

HIGHLAND GREENS TOWNHOMES

BOARD MEETING AGENDA

FRIDAY, JANUARY 13TH, 2023, | 10:00 AM MST

HGTH Board of Directors

- Stuart Read – President
- Karla Schapansky – Vice President
- Bob Miller – Secretary
- Anne Mead – Treasurer
- Steve Fisher – Member At Large

Alpine Edge Representatives

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

1. Roll Call; Establish Quorum

The HGT Board of Directors and the Alpine Edge management team listed above attended the meeting.

Stu motioned to bring the meeting to order at 10:06 AM.

2. Approve Previous Meeting Minutes

- A. 6.24.2022 Meeting Minutes
- B. 8.5.2022 Meeting Minutes
- C. 8.27.2022 Annual Meeting Minutes
- D. 10.20.22 Meeting Minutes

Stu requested that Chestnut Ln be added to the 10/20 minutes where the roof replacements are discussed. There were no other edits for the meeting minutes listed above. Bob Miller motioned to approve the meeting minutes, which Stu seconded, and the motion passed unanimously.

3. Financial Review

A. Financial Reconciliation

Anne Mead requested a check register to reconcile the Association's financials once the outstanding checks have been deposited. Lindsay verified that on the accounts payable side, the Board was looking to verify any checks written in standing not cashed by the vendor, and on the receivable side, to narrow down any checks received by ownership that hasn't been deposited.

AE has been working on cleaning up the AR list by reaching out to delinquent homeowners. Anne would like to set a goal of completing it by the end of January. Lindsay would like to complete a deep dive balance sheet review for the end of the current fiscal year before we hand it off to the tax accountant.

Anne spoke to Account Manager and verified the total amount of funds and was informed that two signers are on the account that no longer serve on the Board. The Board discussed choosing new signers. The bank gave Anne a contact sheet to assign account signers and authorized persons to access account information. Anne recommended revisiting this list annually at the first Board meeting of the year to evaluate who is on the account.

4. Old Business

A. Ski Shuttle Bus

The HOA needs to be billed for the shuttle repairs, but Erik believes it may be a warranty issue. The Board is not interested in paying for the repairs and would like any bill to be disputed. AE will keep the Board updated on the status of billing.

The Board asked how many people the shuttle had been driving. Erik said he believes the first two runs of the day have at least 20 people in each ride.

i. Snowflake Lift Drop-Off Issues

Vail Resorts has started pushing back on the shuttle drivers dropping off passengers at the Snowflake ski lift. There was a discussion on whether the shuttle was permitted to use the Town of Breckenridge bus stops, as the shuttles hold a Town of Breckenridge permit.

B. Snow Removal

The Board discussed the issue with the snow bridge and build-up on Oak Ln. They said the pile was getting bigger. Kimberlyn had been in touch with Better Views regarding this issue but will bring it back to his attention and ask that he help reduce the snow pile's size and adjust his skid steer. Anne also mentioned that she has a patch of ice in her walkway that gets packed down and is difficult to remove. She also said that the contractor frequently misses plowing the cul-de-sacs. The Board discussed paying for extra services to ensure the ice patches are removed and the walkways are scraped to the concrete. They would like pet-friendly salt spread in these areas to help reduce the ice build-up.

The Board agreed that the snow removal has been more effective than in previous years.

C. Insurance Discussion

i. Workers Comp Policy

Bob Miller pointed out that the Association did not have a worker's comp policy for shuttle drivers. AE is working with Kinser Insurance on a bid for coverage and will circulate it to the Board. When investigating, AE found that Farmers did not have any record of providing this coverage. Anne recalled HGT taking over the management of the shuttles a couple of years ago and that there was a separate legal organization that was a master transit.

ii. Insurance Claim

Erik and Stu spoke with the homeowners of 70 Oak Ln, who were unhappy with the slow-moving insurance process. AE was under the impression that the HOA was still waiting to approve a reconstruction bid, but the homeowners had already started the reconstruction with ServePro. Erik spoke with Maggie at Farmers Insurance and determined that the reconstruction will be at least \$50K, which is the deductible. Separate from this, the HOA will pay the mitigation fee from the reserve fund. Beyond the deductible, any fees will be the homeowner's responsibility due to not getting the reconstruction approved by the insurance company before starting.

iii. New Insurance Coverage

Erik has been in contact with Kinser in Steamboat, which said there is a \$25M and above threshold for insurance coverage across the industry. Most carriers are dropping any properties with over \$25 million. HGT falls under that threshold, which is the primary reason that Farmers will be dropping the Association, and finding a replacement is relatively tricky. Forest fires in Summit County are also a factor. Some independent contractors evaluate the property and relay directly to insurance companies

what they think the threat level is. He is sure about the threat level for the townhomes. Those two factors are primarily why Kinzer in Steamboat is still looking for an insurance carrier for the Association. So far, only one carrier is interested, but they require changes to the Declarations regarding short-term rentals.

