

COTTAGES AT SHOCK HILL

2025 ANNUAL MEETING AGENDA

Wednesday, March 19, 2025 - 3:00 PM MST

Virtual GoToMeeting

Cottages at Shock Hill Board of Directors

- Henry (Chip) Carlson – President (2025)
- Philip Reinsch – Treasurer (2027)
- Robin Gear – Secretary (2027)

Alpine Edge Representatives

- Michael Walzak – HOA CAM
- Jessica Martin – HOA Dir. of Comm
- Kyle Gorman – Accounting Representative

I. Welcome

A. Roll Call; Establish Quorum

1. Chip Carlson called the meeting to order at 3:05 p.m.
2. A quorum was established with at least 20% of homeowners represented.

B. Review & Approval of 2024 Annual Meeting Minutes

1. The 2024 meeting minutes were distributed before the meeting. Chip made a motion to approve the minutes, which was seconded and passed unanimously.

C. Owner Education – Good Neighbor Policy & CCIOA Required Policies

1. The meeting was conducted in compliance with CAIOA regulations, and proper notifications were sent to homeowners.
2. The minutes from the 2024 meeting remain in draft form until approved during this year's meeting.
3. The board reminded attendees that all homeowners are part of the Shock Hill Property Owners Association, which enforces a Good Neighbor Policy covering noise ordinances, parking regulations, and restrictions on trailers, boats, and RVs.
4. Nine policies required by Colorado law for homeowners associations were also highlighted, including those related to collections, record-keeping, and reserve capital investments.
5. Collections Policy Reminder: HOA dues are due annually on January 1, with a 15-day grace period before any late fees or collections processes are triggered. It was noted that all homeowners had paid their 2025 dues.

II. Financial Review

A. 2024 YE Review

1. A review of the financial status for the fiscal year ending in December 2024 was presented, showing an operating cash balance of \$27,000 (adjusted to approximately \$21,000 after pending plowing expenses).
2. The HOA maintains two reserve accounts, including a \$5,900 money market account at Alpine Bank. The Merrill Lynch account held \$260,933 as of the meeting date.

3. Discussions were held about the adequacy of the buffer in the operating account and the proper use of funds between operating and reserve accounts.
4. It was noted that the HOA's reserve fund remains underfunded, according to a third-party reserve study.

B. Discussion on Reserve and Operating Budgets:

1. Homeowners raised concerns about the size of the reserve "buffer," suggesting that a 20% buffer was excessive. The board explained that the buffer is necessary to cover unexpected maintenance costs without requiring special assessments.
2. HOA Management explained that any operating surplus at the end of the year would typically be transferred to the reserve account to help meet reserve goals and avoid special assessments.
3. **Motion:** A motion was made to move the 2024 operating surplus of \$6,404.70 into the reserve fund. The motion was seconded and passed unanimously.

C. Reserve Study and Funding Goals:

1. Diane Guernsey emphasized the importance of adequately funding the reserve to cover unexpected repairs, such as those encountered in 2023 when several homes required deck repairs.
2. The board acknowledged the importance of ensuring that reserve funds are sufficient to cover future maintenance and repair needs, particularly in light of the harsh winter weather and heavy snowfall.

D. Investment of Reserve Funds

1. A discussion was held regarding the possibility of investing reserve funds more aggressively to earn higher returns. Currently, funds are invested in conservative CDs and money market accounts.
2. The board plans to schedule a call with Merrill Lynch in June to discuss investment strategies and whether to take on additional risk to improve returns.

E. Owner Ratified 2025 Budget Review

1. The 2025 budget was reviewed and approved by the board prior to the meeting. Homeowners were informed that their dues had slightly decreased for the 2025 fiscal year, largely due to savings from switching to a new landscaping contractor, which nearly halved the cost of landscaping services.
2. The board is optimistic about the services from the new landscaping contractor and will monitor the performance closely during the upcoming summer.

III. Old Business

A. Manager's Report

1. Snow Plowing and Shoveling
 - i. Better Views provides snow plowing and shoveling services. They handle the plowing of Regent Drive, the asphalt driveways in front of garages, and the shoveling of walkways leading up to front doors. Patios or deck areas require separate arrangements by homeowners.
 - ii. This winter, there were stretches of warmer weather that helped melt some of the snow, which reduced the need for snow removal services. The plowing services were well-managed this year.

- iii. Homeowners raised concerns about driveways becoming narrower over time. Alpine Edge HOA Management acknowledged this and noted that they will ensure proper management of snow to prevent future issues.
- 2. Landscaping
 - i. Landscaping services were discussed, highlighting two unbudgeted items from the previous year:
 - I. The replacement of rose and currant bushes on William Fur's property that did not take after the original construction.
 - II. The planting of two trees near Unit 66 to restore privacy between units, as requested by a homeowner.
- 3. Exterior Staining
 - i. Two units are scheduled for staining in 2025: Units 21 and 61. These units were selected based on the original construction schedule, but a visual inspection will be conducted to prioritize any unit that needs it more urgently.
 - ii. There was a discussion about whether Unit 12 should be added to the list for staining. Alpine Edge HOA Management will review the unit during the inspection to determine if it requires attention.

IV. New Business

A. 2025 Maintenance Updates

- 1. Annual Staining
 - i. Alpine Edge HOA Management plans to schedule staining work for late May, weather permitting, to avoid disruption during peak summer months. Each unit takes approximately three days to stain.
- 2. Asphalt Crack Fill & Seal Coat
 - i. The crack fill and seal coat project for the asphalt is scheduled for 2025, based on the reserve planning tool. An inspection will be conducted to determine the exact areas in need of repair.
 - ii. Drainage issues in front of Unit 16 will be addressed by milling, re-grading, and resurfacing the affected areas.

V. Board of Directors Elections – *1 Seat open with terms ending 2027*

- A. One seat on the board, held by Chip, was up for election. Chip confirmed his willingness to continue serving. Since there were no other nominations, Chip was re-elected by acclamation.

VI. Open Forum

VII. Adjournment

- A. The meeting was adjourned at 4:23 p.m.