



CUCUMBER CREEK ESTATES

2023 ANNUAL MEETING AGENDA

Thursday, April 27th, 2023, at 2:00 PM MDT

[Virtual GoToMeeting](#)

Cucumber Creek Estates Board of Directors

- Alan Bergstein – President
- Lynsey Adame – Treasurer
- Darrell McConnell – Member at Large

Alpine Edge Representatives

- Steven Frumess – HOA General Manager
- Erik Keefe – HOA Manager
- Jessica Martin – HOA Dir. of Comm.

I. Welcome

A. Roll Call; Establish Quorum

Board members Alan Bergstein, Lynsey Adame, Darrell McConnell, and the Alpine Management team attended the meeting. A quorum was met between homeowners in attendance and proxies received before the meeting.

Alan Bergstein motioned to begin at 2:01 PM.

B. Review the GoToMeeting Protocol

Erik Keefe reviewed the virtual meeting protocol with homeowners.

C. Election Process Review (*one seat – 2-year term*)

Erik reminded homeowners that there was one seat up for election. There is one nomination from board member Darrell McConnel for re-election. There were no volunteers at the meeting.

Alan reminded homeowners that serving on the Board is a volunteer position and that the current members are working hard to protect the homeowner's investments. Next, Alan informed homeowners that the Board changed the HOAs fiscal year to begin in April instead of January, which fell in the middle of the winter season. He also informed homeowners that some of the HOAs reserve funds were invested in a high-interest CD at UBS. Finally, Alan introduced the Good Neighbor Policy, which the Board is working on completing and distributing to homeowners within the month.

II. Old Business

A. Routine Maintenance

1. Snow Plowing and Shoveling

The HOA contracted with Better Views Snow Removal this year to plow all driveways and shovel the walkways up to the entryway door. Better Views has proven consistent and reliable, crucial in the snow removal industry. The contracted dates for these snow removal services go from November 1st through April 30th. The trigger for snow removal services is 3 inches for shoveling and 4 inches for plowing. After multiple days of 1-inch snowfall, the contractor will be out when the 3-inch trigger is met or within a reasonable amount of time afterward to do a cleanup.

Alan clarified that the shoveling would occur on all walkways and onto the stairs. If homeowners are interested in the contractor shoveling their back patio, they may request an independent contract with Better Views.

2. Landscaping

This year the HOA is contracting with Neils Lunceford (nee Ceres Landscaping) for all the HOA landscaping needs. This contract includes irrigation activation and deactivation, spring cleanups, grass trimming, one mulch installation, and some plant health care. Some items, such as irrigation repairs, additional tree health care, and additional mulching, are services outside the agreed-upon scope.

Darrell addressed homeowners to discuss landscaping and tree replacement in more detail. He said the Association was meant to look more natural instead of having manicured yards. There were over 400 trees in the Association, many of which are dead and will be removed. The Board's goal is to replace a couple of trees per home using some of the HOA's reserve funds. Homeowners do have the option to add additional trees to their lot at their own expense.

Steven Frumess clarified that any tree installations should be kept indigenous to the environment in Summit County. Homeowners were informed that aspens have a robust root system and should not be planted too close to homes. Darrell reminded homeowners that new trees have a one-year warranty but should be adequately irrigated.

3. Annual Maintenance

Gutter Cleans: The gutters and downspouts will be cleaned and cleared of debris obstructing drainage. If gutters need to be replaced or repaired, they will do so at that time to ensure clean and efficient drainage of rain and snow melt.

Roof Inspections: The HOA hires a roofing contractor every summer to inspect the buildings' roofs. During these inspections, the roofers also make minor repairs to items such as caulking, popping roof nails, and loose or missing shingles. The roofer must return later after providing a proposal if repairs are needed outside of the minor repairs.

Kelli Kamm has had roof issues and asked about the roof warranty; Steven informed homeowners that “act of God” issues, such as ice dams, are not covered under the roof warranty but encouraged them to contact the developer. There was a discussion on how ice dams form and impact the roof’s integrity. Erik confirmed that he contacted the developer on her behalf and is awaiting a response. AE will monitor these issues over the years to determine where to install heat tape. Erik informed owners that shoveling the roof is a last resort for removing ice dams and will only be done if it is causing a leak.

Window Cleaning: The HOA manages window cleaning twice a year. Ideally, in the summer after the pollen season and then again in the fall. This is only for the exterior windows and does not include interior window cleaning. If homeowners are interested in having the interior of the windows done, they can reach out to the contractor to schedule that service.