AE will reach out to Erica Baum with Arrow insurance to see if she has any carrier options that would be interested in taking on the Association.

The Board asked about having partial coverage, with the rest being covered by the homeowners. Anne suggested an investment fund or special assessment that everybody put some money in and, if there is an insurance claim, money from that fund will be used to pay for it. When speaking to Kinser, they stated that Bermuda and other offshore companies do this because the premiums are so high, but this would be a last-resort option. Due to the huge risk and big undertaking, the HOA must be fully covered.

Bob recommended adding this topic and water damage protection mandates to the agenda at the annual meeting.

D. Reserve Study

Erik addressed the reserve study sent out and stated there was still some back and forth before it was final. Anne wants to ensure that what they have on the schedule corresponds with the current budget. AE will forward the revised reserve study to the board once edits have been made. AE stated that insurance is the priority due to the urgency, whereas the goal is to have the reserve study dialed in going into the next fiscal year. A reserve study should be done every 3-5 years; the last one was completed in 2018.

E. Gutter Cleanouts

The gutter cleanouts happened throughout the Association where trees are located. Some units had heat tape turned on where needed. Stu would like the gutter cleanouts added to AEs routine maintenance.

5. New Business

A. Downspouts on driveways

AE was informed that there were issues with the downspouts at the front of the units draining into a pile of snow which drains right into the walkway, creating an ice rink. AE asked for historical context on this issue and whether the downspouts should be rerouted to an area that does not lead to the driveways or walkways. This is an action item to reconvene with the Board in the summer. AE will have Elko do extra maintenance in these areas until they can be addressed in the summer.

B. AE emergency call-out procedure for owners

Erik reviewed the types of emergencies that AE responds to. Recently, there has been an influx of calls asking AE to check on low-temp alarms or boilers inside of units, which is outside the scope of service. Erik reminded the Board that AE offers management services where home checks are completed, but it is separate from the HOA, and it is a liability for AE to enter units they do not manage. Steven expressed the importance of homeowners having a property manager that can check on their properties. Erik suggested emailing homeowners in the next couple of weeks regarding emergencies and property managers.

C. Dumpster Security solutions

The HOA is having issues with non-homeowners and cleaning crews poaching the dumpster. Board members have witnessed vehicles crossing Tiger Rd to dump their trash in the HGT enclosures as well as short-term rental management companies. The Board would like the trash

enclosure codes changed more often to help prevent this issue. Codes should be changed on the first day of Oct, Jan, Apr, and Jul.

Stu reminded AE that the Board would like the trash enclosure power washed at the end of the winter. He also mentioned that leftover stain and old shovels in the Oak Ln enclosure need to be thrown away.

D. Water intrusion alarm requirement

The Board discussed the water intrusion alarms and the possibility of false alarms due to their sensitivity. They also issue that not all homeowners have a property manager to check the inside of the units. AE encouraged the Board to consider what they would like to do with the requirements and whether enforcement would be feasible or legal.

E. Crack Seal & Sealcoat

AE has reached out to Jet Black but has not received a response. The project was supposed to be completed last year but was pushed off due to the heavy rainfall. AE's goal is to complete the project this summer, and AE will see if Jet Black will honor their price from last year.

AE was informed that a pothole had formed at the southeast corner of Linden Ln and Highfield Trail. AE will have to look at the pothole's location to determine if it would be an HOA or ToB responsibility.

6. General Board Comments

The Board was informed that AE would have to send a notice to homeowners explaining that the Town failed a water inspection they would get stricter on the backflow regulation because they got fined by the state. AE assured the Board there was nothing wrong with the drinking water and that these tests would be for the irrigation system.

7. Schedule Next Board Meeting

The next Board meeting was tentatively scheduled for April 20th or 27th at 10:00 AM. A final date will be determined over email.

8. Adjournment

There was a motion to adjourn at 12:29 PM.