



BASECAMP SHOPS & RESIDENCES

2023 Annual Homeowner Meeting Agenda

Thursday, July 13, 2023 - 5:30 PM

Remote via [GoToMeeting](#)

Basecamp Board of Directors

- Fred Newcomer – President
- Tyler Mikolajczak – Treasurer
- Asa Nimityongskul – Secretary

Alpine Edge Representatives

- Steven Frumess – General Manager
- Lindsay Wood – HOA Accounting Manager
- Erik Keefe – HOA Manager
- Matt Stargardter – HOA Community Manager
- Jessica Martin – HOA Dir. of Communications

AGENDA

I. Welcome

A. Roll Call; Determine Quorum

A quorum was met between a combination of homeowners present at the meeting and those represented via proxy. The meeting was also attended by the Alpine Edge Management team listed above.

Fred Newcomer called the meeting to order at 5:33 PM.

B. Review the GoToMeeting Protocol

Erik Keefe announced the standard protocols for GoToMeeting. He advised attendees that there would be a period after each topic to ask questions and an Open Forum section at the end for owners to discuss topics not on the agenda.

C. Introduction of Board and Management

Erik provided Alpine Edge's contact information. The best methods of communication for owners are via email at HOA@AEPropertyManagement.com or phone at 970-453-2334. The Alpine Edge Management team and the sitting Basecamp Board of Directors were introduced to the homeowners.

D. Review and Approval of 2022 Annual Homeowner Meeting Minutes

There were no suggested edits of the 2022 Annual Meeting Minutes. Fred Newcomer made a motion to accept the minutes as written, which Asa Nimityongskul seconded, and the motion carried.

II. Routine Maintenance

A. Definition of Roles

The Board of Directors are owners and volunteer representatives of the association. They work on behalf of the community in conjunction with the management company to fulfill the operational needs of the community. Alpine Edge is the HOA manager and manages the physical structure which makes up the association. As a reminder, the grounds around the structure are managed by the master association. Haven Property Management is the

facilities manager for the surrounding Basecamp area. They maintain the roadways and exterior walkways for the Basecamp Shops and Residences.

Randy asked who had jurisdiction over the parking lot. Erik said the Master Association would do the maintenance of the parking lot. Fred further clarified that

B. Common Area Cleans

Homeowners were informed that common area hallways are cleaned weekly.

C. Mechanical Systems

Fred informed homeowners that Alpine Edge is the point of contact for mechanical issues at the Association.

D. Snow Removal

Snow removal is managed by Haven Property Management and is contracted out to Ankerholz Incorporated. They handle the shoveling and plowing of all exterior walkways and roadways in the community. Fred said the Board does a walkthrough with Ankerholtz before the snow flies and sometimes during the season to remind the contractor of the association's needs. Parking lot scrapes and clean-ups are part of the scope of work and happen a few times throughout the season.

E. Sound Remediation Update

Fred addressed homeowners regarding the sound remediation update. The Board met with Alpine Edge and reviewed the contract with the vendors.

III. Policy Review

A. Trash & Recycling

The trash is scheduled to be picked up by Timberline six days a week. Homeowners were reminded not to leave any garbage outside of the dumpster, and if the dumpster is full, please wait until it is emptied to dispose of the trash instead of leaving it on the ground in or around the enclosure.

Fred reminded homeowners that Haven maintains the trash enclosure structure.

B. Parking

Residential Owners are allowed (2) vehicles per unit. A unit with a garage must use the garage for parking if the unit has (2) vehicles. Each vehicle must have a parking sticker issued by Alpine Edge. Vehicle information and license plate numbers must be filed with the association. Units with garages may have (2) stickers to allow the cars to be alternated in the garage.

Fred addressed homeowners regarding parking concerns with campers in the parking lot. Fred has been monitoring the parking lot to try to prevent this from happening. He mentioned the possibility of putting no overnight parking sign throughout the parking lot.

C. Dues Collections

The Basecamp HOA collects monthly dues from all unit owners. These dues offset the operational costs of the communities' common elements. The HOA has a collection policy in place for delinquent units. All monthly invoices are emailed on the 1st of each

month. The owner is considered delinquent if payment is not received within the month the invoice is issued. Delinquent owners are subject to a late fee as well as accruing interest. There are three ways to pay HOA dues. The first is with a physical check, mailed or dropped off at the Alpine Edge office in Breckenridge. The second payment option is by credit or debit card through a third-party company called PlastiQ. The third option is ACH, an automatic withdrawal of the amount due each month from your chosen bank account on or around the 5th or 6th of the month.

