

# HIGHLAND GREENS LODGE

## BOARD MEETING MINUTES

Wednesday, September 6, 2023, at 10:00 AM MST

### HGL Board of Directors in Attendance

- Chris Neugebauer – President
- Dave Poston – Vice President
- Walt Lemanski – Secretary
- Zephyr Wazallann – Member at Large (*absent*)
- Joseph Nilsestuen – Board-Appointed

### Alpine Edge Representatives in Attendance

- Steven Frumess – General Manager
- Erik Keefe – HOA Manager
- Jessica Martin – HOA Director Of Communications
- Kyle Gorman – AE Accountant

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

A quorum was met with three of the four Board members listed above in attendance. Joe Nilsestuen was also in attendance as the appointed member of the Board.

Dave Poston called the meeting to order at 10:01 AM.

### **2. Approve Meeting Minutes – Board Meeting 5.23.23 & 8.23.23**

The 8/23 BoD meeting minutes will be emailed for approval. A board member suggested one edit to the 5/23 minutes. Walt Lemanski motioned to approve the minutes contingent on the edit, which Dave Poston seconded, and the motion passed.

### **3. Appoint Board Seats**

Walt motioned to approve the appointment of Joe Nilsestuen to the Board, which Dave seconded, and the motion passed. Board positions were discussed and determined to be the following:

- President – Chris Neugebauer
- Vice President – Dave Poston
- Treasurer – Walt Lemanski
- Secretary – Zephyr Wazallann
- Member at Large – Joe Nilsestuen

### **4. Financial Review**

#### a. Financial Audit

AE suggests conducting a financial audit now. AE accountant Kyle Gorman is confident that fiscal year-end financials can be ready for review by October. The Board will select the auditor, and AE will provide them with the financials.

#### b. A/R Update & Collections

As per the latest Collections Policy, AE is scheduled to reach out to the Board on either 6th or 7th October with regards to initiating the process of sending notices to delinquent homeowners for collections.

c. Investment Discussion

During the meeting, the Board deliberated on the possibility of investing in a CD account. Although AE is not a money manager, they can provide guidance and support on the next steps once the Board reaches a decision.

AE strongly recommends scheduling a professional dryer vent cleaning to ensure that the vents are clean and in good working order. This responsibility falls on homeowners, but AE can assist by providing a list of reliable vendors and scheduling the appointment if there is enough interest from homeowners.

**5. New Business**

a. Annual Meeting Recap

The owners have raised concerns regarding several maintenance issues. Specifically, the building's temperature is uncomfortably high, there have been inquiries about parking passes, and it appears that the dryer vent requires cleaning.

b. HOA policy update

- i. Three remaining policies, Alternative Dispute Resolution, Conduct of Meeting, and Conflict of Interest

The Board set these aside because of their length and the amount of information in the documents. These will be recirculated to the Board for review after the meeting.

AE will contact Altitude Law regarding changes to the Parking Policy to align with the new laws.

c. Online Owner Portal

The new AppFolio owner portal went live on September 1st, and so far, approximately 60% of homeowners have activated their accounts. If the Board wishes to suggest any changes to the portal, they are encouraged to contact AE. Additionally, a reminder about AppFolio will be included in the community newsletter. After a couple of months, AE will perform an audit to determine if there is a correlation between homeowners who are delinquent and those who have not activated their portal accounts.

d. Covenant Violations

There is one homeowner in violation of the covenants. The Board would like to proceed with the enforcement policy and fine schedule.

**6. Old Business**

a. Fire Suppression Project

On Friday, Western States will be conducting a pressure test, which will determine if we can proceed with closing the two loops in both units. In addition, a proposal was given to convert the lobby area to an antifreeze system and install equipment in the lobby's ceiling. To ensure the lobby area is antifreeze, ceiling check valves will be installed in the units. Based on Nick's rough estimate, AE anticipates that this project will cost between \$30K-\$50K.

b. Other maintenance items

The Board will look at mulching the garden beds next year.

i. Tiles

Tiles have been delivered for the entryway replacement. AE inquired about the cracked tiles in the lobby and whether the Board would like to replace them with the entryway tiles. Despite not being an exact match, the Board has expressed a preference for the cracked tiles to be replaced. There was concern that the tiles weren't an exact match and were a noticeable difference from the elevator tiles. AE will ask the contractor if there is a way to transition the tile so the difference isn't so apparent.

ii. Concrete patches

AE will request that the contractor flush the concrete patches with the sidewalk.

iii. Door Handle/Lock on left entry door

The lock on the door has been inconsistent. AE has it on their action list to fully replace the lock.

**7. General Board and Owner Comments**

**8. Schedule the Next Board Meeting**

The next Board Meeting was scheduled for Wed, 12/6 @ 3 p.m. Following meetings to occur at 3 p.m. on Wed. Mar 6<sup>th</sup>, Jun 5<sup>th</sup>, and Sep 11<sup>th</sup>.

Work session 10/25.

**9. Adjournment**

There was a motion to adjourn the meeting at 12:40 p.m.