

# VIENNA TOWNHOMES

## BOARD MEETING MINUTES

Wednesday, January 3<sup>rd</sup>, 2024 at 5:30 PM MDT

### Vienna Townhomes Board of Directors in Attendance:

- Kim Adams
- Jotwan Daniels
- Amie Zwald
- Catherine Ambrose - *Absent*
- Drew Raezer
- Genevieve Brusilow
- Logan McAuley
- Megan McKeary
- Randall J Mott - *Absent*

### Alpine Edge Representatives in Attendance:

- Steven Frumess – General Manager
- Jessica Martin – HOA Director of Communications
- Erik Keefe – HOA Director

### 1. Welcome

- Roll Call; Establish Quorum
  - A quorum was met with 8 of 9 board members in attendance.
  - The meeting was called to order by Drew Raezer at 5:47 pm.
  - Erik Keefe conducted an introduction of Board members and Management in attendance at the meeting.
- Review and Approval of Meeting Minutes
  - The last Board meeting was held in August of 2022.
  - The Board was informed that they will receive a copy of the meeting minutes following each meeting.

### 2. Current Business

- Transition Discussion – Checklist Review
  - The board will draft a letter to homeowners regarding the transition to AE.
    - i. AE will supply details about the company.
    - ii. AE still needs to obtain homeowner contact information.
  - The HOA management contract with Buffalo Mountain Managers ends in mid-January.
  - AE will upload owner info to AppFolio. Will clearly communicate dues payments moving forward.
  - There is one insurance claim open at this time that a board member is helping manage.
  - Alpine Edge will draft mock parking passes for the Board to review and approve.
    - i. Parking enforcement was discussed.
    - ii. A plan will be put together for guest parking.
  - There are no current legal issues within the Association.

- Alpine Edge will encourage homeowners to provide a copy of their unit keys for emergency access and access to boilers within certain units.
  - There is a shed on site that is considered HOA property. Alpine Edge was provided with the code to enter.
  - Alpine Edge was informed that the mailing address for Vienna Townhomes is PO Box 85, Breckenridge, CO, 80424. AE can take over checking the mailbox daily.
  - The HOA provides Comcast cable and internet to homeowners.
  - Alpine Edge will conduct weekly inspections of the property.
  - Timberline picks up trash.
    - i. The Board was informed that the Summit County recycling policy requires all HOAs to have recycling bins by 2024.
    - ii. Alpine Edge will coordinate with Timberline for any extra services needed.
    - iii. The Board discussed the addition of a pet waste dispenser to help ensure dog owners pick up after their pets.
  - Landscaping and snow removal will be subcontracted out.
  - The Board discussed repainting the lines in the parking lot in the spring.
  - The last annual meeting was held in August of 2022. There was no meeting held in 2023.
  - Board positions have one-year terms. All positions will be up for re-election at the next annual meeting. Board positions will be determined after the annual meeting.
    - i. There was a discussion about possibly reducing the number of board members.
    - ii. There needs to be at least 3 Board members.
  - Alpine Edge has the Association's 2014 governing documents. Nine policies require updates to comply with new legislation.
- Financial Discussion
    - The HOA has a calendar fiscal year (Jan to Dec).
    - Alpine Edge will help create the 2024 budget, determining homeowner dues for the year.
      - i. The Board will need to consider if homeowner dues should be retroactively paid for January.
      - ii. Alpine Edge will need to be sent the year-end financials from Buffalo Mountain Managers to build the 2024 budget.
      - iii. Alpine Edge recommended conducting a financial audit due to the transition of property management companies.
    - The HOA has accounts with Alpine Bank. There was a discussion about financial reports and making Alpine Edge a signer on the Association bank accounts.
    - A reserve study was discussed. Alpine Edge recommended that a reserve study be completed.
      - i. This should be done every 3-5 years to ensure the HOA is adequately funded for any potential or planned capex projects.
      - ii. Alpine Edge was informed the boilers need to be inspected and possibly replaced.

### **3. Open Forum**

- A Board member asked Alpine Edge to send the HOA insurance policy.
- A Board member is having boiler issues. Alpine Edge will send a plumber to assess the situation.

### **4. Schedule the Next BOD Meeting**

- The Board will have quarterly Board meetings.
- A work session was scheduled for February 15<sup>th</sup>, at 3:30 pm; followed by a Board meeting on 4/2 at 3:30 pm.

### **5. Adjournment**

- There was a motion to adjourn the meeting at 7:10 pm.