One last item we want to mention is Fair Energy billing. Fair Energy is a third-party submeter company. The HOA pays the entire utility bill up front for the building; then Fair Energy is contracted to bill back individual units for their consumption. Once Fair Energy collects the individual amounts due, they send them to the association for reimbursement if homeowners are delinquent on their Fair Energy bills; essentially, that hurts the association as a whole.

IV. Financial Update

A. Review FY2022 Financials

i. AR and Late Payments

Lindsay Wood addressed the homeowners regarding the AR balance sheet. She said her goal is to help homeowners get caught up on delinquent payments and encourage those behind to contact her about setting up a payment plan.

She pointed out the reserve account that shows the funds received from the settlement.

She reviewed the 2022 Actuals with homeowners and informed them that per the Declarations, the structure of the financials and budget needed to be altered to have a separate allocation of funds for commercial, residential, and shared expenses. Lindsay restructured the 2022 Budget vs. Actuals to reflect the three separate expenses.

She pointed out the overage in ground rent. Diane Jones asked for clarification on the ground rent increase going into next year and whether the increase was due to CPI. Lindsay confirmed that this was the case and that when creating the 2023 budget, there was an 8.3% increase. Diane asked if the CPI goes down, would the ground rent decrease, or would the Association get stuck with an increase yearly? Fred said the Board negotiated a couple of years of no ground rent increase due to the building needing to be completed. He agreed that the Board should revisit this and determine where and how the rent went up based on past negotiations. Asa believed the ground lease was CPI compounding and not capped. He confirmed that the Pinnacle building also pays ground rent.

Overall, repairs and maintenance came in about \$3700 over budget, mostly attributable to insurance and having a line that wasn't previously budgeted for fire safety and HVAC repair in there, also over budget.

Fair Energy monitors the electricity in the building; most of that bill is homeowner based and billed directly to homeowners. Only 15-20% of the electricity bill is for the common elements. Due to this, the budget shows savings of about \$7K.

Sewer and trash were on budget. Water was about \$1900 over budget.

Commercial operating expenses only have about \$3800 going to commercial units, specifically for their repair and maintenance. Residential has a few different lines: carpet cleaning, cleaning of common areas, and garages. The residential repair and maintenance came in about \$800 over budget.

She touched on the reserve contributions and said that with the settlement against the association, there would be further talks about how to contribute to a replacement reserve once these major repairs are completed.

She said that as far as performance goes, the association was on par with the budget for this year's snapshot, and the net amount was right on.

B. Review Board-Adopted FY2023 Budget

i. Review Operational Expense Budget Items and Dues

Lindsay presented the 2023 budget. She pointed out the changes in commercial dues, stating that there are some vacancies in the commercial units, so there is not much activity during this time, so it may not require as much maintenance as other areas of the association. After going through all the expenses and deciphering what is commercial or not commercial, the numbers came to be lower on the commercial side. Homeowner dues will increase by \$25.

Diane Jones thought the 2023 dues should be calculated without the settlement money. Lindsay assured homeowners that if the dues calculation were done without the settlement money, the dues would rise upwards of \$160 per unit per month. The settlement money specifically subsidizes the residential dues, and it was the Board's prerogative to keep residential dues as low as possible.

Fred addressed the homeowners and expressed the importance of funding the reserve fund to help with long-term repairs, especially as the building starts aging. Asa said that the Board pivoted money into an interest-bearing account with a 3.75-3.85% return. He also stated that most of the money is parked in a cash sweep account, insulating it from any one bank going under.

Lindsay informed homeowners that AE would be implementing new software called AppFolio, which would act as a homeowner portal giving owners the ability to access to-date financials, set up monthly dues payments, and give a firsthand look at their homeowner ledger. More information will be sent to homeowners via email.

ii. Ratification of FY2023 Budget

There were no objections to the 2023 budget, and the homeowners officially ratified it. Diane requested a copy of the commercial spaces' land leases and allocation of dues.

V. Open Forum

Candice asked that the rule regarding umbrellas and canopies be amended. She presented her explanation for the need for this change. Erik assured her that this would be a topic of conversation with the Board.

Laura asked about the procedure for making this change. Asa said...

Caryn asked about exchanging contact information to communicate and get to know neighbors. Erik gave two options for this: AE as a middleman or an opt-in owner directory.

VI. Adjournment

There was a motion to adjourn at 7:45 PM by Fred Newcomer.