

HIGHLAND GREENS LODGE

2022 ANNUAL HOMEOWNER MEETING MINUTES

Saturday, September 17th, 2022 – 10:00 AM MST

Virtual via GoToMeeting

Alpine Edge Representatives

- Steven Frumess – General Manager
- Brett Gunhus – HOA Manager
- Erik Keefe – HOA Assistant Manager
- Jamie Stahulak – HOA Accountant
- Jessica Martin – HOA Administrator
- Kimberlyn Bryant – HOA Administrator

Highland Greens Lodge Board of Directors

- Anne Mead – President
- Steve Piper – Treasurer
- Brett Muller – Secretary
- Zephyr Wazallann – Member at Large

AGENDA

I. Welcome

A. Roll Call; Determine Quorum

The meeting was attended by Highland Greens Lodge BOD members Anne Mead, Steve Piper, and Zephyr Wazallann. The Alpine Edge management team listed above was also in attendance.

Homeowners in attendance included: Dan and Diane Porneala, Mike Wade, Jimmy and Amy Dexter, Dave Poston, Gene Slone and Sarah Burcham, Mary and Joe DeFrank, Corrie Burr, Cari Pelava, Anne Walker, Amy Becker, Thomas and Kristi Loudon, Caren Press and Alan Lanctot, Delaney Brown, Carol Bach, Paula Blum, George and Deirdre Cebry, Greg and Renee Simpson, Anais Brown, Chris and Katy Neugebauer, Walt Lemanski, Jon Aron, Gloria Piper, Kimberly and Katherine Dawson, Cory and Hope Wroblowski, Wayne Anderson, Christopher and Kathryn Neugebauer.

A quorum was met in accordance with the Bylaws with over (25%) of homeowners represented.

B. Confirm Notice of Meeting Delivery

The Notice of Meeting was sent to homeowners two weeks before the meeting by email and USPS in accordance with CCIOA standards.

C. GoToMeeting Protocol Review

Brett briefly reviewed the GoToMeeting application with homeowners and answered any questions on functionality & different ways that owners could participate in the conversation throughout the meeting.

D. Review and Approval of Minutes

i. August 14th, 2021 Annual Homeowner Meeting

The 2021 Annual Meeting Minutes were sent to homeowners for review in advance of the meeting. No edits were suggested by the owners. Gene Slone motioned to approve the minutes, which Anne Mead seconded. All were in favor and the document was ratified.

II. Summary of Management Transition

A. Introduction of Board and Management

Brett introduced Alpine Edge as the new managing agent of Highlands Greens Lodge since April 1st, 2022. The HOA team can best be contacted during business hours at either HOA@AEPropertyManagement.com or (970) 453-2334, Extension 3. He also introduced the current board of directors in attendance at the meeting.

B. Online Board of Directors Election Reminder

Brett introduced Alpine Edge & its representatives as the new managing agent for the association this year. He reminded homeowners that the online election was open for the two open seats and one vacant seat on the Board of Directors. Nominee bios were emailed to all homeowners for review before the meeting. The voting portal will be available until midnight, with one vote per unit. The results will be announced to the owners in the days following the meeting.

The Alpine Edge contact information was shared with homeowners. This information will be posted on the HGL website.

C. Collections Policy

Brett went over the HOA's Collections Policy with the homeowners and informed everyone that the policies would be posted on the HGL website. Late fees have not been assessed due to AE still getting the financials on track after delays in financial information provided by previous management. Homeowners were informed to contact accounting@aepropertymanagement.com for financial-related questions.

D. Review of Common STR Complaints

Brett & Steven reviewed typical complaints that tend to arise in an association with many rental units such as Highlands Greens Lodge. Parking, trash issues, and noise complaints tend to be the most common problems, but they were happy to report that these issues have not yet been too prevalent in the association. Brett asked the owners to send all rules & policies to their rental management companies to ensure that the regulations are followed by all guests in the building, especially as the busy winter season approaches.

Alpine Edge touched on their experience managing several units in the Lodge and encouraged any owners interested in their rental management services to reach out to BrettG@AEPropertyManagement.com.

III. Financial Review

A. Review FY2022 Financials

i. Recent Insurance Claims

Alpine Edge updated the owners on the status of the insurance claims for water damage incidents that occurred before they took over management responsibilities. Owners were informed that the delay in the remediation to the entrance & locker rooms was due to a mass shortage of air handlers, which need to be installed before the surfaces get addressed. The air handlers are scheduled to arrive in mid-October. Alpine Edge will keep owners informed of any further delays.

B. Review Board-Adopted FY2022 Budget

i. Review Operational Expense Budget Line Items and Dues

The Board-approved operating budget for FY 2023 was sent to all homeowners for review in the annual meeting packet. Anne reviewed the operational expense budget line items with the homeowners. There were many typical marginal increases in expenses such as trash removal due to increases in fuel, labor, & general items associated with rising CPI..

The budget called for an increase of dues to \$655/month starting on October 1st. If homeowners use ACH to pay for dues, the increased amount will automatically be pulled on the 10th of Oct.

The governing documents state that the budget is ratified if a majority of all owners do not actively reject the budget by the end of the annual meeting. There was no motion made to reject the board-approved budget. The budget was ratified & will be published to the HOA landing page on AEPropertyManagement.com.

IV. New Business

A. Review of Past & Future Capital Expenditure Projects

i. 2023 Reserve Study

Steven explained to the owners the importance of an accurate reserve study, and how that becomes the foundation in which management constructs a proposed operating budget on an annual basis. The latest reserve study was done 5 years ago, and the board of directors will discuss the possibility of contracting a new study in 2023 in order to best account for expensive future capital expenditure projects.

ii. Mechanical Room Project

At this time, management reminded owners of the former special assessment to be used for the hot tub project, but was then voted on by the owners to put toward the boiler room project in order to ensure that the boilers were functional throughout the winter & many years to come. The special meeting in which that occurred was held in July. Management informed owners that the boiler project was almost done. Any major hot tub improvements were postponed indefinitely in order to avoid multiple special assessments in a short period of time.

Brett advised any owners particularly interested in discussing the hot tub project either attend the next board of directors meeting or even reach out to Alpine Edge at HOA@AEPropertyManagement.com if there was any interest in forming a committee to plan for that project in the future

V. Adjournment

There was a motion to adjourn made by Anne, which Steve seconded. All were in favor; the meeting adjourned at 12:03 PM.