**Tannhauser I Condominiums**

**2023 ANNUAL MEETING Minutes**

Tuesday, October 17, 2023 – 3:00 PM MDT

[*Virtual via GoToMeeting*](https://meet.goto.com/208370173)

**Alpine Edge Representatives in Attendance:**

* Steven Frumess – General Manager
* Erik Keefe – HOA Manager
* Michael Walzak – HOA Community Manager
* Jessica Martin – HOA Director of Communication
* Lindsay Wood – Accountant Manager

**Tannhauser HOA Board of Directors in Attendance:**

* Andy Gentile, *President*
* Erin Greene, *Vice President*
* Chris Balenske, *Treasurer*
* Mark Freeman, *Secretary*
* Mike Ostojic, *Member at Large*

**AGENDA**

1. **Welcome**

A quorum of 51% was reached with homeowner attendance and received proxies.

Andy Gentile called the meeting to order at 3:03 p.m.

* 1. Review of GoToMeeting Protocol

Erik Keefe reviewed the GoToMeeting protocol with homeowners.

* 1. Notice of Meeting Delivery

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

* 1. Introduction of Board Members & Management

The current Board and Alpine Edge Management team were introduced to the homeowners.

No board seats are up for election this year. The board must have five members serving 3-year staggered terms with three positions up one year and two up the next. 2 positions up for election next year.

1. **Review of 2022 Annual Meeting Minutes**
	1. Owner Vote to Ratify Minutes

There were no suggested edits to the minutes. Erin Greene motioned to approve the 2022 Annual Meeting Minutes, which Andy Gentile seconded, and the motion passed.

1. **Old Business**
	1. General Policy Review
* Parking – One parking pass is given per unit. Additional signage in the front lot deters non-Tannhauser occupants from parking there.
* Snow Removal – Snow removal is a contracted service that involves plowing the front parking lot and shoveling all community walkways, stairways, and up to the front doors of each unit. The trigger point for plowing is 4 inches, and 3 inches for shoveling. If the trigger point is not met in one storm, but over multiple days or storms, the vendor will come out and clean up to ensure that the snow does not consolidate into a hard pack. Tannhauser II manages snow removal in the back parking lot. If you have any concerns regarding the back lot, Alpine Edge can ask the management company of Tannhauser II to resolve them.
* Trash – Trash goes in the south corner of the parking lot. The dumpster is shared by Tannhauser 1 and 2. Waste Management picks up trash 5 days a week – Monday, Tuesday, Wednesday, Friday& Saturday. Homeowners were reminded never to leave trash outside the dumpster; it's unpleasant and attracts wildlife.
	1. Boiler Replacement Update
* The south building installed new equipment and will be hooked up this week. The north side is under construction.
* AE, the town building dept., the fire dept., and the HVAC contractor will meet this week to finalize boiler room build-out requirements. The plan is to complete the north boiler room this fall.
* The current heating systems will remain in use until the new system is completed, causing minimal to no hot water and heat interruptions.
* Erin informed homeowners that the final payment to Summit Mechanical Systems would not be made until the project was completed.

AE and the Board will collaborate to ensure regular updates to homeowners regarding the basement project.

1. **New Business**
	1. Unit 124 Sale

Unit 124 was sold for $720K in July to fund basement renovation and foundation repair. The association gained about $333.9K after paying off the loan with the sale proceeds. $30K was allocated for 20% capital gains tax.

* Homeowners questioned capital gains based on loan payoff, not sale price, and if the association could have gotten more in the sale.
* The homeowner cited HOA governing documents that require homeowner approval for large capital expenditures or elective renovations. AE will investigate further.
	+ AE will work with the Board to update the governing document due to their age.
	1. Basement Renovation Planning
		1. Foundation, Laundry Etc.

The board's focus was the boiler project. Once it's done this fall, the focus will shift to the planned basement remodeling. Foundation work needs to be completed for the renovation. The Board wants to renovate the basement enough to reinstall a laundry room.

