

VIC'S LANDING

Board of Directors Meeting Minutes

Thursday, August 6th - 6:00 PM

Remote via GoToMeeting

Attendance:

Vic's Landing Board of Directors:

- Amy Pratt
- Erin Fisher
- Thomas Joachim

Alpine Edge Representatives:

- Brett Gunhus – HOA Assistant Manager
- Robin Hoffmann – HOA Administrator
- Robin Dew – HOA Accountant

1. Roll Call; Determine Quorum

All Board members present, quorum met. Meeting began at 6:06 pm

Board requested adding parking to agenda and address closer to the end of the meeting.

2. Financial Review

a. Accounts Receivable

i. Collections Policy

Erin Fisher: Asked that Alpine Edge (AE) come up with a policy for collections. She stated the governing documents express that “we can do ABC, but we do not have a threshold to say what the process should be and how to calculate late fees.”

Robin Dew introduced himself as the new HOA Accountant. Regarding owners with outstanding balances, he is continuing to do collection efforts on 103B and 107B.

Regarding 107B, since June 2019 he has paid every month on time. Robin explained the payment plan proposed by 107B.

Amy Pratt said for AE to make sure the amounts paid by 107B are applied to the most current balance first. Robin advised AE applies the payments to current invoices first.

Robin also stated the Invoices are automatically emailing to 107B each month, then Robin is also sending an account statement by email.

Brett Gunhus advised more on 107B's proposal for the payment plan. \$600 a month until account is current, equaling about 9.5 months. Per CCIOWA (**Colorado Common Interest Ownership Act**), Homeowner Associations have to offer owners at least one payment plan before moving forward with many collections options. I.e. Sending to collections, processing liens. The last payment plan was through the prior property management company.

The Board considered the proposed payment plan for 107B and it was approved with the consideration of what would happen if dues increased before the 9.5 months were done. They agreed to the payment plan based on the verbiage of the \$600 a month until the account is current.

The Board also requested information from AE on what happens if an owner sells their property while still owing back dues. Are these dues able to be recouped? Brett Gunhus explained that if a lien is started by the bank holding the mortgage, Vic's Landing would still be able to recoup as much as six months of past-due assessments. If Vic's Landing starts the lien, there is a two-year timeframe to collect past dues. Brett also stated that AE provides this information on the Status Requests received from mortgage companies before a sale.

The Board continued to discuss collections options and determined the policy should be:

A late fee of \$50 should begin when a homeowner's account is 60 or more days past due. Owners should also be notified upon reaching 60 days or more past due of the collections policy and that the association may send their account to a collections agency reporting and/or a lien may be placed against the property.

If an owner is in discussions with the association or property management company and working to resolve the outstanding dues through a payment plan, the Board is willing to work with them. If an owner is not responding to communications regarding their past dues balance, the Board would like to be made aware by AE and decide on next steps.

The Board agreed with Brett Gunhus' suggestion of getting the collections policy updated and voted on, then providing it to owners at the annual meeting. AE would not be assessing fines before the annual meeting for late fees.

3. New Business

a. Landscape Review

- i. Scope of Contract
- ii. Tree Warranties
- iii. Mulch
- iv. Irrigation

b. Brett Gunhus provided trash pickup updates with a quote of \$460 for 2 pickups a week.

The Board is concerned about the quantity of trash and the type of items being thrown away. I.e. mattresses, large boxes not broken down, etc. There is also a possibility of others outside of Vic's Landing that may have the code to the trash enclosure.

Brett advised he would have the AE Service team look at the lock and see if they could change the code. If they can, a notice would be sent out to Vic's Landing owners two-three days before the code change advising of the new code and a reminder of what is not acceptable within the trash enclosure, such as items that should be taken to the dump instead, or the locations within Summit County for electronics drop off. Owners will also be advised that if the trash continues at the level it is at now, the rates will increase for additional pickups and it will likely affect the dues amounts for the association owners.

c. Board Vacancies

AE has not received any responses from owners in regard to the Board vacancies, however, the Board advised numerous sales within the community are taking place so AE should send out another notice about the vacancies to owners for their interest.

