

HIGHLAND GREENS TOWNHOMES

BOARD MEETING MINUTES

THURSDAY, SEPTEMBER 8TH | NOON MST

HGTH Board of Directors

- Stuart Read
- Steve Fisher
- Bob Miller
- Karla Schapansky
- Anne Mead

Alpine Edge Representatives

- Steven Frumess – General Manager
- Brett Gunhus – HOA 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 attended the meeting. Stu called the meeting to order at 12:10 pm, which Anne seconded.

2. Assign Board Seats

The Board determined positions for 2022-2023.

President: Stu Read

Vice President: Karla Schapansky

Treasurer: Anne Mead

Secretary: Bob Miller

Members at Large: Steve Fisher

Stu motioned to approve the 2023 Board positions, which Karla seconded. Bob assigned Stu as his proxy; all were in favor.

3. Annual Meeting Recap

Stu was interested in the number of homeowners that attended the meeting. Alpine Edge will get that information and send it to the Board. The Board thought the Annual Meeting went well, other than not having the updated financials to show the ownership. Stu reminded Alpine Edge of the action items from the Annual Meeting that need to be completed. Anne mentioned communication issues and asked Alpine Edge to respond to emails and calls promptly. Brett reminded the Board that

HOA@AEPropertyManagement.com is the best way to contact the Alpine Edge management team.

4. Financial Review

A. Financial Reconciliation

Anne asked if the QuickBooks invoicing issues had been resolved. Erik will verify with AE Accountant Jamie regarding this issue. The Board is concerned that dues are not being collected via ACH; Stu also noted that some bills weren't being paid either. He expressed the importance of reconciling the financials to see where the Association is and why it is short on revenue.

Erik confirmed with Jamie that the reserve account is reconciled. The only information she is missing is the CD information and access. Stu asked for verification that Wildercrest sent the March financials. Brett confirmed with Jamie that they were able to finalize the reserve account. She reached out to Altitude Law to assist in getting the other financials.

5. Project Updates

A. Roofing/Gutters

AE is still waiting to hear from Ked Martin on when he can inspect the Association's roof, perform any minor repairs, and see if he finds any issues that would cost more than \$750 for Board approval.

Erik informed the Board that the electrical installs for the heat tape would be done from Sept. 26 - 28th. After this is completed, the new heat tape will be installed. Stu would like to be there when All Electric is on-site to demonstrate what needs to be done.

B. Asphalt Sealcoating

It is unclear whether the contractors will be able to make it to the Association this year to complete this project. Due to the heavy monsoon season this year, the contractor has been delayed with their schedule. Stu asked if they can't commit to this year, can they commit to holding the price quoted this year? Erik will ask; however, he is not optimistic.

C. Exposed foundation

The work for the building at 36 Linden is being completed this week. Erik hopes this will help with drainage.

D. Irrigation Assessment

Stu informed AE that High Country Water Conservation offers a \$100 discount to homeowners with a low-flush toilet. If homeowners do not have a low-flush bathroom, a device can be installed to convert it. Erik will follow up with High Country to get more details and schedule an assessment.

Stu asked if the irrigation is working behind Chestnut yet. Anne said she believes it is working but with all the rain she is unsure. There was a discussion on the timing of the irrigation. Erik confirmed that the irrigation runs all night but with such a big system, only a few zones are on at a time.

E. Reserve Study

Erik will follow up with Advanced Reserve Solutions for an update on the reserve study.

6. General Board Comments

Stu asked about the removal of the dead tree. Alpine Edge said it is on Ceres' radar to remove. Stu mentioned there are several trees that may be starting to die in the Association that should be looked at. He said there are also dead shrubs that need to be removed. Alpine Edge will pass this along to Ceres but confirmed that an arborist is scheduled to assess the tree's health.

Erik informed the Board that the No Parking signs have been ordered for the cul-de-sacs. Once they arrive, they will be installed. He also informed the Board that the stain has been put away due to the cooler temperatures at night.

Anne stated that she needed to be added to the Townhomes bank account.

7. Schedule Next Board Meeting

The next Board meeting was scheduled for Thursday, October 20th at 3 pm.

8. Adjournment

There was a motion to adjourn the meeting at 12:59 pm by Karla, which Stu seconded.