

# HIGHLAND GREENS TOWNHOMES

## BOARD MEETING AGENDA

MAY 20, 2024 | 1:00 PM MST

### HGTH Board of Directors

Stuart Read – President

Lauren Greene – Member at large

Bob Miller – Vice President

Anne Mead – Treasurer *\*Absent*

Steve Fisher – Secretary *\*Absent*

### Alpine Edge Representatives

Taylor Edmonds - Association Manager

Jessica Martin – Director of Communications

#### **I. Roll Call; Establish Quorum**

- A quorum was met with three of the five Board members in attendance.
- Homeowner Mark Harris was in attendance.
- The meeting was called to order at 1:02 p.m.

#### **II. Approve Previous Meeting Minutes**

- **Motion:** Lauren Greene motioned to approve the 2/13 Board meeting minutes, which Bob Miller seconded, and the motion passed.

#### **III. Old/New Business**

- Electricity costs for heat tape
  - The Board discussed the responsibility for high electricity bill payments due to heat tape extensions and the possibility of one unit's heat tape being tied to a neighboring unit.
  - It was decided that the HOA would cover the cost if an owner had an electrician assess the heat tape and an error was found. The owner will be responsible for the cost if no error is found.
- New heat tape locations
  - Ked Martin has a list of areas needing heat tape due to recurring icicle issues.
  - A unit on Oak Lane needs to have the heat tape extended around the alcove of the building.
  - It was suggested that homeowners should upgrade their circuits to 240.
- Painting
  - The 2024 - 2025 painting bid for the Oak and Chestnut Lanes touch-up painting has been signed.
    - A couple of areas also need to be touched up: trash enclosures and garage doors.
  - Touch-up paint for owners
    - There was discussion about storing deck stain in the trash enclosures as in the previous years. Touch-up paint for the structures will be given upon request from owners.

- A/C Install Regulations
  - The board requests a policy for AC installations to inform homeowners of the requirements.
    - Alpine Edge will have this policy drafted by Altitude Law.
    - Among other conditions, the policy will state that the owner is responsible for any damage to the building structure caused during the AC installation.
  - Mark Harris was permitted to install his air conditioner on the condition that he signs a document agreeing to comply with the AC policy once it is implemented.
- Shuttle Review
  - The current shuttle contract from the Town of Breckenridge to Highland Greens was discussed.
  - The Board suggested surveying homeowners regarding the shuttle use and whether there is value in keeping it.
  - Potential issues with the shuttle service include finding CDL drivers and the availability of shuttle insurance.
- Parking Clarification
  - The Board discussed amending the parking rule to clarify parking in driveways.
  - Alpine Edge will amend this rule and send it to the Board for review.
- Comcast Renewal
  - Contract upgrades were discussed: new boxes, faster internet. Comcast would like to sign the HOA for another five years.
    - The Board agreed to this contract renewal.
- Irrigation Assessment Report | Landscaping
  - Alpine Edge met with Neils Lunceford to clarify the landscaping expectations.
  - The main priority is obtaining bids to convert mixed emission device zones to one consistent head type.
  - **Motion:** Stu Read motioned for bids to be obtained for irrigation head swaps. Bob Miller seconded, and the motion carried.
  - The board would like a dedicated person to monitor the irrigation with Neils Lunceford.
    - The retention areas should not be watered.
  - Neils Lunceford completed a spring clean-up on May 15<sup>th</sup>. The Board was impressed with the work but mentioned some missed areas.
  - Xeriscaping was briefly discussed as an alternative to landscaping and irrigation.
- Snowplow Debrief
  - Snow stakes were not placed in the correct area, which caused damage to grassy areas and utility boxes.
  - The Board discussed snow bridges and the possibility of building up the pitch so there is not such a drastic elevation change to the snow dump area.
  - Alpine Edge will meet with Better Views to ensure snow stakes are placed properly and discuss the snow bridge issues.
  - The Board was pleased with shoveling throughout the HOA this winter.
  - The Board discussed the sale of the snow equipment in storage. The equipment will be placed on Summit Co.'s One Mans Junk Facebook page.

- Corp Transparency Act (CTA)
  - This is a requirement for the HOA to fulfill.
  - Alpine Edge will work with legal to complete this towards the end of the year.

#### **IV. General Board & Owner Comments**

- The board would like the lights on the trash enclosures to be put on timers.
- There was a discussion regarding the Dark Sky Policy and compliant lightbulbs.
- The Board would like a summer newsletter drafted for homeowners explaining this summer's projects and association reminders.

#### **V. Financial Discussion**

- Year to date Financials
  - Alpine Edge's goal is to have the FY2025 budget ready for review next month.
- Past Due A/R's
  - Many delinquent homeowners are paying monthly dues on the 15<sup>th</sup>. They have been informed to move the payment up by a few days.
    - Late fees will not be applied to homeowners who have been paying on the 15<sup>th</sup> of the month.
  - There were a couple of homeowners with large balances. One has sold their unit, and the delinquent payments were collected.
  - The Board entered a special session to discuss delinquent payments in detail.
- Vanguard Signers
  - Alpine Edge is having problems with Steven Frumess becoming a signer on the Vanguard account. Still unsure if the paperwork was sent over that approves the addition of Steven as a signer.
  - There was a discussion about starting a new account and starting the process over.

#### **VI. Schedule the Next Board Meeting**

- A budget meeting will occur in early June.
- The Annual Meeting is scheduled for August 3<sup>rd</sup>.

#### **VII. Adjournment**

- The meeting adjourned at 2:58 p.m.