

**Highland Greens Townhomes
Board of Directors Meeting
February 21st, 2020 4:00 PM Mountain Time
Colorado Mountain College Room 136**

**Phone Number: 712-770-4054
Access Code: 544832**

1. **Call to order:** 4:05 PM MST

2. **Introduction of those present and determination of quorum**
 - a. **Highland Greens Townhomes Members:** Jeff Underwood, Jim Hasty, Rick Gorham, Stu Read, Dan Schneider, Robert Miller (Teleconference) - Lauren Greene
 - b. **Wilderness Property Management:** Leanne Shaw (General Manager) Noah Orth (CAM)

3. **Minutes To Approve:**
 - a. [5.25.2019 HGTH BOD Meeting Minutes](#)
 - b. [8.2.2019 HGTH Annual Meeting Minutes](#)
 - c. [11.9.2019 HGTH BOD Meeting Minutes](#)

Motion to approve, Seconded, passed without decent

4. **Regular Business:**
 - a. **Financials**
 - i. [December 2019 Financials](#)
 - ii. [January 2020 Financial](#)
 1. Jeff Underwood spoke in regards to the financials in that the Townhomes was operating at \$133,662.70 and \$321,983.88 in reserves. Through January the budget was right on target other than the Highland Greens Transit running at a loss.

Motion to approve the financials as presented, seconded, passed without decent

5. **Managers Report**
 - a. Noah reported on the following items:

- i. Fall checklist being completed, made note that (20 units did not have emergency access to)
- ii. Emore snow plowing contract started out very slow with a new driver however after WPM led the new driver in a better direction than he was given he has been doing a much better job.
- iii. Ked Martin Roofing - completed his 3rd round of ice & icicle removal, and discussed mitigation options for units that were constantly building up snow/ice and leaking.
- iv. WPM staff went around and made a report of heat tape noticed not working
- v. Current units with reported leaks
- vi. 26 false freeze alarms reported with 1 save not due to a free alarm
- vii. Foundation backfilling
- viii. All dumpster units were coded to prevent outside dumping
- ix. Solar system questionnaire interest results
- x. Planning ahead discussion to the spring/summer checklists and projects
- xi. Repair & Maintenance of all machinery

6. New Business:

a. Wilderrest Property Management

- i. The board stated that they met outside of the board meeting to discuss how WPM was doing and felt that WPM was doing a good job. The board was concerned with staffing turnover and staff onsite
- ii. Wilderrest Property Management's general manager Leanne Shaw spoke in regards to the management contract and that maybe it was time to sign an updated contract and updating attachment B, "Routine recurring management services."
- iii. Robert Miller of the board, is going to look over the current contract as well as the updated contract that Leanne Shaw would provide.
- iv. Updated Contract discussion was tabled for next meeting

b. Solar Discussion

- i. The board has scheduled an open forum meeting to discuss solar installation with interested owners on March 4th at 3:00PM in the Highland Greens Lodge Conference room.

c. Glassdoor Amendment

- i. Robert Miller is currently revising a letter supplied by Altitude Community Law. The next step would be for the letter and ballot to go out to the ownership.

d. Roof Ice Mitigation

- i. The board has approved to install mitigation means on the 10 worst units that constantly leak/build up ice. Ked Martin roofing will visit these units to assess and set a mitigation plan. Look to install timers on the heat tape if feasible

e. Comcast Update

- i. Noah spoke in regards to all units having cable and internet service. The 16 remaining units that need to have updated cabling which Kari Rutan stated was tentatively scheduled for May 1st.

f. Deeper Green Consulting

- i. Noah discussed Deeper Green Consulting in what they could bring to snow and ice mitigation by looking at the units structural drawings and efficiency of each unit. The opinion was to go with a roofing company as the Townhomes already knew that they had snow and ice build up and a roofing company would give us a first hand mitigation assessment being on the roofs.

g. Architectural Drawings

- i. It was asked that the architectural drawing be copied onto a digital file. WPM will have the architectural drawings copied digitally.

h. Honeywell, water and freeze detector

- i. Tabled for next meeting

7. Next Meeting:

- a. Solar Meeting March 4th 3:00 PM MST
- b. BOD Meeting Friday May 29th 3:00PM CMC
- c. Annual Meeting July 25th

8. Adjournment: 5:52 PM MST