

# HIGHLAND GREENS TOWNHOMES

## BOARD MEETING AGENDA

THURSDAY, AUGUST 31, 2023 | 1:00 PM MST

### HGTH Board of Directors in Attendance

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

### Alpine Edge Representatives in Attendance

- Steven Frumess – General Manager
- Erik Keefe – HOA Manager
- Jessica Martin- Director of HOA Communications

### 1. Roll Call; Establish Quorum

A quorum was met with all Board members in attendance at the meeting.

The meeting was called to order at 1:00 p.m. by Stu Read.

### 2. Approve Previous Meeting Minutes

#### A. 2023 Annual Meeting

Bob Miller had edits to the minutes. These will be made, and the minutes will be sent back to the Board for a final review before posting.

### 3. Assign Board Seats

#### A. Board Seat Appointment

- During the Board meeting, it was announced that Karla would be leaving the Association. Her seat will become vacant as of September 18th. Erik informed the Board that the vacant seat is to be filled by appointment. Bob pointed out that according to Section 4.5 of the Bylaws, the selected member will serve the remainder of the unexpired term. Stu suggested that Lauren Greene, who had previously served on the Board, was interested in rejoining. It was agreed that AE would contact Lauren to discuss the matter further.
- The Board thanks Karla for her service and wishes her luck in her new journey.
- The Board deliberated officer positions and agreed on the following:
  - President – Stu Read
  - Vice President – Bob Miller
  - Treasurer – Anne Mead
  - Secretary – Steve Fisher
  - Member at Large – Karla Schapansky
- **Motion:** Bob motioned to approve the officer positions, which Stu seconded, and the motion passed.

#### 4. Financial Discussion

##### A. CD Statements

- During the previous board meeting, the board approved opening a CD with Vanguard. Stu made a motion to transfer the funds to the Vanguard CD account, which Anne seconded, and the motion was passed.
- Bob inquired about adding a signer to the account, but Anne was not sure if that was possible. After the meeting, Lindsay will gather more information from Steven to determine how to proceed. Bob also suggested transferring a significant amount of the Alpine Bank reserve funds to Vanguard, but Karla and Anne remembered that \$500K out of the total \$713K was already approved for transfer.
- Anne recommended closing the Alpine Reserve account and consolidating all funds to the Vanguard account, which Lindsay confirmed was feasible.
- **Motion:** Anne Mead made a motion to close the Alpine Bank reserve account and move all the funds to the Vanguard account. The motion was seconded and passed.

##### B. Ski Shuttle Net Income/Loss

- During the meeting, Lindsay asked the Board to clarify how the split costs work between the Highland Greens Townhomes and Lodge. The Townhomes are interested in getting the surplus returned this year.
- Anne informed Alpine Edge that there used to be an LLC, but it has now been terminated. Lindsay mentioned that she had been receiving notices for the LLC.
- **Motion:** Bob Miller motioned to have accounting audit the shuttle finances at the end of the ski season and either bill the Townhomes for the excess owed or refund the balance due. The Board agreed, and the motion passed.

##### C. A/R Update

- Lindsay updated the Board on the AR standing. There is still \$21K outstanding. Accounting will be doing a final sweep for checks in the mail and ACH approvals over email.
- There was a discussion on collections and starting the process with an attorney. Eleven homeowners owe regular dues. AE will be posting notices on doors.
- **Motion:** Bob Miller motioned that the highest interest and fee amount permitted by law be applied to the delinquent homeowners, which Stu seconded, and the motion passed.
- Lindsay presented the next steps to initiate this process. An executive session will be held among the board members.

#### 5. Old Business

##### A. Policy Adoption Ratification

- Stu motioned to ratify the nine updated SB100 policies, which Karla seconded, and the motion passed.

##### B. Declaration Amendment Update

- During the meeting, Erik explained the voting procedure for the homeowners to make changes to the Declarations. Bob had a few suggestions to improve the letter, such as updating the contact information and modifying the language regarding insurance

obligations. He also recommended adding specific details, such as the type of policy required - "bare walls".

