



CUCUMBER CREEK ESTATES

2022 ANNUAL MEETING MINUTES

Thursday, April 21st, 2022, at 1:00 pm MST

[Virtual GoToMeeting](#)

Cucumber Creek Estates Board of Directors

- Tom Begley – President
- Francisco Mata – Treasurer
- Darrell McConnell – Member at Large

Alpine Edge Representatives

- Steven Frumess – HOA General Manager
- Jessica Martin – HOA Administrator
- Kimberlyn Bryant – HOA Administrator
- Martha Zaugg – HOA Administrator

I. Welcome

A. Roll Call; Establish Quorum

The Annual Meeting was attended by the Board members listed above as well as the Alpine Edge Management team. Homeowners in attendance were Chris and Kristy Hames, Mark and Lynsey Adame, Rodrigo Amare, David and Lora Cahill, Chateau Breck LLC, Gregg and Betsy Goldstein, Christopher and Kathy Knackstedt, Johnathan and Kathryn McConnell, Barry Miller, and Matthew and Alison Walter.

The meeting was called to order at 1:02 pm by Rodrigo Amare.

B. Review GoToMeeting Protocol

Martha went over the GoToMeeting platform functionality so that everyone could effectively participate in the conversation.

C. Election Process Review

Martha went over the election process. All three seats are up for election. There is one seat with a one-year term and two seats with a two-year term. There is currently one nominee, so two more are needed.

II. Old Business

A. Governing documents review and Association responsibilities

Steven went over the purpose of the meeting, stating that the meeting would cover the review of the Association's operations. Another reason for this meeting is to transfer the declarant control over to the homeowners. This is prompted by the Association's initial election.

Steven presented the Governing Documents to the homeowners and the hierarchy of the documents. He also informed the owners that State (CCIOA) and Federal laws supersede these documents. The Governing Documents include the Articles of Incorporation, Declarations, Bylaws, and Rules and Regulations.

Barry asked if there was a minimum number of members needed for the Board of Directors. Martha informed him that the Bylaws state there should be three members on the Board.

Alan asked for confirmation that the Governing Documents were already drawn up. Steven confirmed that the documents are completed and set in place.

B. Delineation of Responsibilities

1. Declarant, Management, Board of Directors, Homeowners

The declarant is the developer of the property who is constructing and in charge of the creation of the structures, HOA community, and its Governing Documents. Steven presented the responsibilities of the management company including the maintenance and administrative duties for the Association.

The role of the Board of Directors is to govern the community to comply with the association governing documents.

He also went over the responsibilities of the homeowners, which is to ensure they are following the Association's Governing Documents. These documents were all created in the best interest of the Association.

Alan asked about where the responsibility of the homeowner kicks in. Steven said the owners are responsible for everything from the studs in.

C. Routine Maintenance

1. Snow Plowing and Shoveling

Better Views Landscaping is contracted to complete snow removal in the Association. They are also responsible for clearing the snow from all 17 driveways and attached walkways. This will occur on applicable plow days which means that it has snowed at least three inches before noon that given day. During days where it snows heavily in the afternoon and evening, the plow contractors will be out first thing the following morning.

Alan asked if the owners could arrange for Better Views to shovel from the units to the hot tubs at the expense of the owners. Steven said that owners are welcome to reach out to Better Views to arrange this service.

2. Landscaping

Landscaping is a part of the Association's summer routine maintenance and typically begins around Memorial Day, depending on the weather and the

amount of snow the Town is receiving. Mountain Garden Care is contracted to serve the Association and their scope of service includes irrigation turn on and blowouts, spring cleanup, grassed damage repairs, fertilization of all grass areas, and deep route feeding of all trees and shrubs throughout the community. They will also perform mowing and trimming of native grass monthly to ensure a manicured but native landscape, pruning of trees and shrubs occur once per season, and weed eradication to all mulched and native grass areas, twice per season or as needed and we conclude the season with fall cleanup.

3. Annual Maintenance

Steven informed the homeowners that exterior window cleaning will be part of the annual maintenance of the Association. When this is scheduled, Alpine Edge will reach out to homeowners, who may then opt-in for interior window cleaning at their own expense. Gutter cleaning and power washing will also occur once a year. Exterior staining will take place every five years.

D. Policy Review

1. Design Review

Steven informed the homeowners that due to not having a formal Design Review Committee set up, all requests will go to the Board for approval.

2. Collections

Martha addressed the owners and informed them that dues are to be paid in advance on the first of each month and are considered late on the 15th of the month. There is the option to pay via check, credit card, or ACH.

III. New Business

A. Financial Review

1. 2021 Expenses

Martha addressed the owners and discussed the budget and actuals for last year. There was an overspend in some of the line items which we have made sure to account for in 2022. With HOAs as new as Cucumber Creek, it can be trial and error for the first 1-2 years with creating these new budgets.

2. Board-Ratified 2022 Operating Budget

Martha presented the 2022 Board-Ratified budget to the homeowners. Homeowners' dues are staying flat at \$650/month/unit. Martha went through the budget line by line to explain the amount for each expense.

There was a motion to approve the budget by Chris, which was seconded by Alan and unanimously passed by the community.

B. Transfer of HOA Control to Homeowners

Martha discussed the transfer of control of the HOA from the developer to the homeowner. Alan made a motion to transfer control of the HOA from the Declarant to the homeowners, which was seconded by Rodrigo and unanimously passed by the community.

IV. Open Forum

Alan asked if the west side of the open land (Parcel A) was going to be developed? Tom informed him that the piece of land is still owned by a resident in the Town, and they are unmotivated to sell the land.

Chris inquired as to the Nordic Center damaging Association landscaping and taking out trees that were on Association land, and how communications should happen in the future from the HOA. Steven said having a clear line of communication and putting these issues in the forefront, so they are acutely aware of them. Matt agreed with this and informed the community of the issues he has had with the Nordic Center. Tom said the Town has been working with the Nordic Center to address these issues.

Two homeowners (Alan Bergstein and Lynsey Adame) nominated themselves for the open Board seats in the GoToMeeting chat during the annual meeting. At this time there are three nominees for the three open seats; therefore, it is not a contested election. An initial Board meeting will be held to determine Board positions.

V. Adjournment

There was a motion to adjourn made by Alan Bergstein, which was seconded by Rodrigo Amare. The meeting was adjourned at pm.