

SHOCK HILL LANDING

2025 ANNUAL MEETING MINUTES

Tuesday, February 18, 2025 - 3:00 PM MST

Virtual GoToMeeting

Shock Hill Landing Board of Directors

- Gary Garbrecht – *President (2025)*
- Dayna Murphy – *Treasurer (2026)*
- Dan Burns – *Secretary (2026)*

Alpine Edge Representatives

- Michael Walzak – HOA Community Manager
- Jessica Martin – HOA Director of Comm.
- Kyle Gorman – Accounting Representative

I. Welcome

- Roll Call; Establish Quorum
- Confirm Notice of Meeting Delivery & Review Online Meeting Process & Etiquette
- Review & Approval of 2024 Annual Meeting Minutes
 - **Motion:** Gary Garbrecht motioned to approve the 2024 Annual Meeting Minutes, which Dan Burns seconded, and the motion carried.
- Policy Review – Owners Education
 - Review 9 Required Policies
 - A reminder was provided regarding CCIOA regulations, including the nine required HOA policies adopted by Shock Hill Landing. These policies cover collections, meeting conduct, record inspections, reserve studies, and investment handling just to name a few. You can find these on the website and on the AppFolio portal. Please reach out to management if you have any questions on this.

II. Old Business

- Maintenance Review 2024
 - Snow Plowing and Shoveling contracts were briefly reviewed. The Association only shovels directly in front of the garage door and the walk and stairs leading up to the front door. Any additional snow removal on patios or decks is the responsibility of the owner. Management can be contacted with recommendations if needed.
 - Landscaping:
 - Landscaping upkeep handled by Niels Lunsford, focusing on irrigation, grass, weeding, and general property maintenance.
 - Specific landscaping concerns raised by Cathy Falkenberg about damage near 12 Union Trail were noted, with a plan to address the issue in spring.
 - Homeowners expressed interest in providing feedback on the new landscaping company throughout the summer to ensure satisfactory performance.

- Heat Tape and Chimney Cap Replacements:
 - Heat tape for several units has reached the end of its life and will be replaced in phases.
 - Gutter size issues and improper installation were discussed; a phased plan for gutter improvements was discussed.
 - Homeowners inquired about the timeline for heat tape replacement, particularly those in units with higher exposure to snow and ice. Management will assess the cost of replacing all heat tape simultaneously versus a phased approach.
- Flagstone/Grout Repair –
 - Annual flagstone and exterior stonework maintenance was completed, with the remaining work scheduled for spring 2025.
 - Weather interrupted this, and a couple of places were missed. This will be finished in the spring as part of the scheduled work.
- Union Trail Asphalt Review:
 - The condition of the asphalt will be reviewed in spring to determine necessary crack fill and sealing, with potential work scheduled before July 1, 2025.
- Exterior Staining
 - Each year, two duplexes (four units) undergo exterior staining.
 - In 2024, units 39-43 and 38-32 were stained.
 - 2025 Staining Schedule:
 - The next units up for staining will be assessed in spring to confirm whether they need it.
 - Priority will be given to units that show more wear, such as those with south-facing aspects that experience more sun exposure.
 - The goal is to complete the staining by May or June, weather permitting, and to have it finished before the summer season kicks off around July 1.
 - A walk-through will be conducted with the original staining contractor to determine which areas need immediate attention.
- Window and Gutter Cleans
 - Exterior window cleaning is done twice yearly (spring and fall).
 - Interior Window Cleaning: Homeowners are notified ahead of time and can arrange for interior window cleaning directly with the contractor.
 - Gutter Cleaning: Annual Gutter and Downspout Cleaning:
 - Gutter and downspout cleaning is done once a year, typically in late summer, to prepare for the winter season.
 - Additional Maintenance: Homeowners are encouraged to report any blocked or backed-up downspouts they notice, especially during spring and summer, so that these areas can be prioritized during the scheduled cleaning.
 - Roof Assessment: At the same time as gutter cleaning, a contractor performs an assessment of the roofs for any necessary repairs or maintenance.

III. New Business

- Financial Review
 - 2024 Financial Review
 - The 2024 financials showed an operating cash balance of \$12,167 at year-end, with a strong reserve fund and most homeowners have already paid their 2025 dues.
 - An operating surplus of \$9,233.82 from 2024 was kept in the operating account to avoid tax implications and provide a cushion for cash flow needs.
 - Owner-Ratified 2025 Budget
 - The 2025 budget was ratified in December 2024, resulting in a very minor increase in overall dues. This is the result of changes in landscaping contracts and an increased contribution to the reserve fund.
 - Reserve Fund:
 - The reserve fund is currently around 50% of the recommended funding level, with the board aiming to increase this to 70-75% over the next 10 years.

IV. Board Elections – *One seat to fill with term ending in 2027*

- Gary Garbrecht ran for re-election and was uncontested.
- Since no other nominations were made, Gary was re-elected by acclamation

V. Open Forum

VI. Adjournment

- The meeting adjourned at 4:11 p.m.