

SHOCK HILL LANDING

2023 ANNUAL MEETING AGENDA

Tuesday, March 28, 2023 - 3:00 PM MST

Virtual GoToMeeting

Shock Hill Landing Board of Directors

- Dayna Murphy
- Dan Burns

I. Welcome

A. Roll Call; Establish Quorum

The Shock Hill Landing Board of Directors and the Alpine Edge management team listed above attended the meeting. A quorum was satisfied through proxy votes and all the homeowners in attendance.

The meeting was called to order at 3:01 PM.

The meeting was conducted virtually through GoToMeeting. Erik informed the homeowners of the function of the GTM application.

B. Confirm Notice of Meeting Delivery

In accordance with CCIOA, the Colorado Common Interest Ownership Act, and the HOA governing documents, a notice of meeting was sent out by certified mail and an email to all association owners.

C. Review & Approval of 2022 Annual Meeting Minutes

There were no suggested edits to the minutes by the homeowners. Dan motioned to approve the 2022 Annual Meeting minutes, which Vicki DeSimone seconded, and the motion passed.

D. Review of Election Process (one seat – term ends 2025)

One Board seat is up for election this year for a three-year term. The HOA has not received any nominations for this open board seat. There were no volunteers for the open seat at the meeting. Filling this seat will be deferred to the Board to recruit and appoint a homeowner.

Mike Zirngibl asked about the duties of Board members. Steven explained that the management company acts on behalf of the Board, which helps dial in the operational practices of the Association with the common goal of ensuring that the community is at its best esthetically as well as administratively and fiscally.

I. Old Business

A. Routine Maintenance

Alpine Edge Representatives

- Steven Frumess – HOA General Manager
- Erik Keefe – HOA Asst. Manager
- Jessica Martin – HOA Director of Comm.
- Lindsay Wood – Accounting Manager
- Jamie Stahulak – Accountant

1. Snow Plowing and Shoveling

This year, the HOA has contracted with Better Views Snow Removal to plow and shovel the property from November 1st through April 30th. The trigger for snow removal services is 3 inches for shoveling and 4 inches for plowing. The contractor will plow all roads and parking areas and shovel the walkways to the entryway door. The expectation is that after multiple days of 1-inch snowfall, the contractor will be out either when that 3-inch trigger is met or within a reasonable amount of time afterward to do a cleanup.

Mike Murphy agreed that the snow removal had been going well this year. He also asked about the recent roof leaks in the Association and whether all the roofs had been cleared of snow. Steven said that the roof leaks were occurring due to the freeze and thaw that had been happening in the area lately. This type of weather is prone to ice dam formations, and only the areas of the roofs with ice dams were cleared.

Erik informed owners that they could contact Better Views for an independent contract to remove snow from areas the HOA does not cover.

2. Landscaping

Ceres will be returning this year for the community's landscaping needs. This past year was the first year the HOA was contracted with Ceres, which showed a sound proof of concept last season with adequate results after taking over mid-season from the previous landscaping contractor. Standard services included in the contract are mowing and trims of the grassy areas, spring and fall cleanups, and irrigation startup/winterization. Items such as Plant Health Care are out of the standard contract and listed as additional, although necessary, services for the health of the trees and local vegetation.

Steven touched on the tree spraying that occurred last year and informed homeowners that the trees in the Association struggled last year, so fertilization and spraying occurred to preserve them, which was an unforeseen expense. Michael M. asked how much over the budgeted line item could be spent, and Steven acknowledged that this expense was made without Board approval.

Michael Murphey motioned to set the standard of seeking Board approval for operating expenses over \$5K, which Vicki DeSimone seconded, and the motion passed.

3. Exterior Staining

Alpine Edge and the Board of Directors are still working on the final schedule for homes to be stained this coming year. Alpine Edge will work with the homeowners to coordinate the schedule once finalized. The houses are on a 4-year rotating painting plan. This is based on build dates, a reserve study, and standard practices for the industry and high alpine environment. The HOA will evaluate homes every year and adjust that schedule if needed.

4. Window and Gutter Cleans

Erik informed the homeowners that the gutters and downspouts would 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.

The HOA manages exterior window cleaning twice a year. Ideally, the first wash is in May, depending on snow and weather, and then again in the fall. If homeowners would like the interior of the windows cleaned, they may contact the contractor for this independent service.

5. *Power washing flagstone entries and concrete patios*

This is done in the spring to clean up after the winter and the after the snow melts to get rid of debris. This is for all entry flagstone pathways and ground-level patios.

B. *Summer 2022 Maintenance Improvements*

1. Masonry repairs – The stonework is surveyed yearly, and repairs are made as needed. During this survey, the siding on all units will also be inspected.
2. Tree Healthcare -
3. Roof repairs - During these inspections, the roofers make minor repairs to items such as caulking, popping roof nails, and loose or missing shingles. If repairs are needed outside of the minor repairs, the roofer would need to return later after providing a proposal.

C. *Policy Review*

1. *Collections*

The Shock Hill Landing 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.

2. *Design and Exterior Improvements*

The Shock Hill Landing Design Guidelines are on the POAs website, shockhillpoa.com. As a general rule of thumb, any exterior modification needs approval from the HOA Design Review Board (DRB-B). Mickey Florio is the current Design Review Administrator (DRA) for the POA. The Shock Hill Association is divided into two different Design Review Boards, DRB-A and DRB-B. Shock Hill Overlook falls under DRB-B, which uses Mickey as the DRA and a committee comprised of community volunteers.

II. New Business

A. Financial Review

1. 2022 Budget vs. Actuals

Lindsay presented the 2022 Budget vs. Actuals statement to the homeowners. She notes increases in items, such as landscaping, and decreases in administrative fees. She also reviewed the balance sheet with the homeowners, showing the Association's annual spending. Lindsay explained the difference between the operating account and the reserve fund and how the reserve study helps the HOA know how much should be saved. Dan asked how much was in the reserve fund, and Lindsay provided that figure.

2. Owner-Ratified 2023 Operating Budget

Lindsay reviewed the 2023 Budget with the homeowners and went line-by-line, explaining the increases or decreases in expenditure items. She noted small increases (~5%) across vendors, such as water, snow removal, and window cleaning.

III. Adjournment

There was a motion to adjourn the meeting at 4:28 PM.