* Homeowners inquired about reinstalling hot tubs, but due to the extensive work required to complete the basement, this request cannot be fulfilled for a few years.
* Concerns were raised about not receiving updates on the basement renovation. AE and the Board will collaborate to ensure regular updates to homeowners regarding the basement project.
* A homeowner requested that more lead time be given to homeowners when special assessments are conducted.
* Owners discussed creating a new front office and renting out basement rooms. They debated whether this would put the HOA in the "resort property" category and the effect on short-term rentals.
* Alpine Edge is meeting the Fire Marshal and Building Department on-site to discuss the boiler project. AE to gather info for ownership decisions.

AE inspects the property weekly and will collaborate with an electrician to replace exterior photo eyes and organize unlabeled breakers found in the basement.

A homeowner requested an investigation of north-side drainage due to water reaching the foundation. AE will assess and relocate as needed.

1. **Financial Update**
	1. Review FY2023 Financials

Lindsay has completed the review of the financial statements for the FY23 year-end. While reconciling the past two years' financial statements, Lindsay noticed that some line items appeared slightly off. Specifically, in certain periods, there were 13 payments made when only 12 were budgeted for, and conversely, 11 payments made when 12 were budgeted for.

* The total income for the association was around $221K, which is around 32K over what was budgeted. This was due to the sale of unit 124.
* There were overages in boiler repair expenses, office supplies, and unit 124 expenses.
	+ total expenses are over budget by about $4K, mostly due to unit 124 expenses not being a part of the previous budget.
* The Association came under in line items such as insurance, property management fee, landscaping, snow plowing/shoveling, and utilities.
	+ Utilities include cable/internet, gas/electric, water/sewer, and trash.
* The reserve dues were part of the regular homeowner contributions, while reserve expenses were unrelated to the boiler project. The reserve budget has a $11,000 deficit but a net income of nearly $17,000 to transfer to retained earnings.

There were no questions from homeowners on the FY2023 Budget vs. Actuals.

* 1. Review of Adopted FY2024 Budget
		1. Review Operational Expense Budget Items and Dues

Lindsay presented the Board-approved and adopted FY2024 Budget.

* There were increases in line items such as insurance, property management fees, repairs and maintenance, snow removal, and utilities.
	+ Insurance, snow removal, and utilities were increased by 5%
	+ Property management fee was increased by 8% based on Denver CPI
	+ Repairs and Maintenance were increased to absorb the boiler repairs.
* Landscaping and Homeowner Dues were not increased and were kept flat to last year's budget.
* Regular reserve dues income increased without any increase in dues. The previous budget plan showed net income, which is not the best practice. Therefore, the budget plan goes to a zero net operating income plan. Increased costs are now allocated directly to the reserve.
* The special assessment mentioned in two places is the same. The notice mentions a new fiscal year, but no rental income will result from the sale of the unit. Some of the notes were added after the budget was adopted. The Reserve expenses line includes an estimate for finishing the boiler project and additional finishing expenses. Part of the reserve dues income increase is due to the sale of unit 124. The HOA is now collecting an additional $700 in monthly dues.

There were questions about insurance and whether the buildings were accurately covered. Homeowners were informed in September that their insurance policy was renewed and coverage reviewed. The board requested a third-party evaluation, which AE will implement.

* + 1. Ratification of FY2024 Budget

The budget for FY2024 had no objections, and the homeowners subsequently ratified it.

1. **Open Forum**
* Alpine Edge’s contact information was shared with homeowners.
* A homeowner's meeting is pending until the completion of important repairs, and the Board can assess the remaining funds for renovations. The GC and Board discussed project timing efficiency while redoing the boiler and rebuilding the boiler room to meet code requirements.
* Homeowners discussed the current short-term rental legal status. Tannhauser sits in zone two, which has about a 2-year waitlist for licenses. STR licenses are canceled upon the sale of a unit.
* There was a discussion about Internet. The HOA provides basic internet services. Homeowners can reach out to Allo and pay to upgrade the services.
* Homeowners were reminded that the address for the Association was officially changed to 412 S. Main Street.
1. **Adjournment**

There was a motion to adjourn at 5:18 p.m.