Other maintenance/property improvements this year

- Signage for the easement trail at the end of the cul-de-sac to the Nordic trail for HOA members only. Boulders were placed to signify the trail.
 - Kelli asked about the easements and why they were not being cleared in the winter. Erik explained that the easements are to access the Nordic Center and are grassy areas, so they cannot be plowed. Alan added that the more people walk on it, the more it will be packed down, which is the goal for the upcoming winter season. The Board will discuss the snow removal of the easement at the subsequent Board Meeting. Laura Cahill mentioned that the plowers pushed more snow there this year, but generally, it is packed down. Steve Kamm said finding the trail was challenging and suggested maintaining it. Many homeowners agreed that the easement to the trail should be better marked out and maintained so homeowners can access it.
- Homeowners were informed that the Nordic Center altered the snow grooming crossing at the beginning of the community roadway to be less intrusive to the residents.

B. Policy Review

1. Design Review

The Cucumber Creek Estates HOA Design Guidelines are on the Association’s website, cucumbercreekestates.com. As a general rule of thumb, any exterior modification needs approval from the HOA design review board, whether big or small. If any change requires professional or legal help from an architect or attorney, the HOA will solicit those services before making a final decision.

i. Solar Panel Installations

Erik informed the owners that the Board and AE have a Solar Panel Policy written for the HOA. Lynsey addressed homeowners and said the Board received a proposal for installing solar panels. They reached out to an attorney and were informed that the Board cannot deny solar installations but can have influence over the design portion of the installation. Homeowners shared their feedback on the policy and what should be required with these types of structures.

Once the policy has been finalized, it will be circulated to all homeowners.

2. Collections

The HOA collects monthly HOA dues from all unit owners. These dues offset the operational costs of the communities' common elements and fund the Capital Reserve projects. The HOA has a collection policy in place for delinquent units. All monthly invoices are emailed on the 1st of each month. Homeowners are considered delinquent if payment is not received within the month the invoice is issued. Delinquent homeowners are subject to late fees as well as accruing interest. There are three ways to pay HOA dues: the first is with a physical check, by credit or debit card through Plastiq, or ACH. Checks may be mailed or dropped off at the Alpine Edge office in Breckenridge. The mailing address for checks is Alpine Edge Property Management at P.O. Box 7 in Breckenridge, CO 80424. Dues paid via ACH are withdrawn each month on or around the 10th of the month. To sign up for ACH, please email Alpine Edge for a form.

3. Good Neighbor Policy

The HOA board and Alpine Edge are currently working on developing and implementing a good neighbor policy for the community. This addresses common issues throughout the community and sets guidelines for a conformed approach. This policy addresses topics such as providing your short-term rental information to the HOA, noise ordinances, parking, and garbage.

The HOA requires all homeowners to provide their short-term rental information to the HOA, including your rental management company and their contact information. Therefore, updating the HOA if any of that information changes is essential. This is primarily to help the HOA resolve any issues directly with management companies instead of going through the phone tree and including owners.

Homeowners were reminded that it is essential to ensure that trash cans and rubbish are not left unattended outside for an extended time. Animals getting into trash not only creates an unsightly mess and potential danger to the community, but many times those animals have to be put down due to them returning to the area repeatedly.

III. New Business

A. Financial Review

1. 2022 Expenses

Lindsay explained that it was a 15-month year due to the fiscal year change. She reviewed the 2022 Budget vs. Actuals and the P&L statement with homeowners and went line by line, touching on the under-budget and overages. While presenting the balance sheet through the end of December 2022, homeowners were informed that the operating account owed the reserves around \$54K, which was transferred at the beginning of April. She also presented the balance sheet from January to March 2023, which captures the movement of most of the reserve funds to the new USB account. It was noted that a significant project in store for the Association would be the replacement of two trees per property.

Rodrigo asked about the working capital. Lindsay referred to the P&L and explained that working capital is the amount every homeowner pays the association when they first purchase the house. Then, anytime a home sells, three months of operating due are collected as working capital.

2. Board-Ratified 2023 Operating Budget

Lindsay reviewed the FY2023 operating budget with the homeowners. She reviewed the increases and decreases in the line-item expenses and informed homeowners that the 2023 homeowner dues would be increased to \$775/homeowner. Alan reminded homeowners that the Board would discuss assessing homeowner dues based on square footage.

She also reviewed the reserve contributions this year, stating that \$268/month/homeowner would be paid to the Reserve Fund.

Rodrigo asked for confirmation that all expenses are not being marked up. Steven confirmed that contractual work under the operating budget is not marked up. The CAPEX projects would be examples of costs marked up.

IV. Open Forum

Erik provided homeowners with the Alpine Edge contact information and reminded them that the best way to reach the management team was through the HOA email (HOA@AEPropertyManagement.com). He also provided the Short-term Rental Hotline number ((970)423-5334) that can be used for any renter complaints or issues in the Association.

Alan mentioned to homeowners the possibility of an Association gathering during the summer.

Steve Kamm asked for clarification on the process for homeowners to install trees and said he was open to a proposal from the landscaper for additional trees. Erik explained that the Board would be in charge of reviewing and approving additional trees based on the tree being planted and the contractor the homeowner plans to hire. They will also ensure that the trees' placement retains the community's aesthetic.

V. Adjournment

There was a motion to adjourn the meeting at 4:16 PM.