

HIGHLAND GREENS TOWNHOMES

BOARD MEETING AGENDA

Thursday, April 21st at 3:30 pm MST

HGTH Board of Directors

- Stuart Read – President
- Rick Gorham – Vice President
- Bob Miller – Treasurer
- Karla Schapansky – Secretary
- Anne Mead – Member at Large

Alpine Edge Representatives

- Steven Frumess – General Manager
- Jessica Martin – HOA Administrator
- Kimberlyn Bryant – HOA Administrator
- Martha Zaugg – HOA Administrator

GoToMeeting Access Instructions

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/143502669>

You can also dial in using your phone.
United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 143-502-669

1. Roll Call; Establish Quorum

The inaugural Board Meeting was attended by the Board members listed above as well as the Alpine Edge Management team. Anne Mead was absent from this meeting.

Stuart called the meeting to order at 3:31 pm.

2. Introduction of Board and Alpine Edge Management

Martha introduced the Alpine Edge management team and the sitting Board of Directors.

3. Review of GoToMeeting Protocol

Martha went over the GoToMeeting platform functionality so that everyone could effectively participate in the conversation.

4. New Business

a. Spring Checklist

i. Irrigation System Controllers

Stuart informed AE that the irrigation system was installed by three different companies. AE will get in contact with Greenscapes and also reach out to Ceres to inspect the irrigation heads and see which ones need to be replaced. There was also a discussion regarding checking for a leak that Tim with Greenscapes discovered late last fall.

ii. Sump Pump

Stuart addressed Alpine Edge and informed them that the sump dump would need to be examined and cleared of snow to prevent basements from flooding. He asked for the service team to reach out to him or Bob when they are in the area to inspect the sump pump. The Oak Lane snow dump sump pump needs to be inspected and turned on and the hose needs to be installed when enough snow has melted in the snow dump area.

Stuart believed the hose was in the storage closet. AE is still in the process of a key audit and has yet to locate the key to the storage closet. If a key cannot be located, Kimberlyn will set up a date with the locksmith to have these doors opened.

b. Heat Tape and Gutter Review

AE has reached out to homeowners to request codes to access the breakers to turn off the heat tape within the next few weeks. During the spring walkthrough, it will need to be determined which units need heat tape. Stuart will send AE the roofer's contact information for any heat tape and gutter repairs that need to be made. the roofer supposedly has a list of units he believes will require heat/gutters. This was to be provided to WPM & then AE.

A roof audit will also need to take place to make any repairs before next winter. Any roof repairs will be paid for out of the reserve fund.

There was a request from the Board that Alpine Edge turn thermostats down to 55 degrees. Steven said he is not comfortable with entering the units unless there is an emergency. The Board agreed with Steven and approved to not having AE turn down the thermostat. Bob said if there is a need to enter the unit, it would be ideal to leave a card stating that AE was there.

c. Garage Door Policy

The policy was rewritten to state that the garage doors should remain closed at all times during the winter and encouraged owners to keep them closed for reasons stated in the letter. This will be added to the Association's Rules and Regulations.

There was a motion to enact the new garage door policy made by Stuart, which was seconded by Karla and unanimously approved by the Board.

d. Budget

Bob would like a closing financial statement from the previous property management company so they can reconcile. Martha informed the Board of the financials that have been received by Alpine Edge. WPM to provide a closing financial statement & AE provide a starting statement that should match.

It was agreed between the BOD and AE that a meeting should occur to create a budget for next year. A budget meeting has been set for Friday, June 3rd at 10:00 am to set the budget for FY2022-2023.

There will be a new Reserve Study completed soon. New studies should be completed every three to five years. Alpine Edge recommended Advance Reserve Solutions out of Denver to complete this study.

e. Insurance

Steven asked if the Association had a high-risk policy to which Bob informed him that it does not due to having a high deductible. Bob verified that a reason the insurance premium is high is due to a 15% surcharge from a large water damage loss of over \$120k; wildfire claims have also impacted the premium increase. The Association has completed most of the fire mitigation items on the list in case of a wildfire. Bob recommended that during the budget meeting they look at the insurance line item and increase the amount.

f. Foundation Work

Greenscapes will work on the foundation issues.

g. Walkthrough Expectations

The Board set the expectation that they would like to see Alpine Edge physically walking the Association instead of just driving through. The service team will also pick up any trash that is noticed during their walkthroughs.

h. Scheduled Projects

The snow stakes will be removed from the Association in the next few weeks and damage from the plow will be addressed in the spring with the landscaper.

The key audit will need to be completed before the winter season this year. An audit for front door keys will occur in the fall.

Jet Black will also repair the seal coating in the Association.

i. Mulch

It was requested that bags of brown mulch be purchased from Lowes and spread by the service team. Alpine Edge informed the Board that Ceres can get a bid to spread this. Steven gave them the prices for this service through Ceres – if AE spreads the mulch, it would be outside of the scope of routine maintenance.

j. Driver's Raise

Martha will research the going rate for shuttle drivers in the area. Will make a competitive wage for the HG shuttle drivers.

k. Bobby Bonus

It was agreed by the Board to gift Bobby a \$250 bonus. Martha will complete an off-cycle payroll payment.

l. HOA Provided deck stain

The Association provides the stain to the owners in the Association. These stains are being stored in the trash enclosures. Kimberlyn offered to digitally catalog the stain colors and dump the containers in the trash enclosure.

5. General Board Comments

Martha reminded the Board that all communications should be going through the HOA email, or the HOA phone number provided.

6. Adjournment

Bob made a motion to adjourn, which was seconded by Karla. The meeting was adjourned at 4:55 pm.