

**Highland Greens Townhomes  
Board of Directors Meeting Minutes  
November 5th, 2021 12:00 PM MDT**

1. **Called to order:** 12:01pm
2. **Introduction of those present and determination of quorum:**
  - a. Bob Miller
  - b. Karla Shapansky
  - c. Stuart Read
  - d. Anne Mead
  - e. Rick Gorham
  - f. Mike Weber, Nicky Soupal, and Keith Chamberlain for Wildernest. Heber Rojas, Michelle, and Ana for HM Enterprises
3. **Approval of July 31, 2021 minutes.**
  - a. Was there any blowback regarding the letter about heat tape and gutters? None was noted.
  - b. **Motioned, seconded, unanimously approved.**
4. **Regular Business**
  - **August 2021 (year end) financials were reviewed**
    - Operating loss of (\$8,073) due to work on Linden Lane and Greenscapes for foundation build up on several units and installing a pond liner.
      - Irrigation water was removed from grounds and landscaping and a separate expense was created moving forward.
      - Repair of the road on Linden Lane- discussion of moving this to a reserve expense. Board agreed to leave in operating.
    - Shuttle operating loss (\$2,734) should be shared with Lodge.
      - This will show as a receivable on the Shuttle financials and an expense on the Lodge financials as an end of the year adjustment.
      - If there is a shuttle loss in the future, it will be reflected in the current financials.
    - Discussion of reserve siding and resurfacing. It was noted that Linden Lane was painted. Can this be clarified in the chart of accounts description? This can be found in monthly IS footnotes or on the posting journal, where a detailed description of the work provided is noted.
      - Cost of Linden Lane painting was \$127,600 and \$118,700 was budgeted on the Major Maintenance Chart (MMC). The MMC will be updated for the next budget discussion as actual costs are reflected in the Major Maintenance Chart; the reserve study is not updated.

- Discussion of open invoice listings. Pending invoice to the Town of Breckenridge for Irrigation water. Repeated in September. August invoice but the check date was 10/1/2021 so it will clear in October financials.
- Discussion of Snow Removal expense- new company, 2 Speed Excavation will plow at \$4300/month; \$30K budgeted so there will be savings.
- Discussion of unpaid dues- Wildernest follows the collection policy and late fees and interest are assessed every month. After 90 days, a 10 day warning is sent. Failure to pay results in a lien being placed on the unit. A payment plan will also be offered. The foreclosure process can be initiated by the board after 6 months.
- **September 2021 Financials were reviewed.**
  - Operating surplus of \$7,521. Shuttle operating surplus of \$5,693.
- **2020 taxes**
  - Discussion of tax issues and losses in 2019 and 2020.
  - The new shuttle activity was not included in the 2019 Federal 1120-H and CO112 returns. Shuttle service revenue and associated expenses for non-members (Lodge) are a non-exempt activity under Treasury Regulation §1.528-9; this was not previously known by Wildernest personnel; an amended 2019 CO112 return will be filed in order to receive the appropriate refund.
  - Request to remove the word “Lodge” from the supplemental document

## **5. Managers Report: October 2021 Highland Greens Townhomes Managers Report**

### **a. Checklist completed.**

- i. Slide show presentation.
- ii. Discussion of leaves
- iii. HM Enterprises has certified employees that can inspect and clean individual hot tubs. Please email [highlandgreentownhomes@wildernest.com](mailto:highlandgreentownhomes@wildernest.com) if interested.
- iv. Discussion of equipment
  1. Heber and Stu to review inventory
- v. Discussion of gutters and Heat Tape.
  1. Heat Tape will be turned on soon.
  2. Heat tape will be monitored for effectiveness throughout the winter.
- vi. Key audit's are completed every year. Last year all owners complied.
  1. This should be completed soon to ensure access for emergency response. There are a lot of new homeowners and we need to be sure they haven't changed the locks without notifying us.
- vii. Introduction of Michelle with HM - she will be inspecting properties on a regular basis.

- viii. Discussion of recycling - cardboard should be recycled and not put in the dumpster.
- ix. Oak Lane needs additional attention to keep it looking nice.
- x. The Board requested the dumpster areas be power washed in the Spring/Fall.
  - 1. A refrigerator was inappropriately dumped in a dumpster.
- xi. For communication use the [highlandgreentownhomes@wildernest.com](mailto:highlandgreentownhomes@wildernest.com) address.
- xii. Discussion of roof inspections. The Lodge is having Dynamic Roofing complete a drone camera inspection and will report on effectiveness.

## 6. New Business

- Shuttle schedule/notification
  - Are the pickup times still the same as last year-every hour starting at 0800 & ending with the 1700 pickup
  - Yes, abbreviated schedule initially, full service starting December 1st.
  - 11/19, 20, 21 then 11/25, 26, 27, 28. Then daily as of Dec 1st, 2021
  - Pick up shuttle on November 17th.
  - WPM to send out info to owners to inform them of the schedule.
- Substitute drivers?
  - Look into temp options if possible
  - Dennis from the lodge is a CDL driver - adding him would require going through the same approval process as the other drivers.
  - Any possibility for subs if someone is sick?
    - Most likely the hours of operation would have to be reduced.
- Possible newsletter
  - Karla is willing to complete the newsletter
  - This should include the shuttle schedule (in addition to WPM notifying owners)
  - Also complaint process and STR hotline for issues with renters.
    - When is it appropriate to make complaints internally (Wildernest) vs. with the town (STR Hotline)?
    - A link to this will be included in the newsletter.
  - Reinforce that hot tubs shouldn't be used after 10pm.
- Short-term rental hotline
  - To be included in the newsletter
  - Repeated violations can result in losing their STR license
  - Can complaint calls be included in the management report - depends on homeowners notifying Wildernest.
  - Discussion of fines for violations - \$50 does not discourage bad behavior
    - Table discussion for next board meeting to compare to how other HOA's have proceeded regarding fines.
- Wildernest/HM job performance so far

- Discussion of email that should have gone to the Lodge only went to the Townhomes. Request for extra care to be taken in the communications.
- The presentation and communication today makes the board anxious for the upcoming season. Nice to see the work on leaf cleanup.
- Accountability is important
- WPM contract
  - The executed contract is from 2015. A new contract was sent out before Leanne left, in 2020. This has not been executed.
  - Does a new contract need to be drawn up? Specifically regarding the partnership with HM Enterprises. - Yes, this should be updated.
  - Contract review at the fall board meeting is recommended. Also tax return review.
  - Discussion of 2 contracts vs 1. Desire from the Board for one at this time.
- Roof snow removal vendor
  - DJ Roofing. HM to send insurance certificate to WPM.
- Front doors
  - Paul Frolich - not interested in replacing the whole door, glass only. Additional attempts to reach him haven't been successful.
  - Haven't heard back from Justin either.
  - Karla spoke with Gregory Door and Window about this. They would need to do a site visit first.
  - Owners have been provided with the information to move forward if they choose.
  - The board would like to approve the door that will be installed.
  - A committee could be involved to oversee this.
    - Rick, Karla, and Anne will assist. Deadline of January 15th, 2022.
  - Storm doors would be OK. Should match in color.

**7. Next Meeting:** March, 11th 2022 at 12:00pm

**8. Adjournment:** Motioned, Seconded, Unanimously approved - adjourned at 2:11pm