C. Roof & Heat Tape Inspections and Maintenance

- Erik updated the board on the roof inspections and maintenance that occurred this week. There were several gutters repaired or replaced, including Steve's crushed downspout.

D. Other Maintenance

i. Rock Veneer

Erik said this should be done. The Service team walked the property and didn't find much. Stones were replaced at a few properties. The total cost was around \$300.

ii. Foundation Backfill

Jason Postles completed the foundation backfill at a property last year, and he plans on doing similar work at 45 Chestnut and 42 Linden this year.

iii. Tree Trimming

Arrow Insurance has been informed that the tree trimming throughout the Association has been completed.

iv. Driveway Drainage at 15 Oak

Erik has been attempting to contact an asphalt company to evaluate the drainage situation of the driveway at 15 Oak. He is determined to have it fixed and resolved by December.

**6. New Business**

A. Irrigation Audit

- The board was informed that the irrigation system was in good condition after conducting an irrigation audit. During the meeting, Stu inquired if Erik had applied for the WaterSmart rebate of \$750. Erik had not applied for the rebate yet as he had to present the invoice to High Country Conservation first.
- Neils Lunceford proposed changes to the irrigation system, run times, and zero-scaping. Erik will ask why run times aren't being adjusted as part of routine maintenance. The irrigation system is programmed to run thrice per week, which is the maximum allowed under the Town of Breckenridge ordinances, and will be winterized in mid-September. The board recognized it would be costly to update the irrigation system. Erik proposed replacing the irrigation system in stages.
- The Board discussed having irrigation managed by the previous contractor. Erik will obtain a bid for this.

B. Window and Door Replacement Guidelines

- Erik informed the Board that the replacement front door that was approved is no longer available as is. The same door is available, but the window is not. The Board is okay with three options for door replacements but said they should all be in the same color. Erik offered to call Gregory Door and Window to schedule a meeting on-site to dial in the door specs. Bob added that the board previously approved the addition of screen doors, which Gregory Door and Window can also install.

### C. Ski Shuttle Discussion

- The ski shuttle will be picked up in November around the 15<sup>th</sup>. Erik will ask the shuttle drivers, Bobby and Ryan, if they can pick them up. If not, Stu would like Alpine Edge personnel to pick them up.
- Stu reviewed the shuttle schedule and said service will commence from the middle of November, but only on Thursdays through Sundays with a limited schedule. However, starting from the beginning of December, the service will be available on a daily basis.

## 7. General Board & Owner Comments

- During the meeting, Stu brought up the topic of some equipment being stored in the trash enclosure and asked if it should be sold. Anne then mentioned that there is also a gator being stored at the Lodge. The Board discussed the possibility of renting out the storage shed if the equipment is sold. Anne offered to reach out to her contact to get more information on heavy equipment sales. Additionally, Erik volunteered to document the equipment during his next visit to the Association.
- Erik said 63 Chestnut reached out about radon pipes getting clogged with snow during the winter. He would like to add gutters above the radon pipe and asked that this be completed during roof inspections and repairs. The Board agreed this would be a homeowner add-on and, therefore, a homeowner's responsibility. Adding a gutter to the exterior would still need to be approved by the Board.
- The homeowner of 26 Chestnut would like to replace the current shrub in the front yard with a Dwarf Korean Lilac Shrub. The Board agreed to this with the stipulation that he is responsible for removing the existing plant and maintaining the new shrub.
- Erik informed the Board of requesting more recycling containers for the trash enclosures. However, the Board responded that they don't see the containers being over-filled too often. As a result, they've decided to hold off on adding more recycling containers for now.
- Bob informed AE of a homeowner who consistently leaves their exterior lights on. There was a discussion on the Dark Sky Policy. AE will reach out to the homeowner.
- Stu mentioned a homeowner had windchimes hung outside. This is a noise violation. AE will reach out to the homeowner.

## 8. Schedule the Next Board Meeting

The next meeting was scheduled for Wednesday, November 8<sup>th</sup>, at 1:00 p.m.

## 9. Adjournment

There was a motion to adjourn at 3:41 p.m.