractor knew the front entryway and side entryways were heated. Erik will get back to the contractor to make sure he is aware. The Board will loop this into the budget discussion to determine if this project is a priority. Zephyr asked if the concrete would be reflected in the reserve study; Erik did not believe so due to a full replacement of concrete not being budgeted. Zephyr thinks the Board should approve the concrete repairs at this price point. AE will get a formal bid for the Board to review. Erik clarified that this would not include the rear sidewalk.

7. General Board and Owner Comments

Caren Press asked how the Board felt about the hot tubs decreasing the value of the Lodge. Chris said he would want to get the hot tubs back up and running, but too many big obstacles recently prevented that from happening. Zephyr said the last bid for the hot tubs was almost \$1M and would require another special assessment or a large increase in dues. The projects in motion will need to be completed before the hot tubs can be revisited. The Board said if the hot tub project is put back into action, they will have different contractors bid on the job to reduce the price possibly.

8. Schedule Next Board Meeting

The Board would like the Annual Meeting to be held on August 23rd at 5:30 PM MST, with a budget meeting on July 25th at 2:30 PM. Lindsay said she would have the 23/24 budget to the Board by July 18th.

9. Adjournment

There was a motion to adjourn the meeting at 5:01 PM.