

# HIGHLAND GREENS TOWNHOMES

## 2022 ANNUAL HOMEOWNER MEETING MINUTES

Saturday, August 27, 2022 – 10:00 AM MST

Virtual via GoToMeeting

### Highland Greens Townhomes Board of Directors

- Stu Read – President
- Rick Gorham – Vice President
- Bob Miller – Treasurer
- Karla Schapansky – Secretary
- Anne Mead – Member at Large

### Alpine Edge Representatives

- Steven Frumess – General Manager
- Brett Gunhus – HOA Manager
- Erik Keefe – HOA Asst. Manager
- Jessica Martin – HOA Administrator
- Kimberlyn Bryant – HOA Administrator

## AGENDA

### **I. Welcome**

#### A. Roll Call; Determine Quorum

The meeting was attended by the Highland Greens Townhome BODs and Alpine Edge management team listed above.

Homeowners in attendance included: Lauren Greene, Dennis Irwin, James Boop, Vance and Betty Kepley, Richard Wallace, Steven Fisher, Sunita Sharma, Nancy Vinson, Rick Davis, James and Suzanne Kelley, Tom Kranick, Steve and Jennifer Brown, Bob Epper, Kim and Bill Dahlquist, Michaela Brown, Allen Schapansky, Ben Speer, Jamie Kraus, Eileen Kim, Steven Hadley, Jim Hasty, Paul Dietsch, Don Reynolds, Robert Pfothenauer, and Jason Euler.

#### B. Confirm Notice of Meeting Delivery

The Notice of Meeting was sent to homeowners two weeks before the meeting by email and USPS.

#### C. GoToMeeting Protocol Review

Brett reviewed the GoToMeeting application with homeowners and answered any questions.

#### D. Review and Approval of Previous Meeting Minutes

##### 1. July 31, 2021, Annual Homeowner Meeting

The 2021 Annual Meeting Minutes were sent to homeowners for review. Anne made a motion to approve the minutes, which Stu seconded. All were in favor.

### **II. Summary of Management Transition**

#### A. Introduction of Board and Management

##### 1. Online Board of Directors Election Reminder

Brett reminded homeowners that the election was open for the three open seats 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 winners will be announced in the days following the meeting.

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

## B. Manager's Report

### 1. Routine Landscaping

Alpine Edge manages the landscaping as part of the management contract. Ceres is the landscaping contractor for the Association. They perform irrigation turn-on and blow-outs, spring clean-up, fertilization of all grassed areas, deep-root feeding, mowing and pruning, weed eradication, and fall cleanup. The season typically lasts from May to early-Oct.

Noxious weed spraying notices will be sent to homeowners before spraying. Homeowners should avoid grassy areas for 24-48 hours. Flags will be put out in warning as well.

Plowing for the winter season includes scraping roadways, driveways, and walkways to the unit's entrances.

### 2. Collections Policy

Brett went over the Collections Policy with the homeowners and informed everyone that the policies would be posted on the HGT website. Late fees have yet to be added to accounts due to AE still getting the financials on track. Homeowners were informed to contact [accounting@aepropertymanagement.com](mailto:accounting@aepropertymanagement.com) for financial-related questions.

### 3. Freeze Alarm Policy

Stu addressed homeowners regarding the Freeze Alarm Policy. Homeowners must have a low-temperature alarm installed in the unit to prevent damage from frozen pipes and leaks. This is to help keep the Association insured. If homeowners do not have this installed and damage occurs, the homeowner will be responsible.

Homeowners were informed about Alpine Edges' home check program, which homeowners can enroll in at their own expense.

Homeowners were encouraged to look at the aster Insurance policy and pass it along to their HO-6 insurance carriers to ensure they are adequately covered. The Master policy is posted on the HGT website.

### 4. Garage Door Policy

Renters are known to leave garage doors open during winter, resulting in frozen pipes. Garage doors need to be closed during the wintertime. If damage occurs due to the negligence of the owner/renters, it will be the homeowner's responsibility. Steven encouraged homeowners to install timers on the garage doors to ensure they stayed closed when not in use.

## 5. Common STR Complaints

### a) Hot Tub Regulations

Town ordinances state that any noise over 50 decibels is considered a disturbance. This is in effect after 10 pm nightly. Any loud noise after hours should be reported to the Association. This policy should be sent to all short-term rental management companies, so all renters know the Association's rules.

### b) Parking Regulations

Homeowners should inform their rental management companies of the parking rules. Vehicles should only be parked in designated driveways. Alpine Edge will be installing "No Parking" signs in the cul-de-sacs.

## 6. Upcoming Maintenance Projects

Eric and Kimberlyn addressed homeowners and reviewed the upcoming and current maintenance projects in the Association. The crack seal and seal coat of Oak and Linden Lanes are in the works but were delayed due to the rain in the area this summer.

Roofs, gutters, and heat tape are being inspected throughout the Association, and AE will solicit roofing companies to make any repairs needed. An electrician will also install heat tape in areas that need it.

Irrigation has been the biggest hurdle so far this summer. Ceres is aware of this and will work on creating a map of and adequately maintaining the irrigation lines.

Erik explained to the homeowners that the deck stain had been removed from the trash enclosures due to the cooler temperatures at night and is being stored somewhere warmer. The stain is still available; reach out to Alpine Edge to coordinate this.

## **III. Financial Review**

### A. Review Board-Adopted FY23 Budget

#### 1. Review Operational Expense Budget Line Items and Dues

The budget was sent to homeowners for review before the Annual Meeting. Steven pointed out that the most significant increases in the 2022 Budget were in landscaping, plowing, and the management fee. For the 2023 Budget, landscaping and plowing will be eliminated due to being covered under the Alpine Edge Management contract.

Jamie went over the dues increase of \$25 to homeowners and the reserve allocation of those dues. Stu mentioned that a Reserve Study is being done for the Association, which will be posted on the website once completed.

There was a motion by Karla to ratify the 2023 Budget, which Stu seconded. All were in favor, and the motion passed unanimously.

#### **IV. Open Forum**

There was a request to post the updated High Country Conservation signs regarding trash and recycling in the trash enclosures. The door codes to these enclosures will also be changed.

Brett reminded homeowners that the Board election was live and explained the voting process. The election will be open until midnight tonight.

#### **V. Adjournment**

Stu motioned to adjourn the meeting at 12:10 PM, which Tom Kranick seconded.