Tom Joachim asked if the vacancies had to be filled by full-time residents, or could they be filled by part-time residents also. Brett Gunhus stated the governing documents did not specify the Board had to be all full-time residents.

Brett Gunhus brought up Term Limits of the Board members and Erin Fisher believes she was elected at the annual meeting in January 2019. Amy Pratt believes she was elected in December 2019 for the current term.

With the term dates not concrete, this should leave all five Board positions up for election at the next annual meeting. Brett asked the current Board to continue talking to their neighbors about open Board positions to hopefully obtain interest from other homeowners.

d. Annual Meeting

The Board and AE discussed the unlikelihood of the 2020 annual meeting being face-to-face and that the meeting will most likely need to be held remotely. Brett Gunhus asked the Board to be considering the topics they would like to have on the agenda and pass them along to AE. The Board will advise in early October of the date of the annual meeting.

Steven Frumess, AE General Manager, was not available for the meeting to provide updates on items under 3. New Business, a. Landscape Review. Brett Gunhus provided updates as known.

Mulch – The leftover from the breck lands job was not enough to be of use for Vic's Landing. He reached out for bids and found nothing under the original \$2K quote, and that did not cover the required labor.

Tom Joachim stated he had gone to Lowes in Silverthorne and bought bags and mulched his yard. He did not check to see how much mulch was left the last time at Lowes, but it may be already sold out at Lowes. The Board was concerned about the price of \$2K and then labor being too expensive. Brett said that the estimate for 20 yards of mulch being around \$2k was pretty standard. Tom will price mulch the next time he is at Lowes.

Amy Fisher asked if the AE Service team could install the mulch at an hourly rate or based on a lump sum figure. Brett Gunhus advised the Board the per man, per hour rate for AE Service team members was \$55. Amy Pratt said if the Board knew when the AE team were coming, they would help lay the mulch.

Erin Fisher would like an estimate on how many people and how much time it would take our service team to lay the mulch, including the homeowners could help. Brett said he

would get quote for 2 people to spread 20 yards of mulch and see how much time it would involve and advise the Board.

Irrigation – It seems to be manually shut off in some of the sectors. Tom Joachim said he had talked to Thetford Landscaping (irrigation company) some time ago and the main irrigation control is under a manhole-like cover. Tom also spoke with Rothery Landscaping (the original landscaper for the development) and was told the three control mechanisms in the control represent 3 of the 8 zones. They can easily be opened and turned on or off. The Board would like a tutorial on how they work, as it appeared that some had been turned off manually. The front of drip line was dripping, but the back of drip line was only hissing. He turned a red button and the back started dripping.

Each of the three mechanisms control two units of the duplexes. Tom stated just because the irrigation is running and the master control working, each little section can have things that work and don't work. Tom would like to know where the other 5 controls are, as plantings in the island seems to get watered every morning.

Steven to provide more information to the Board once he returns.

Amy Fisher wanted to know if the irrigation is set on timers and Brett said yes, but more than once someone has turned them off or on and that a lock should be installed.

Board Vacancy - Amy Pratt stated she knew someone named Jessie that was interested in joining the board. She would be filling Joe's spot. Brett Gunhus asked that she send Jessie's information to him and he would reach out.

Parking – Tom Joachim stated an email needs to go out to all owners now that the 'no parking' sign is back up. Tom also said at least 3 almost always park in the wrong spot.

Discussions began on when AE should send out notices to residents on the trash enclosure and the parking issues. Erin Fisher stated they should go out separately. Brett said he would send out the trash notice at the beginning of next week and then parking beginning of following week.

Brett said AE does go through the neighborhood about once every other week and places parking stickers under windshields of vehicles parked incorrectly to remind them it is

being watched. It seems to deter frequent offenders and AE logs offenders. He stated the Board could set a fine in stone or something relative for parking issues.

4. General Board Comments

Tom Joachim advised two different owners are looking at extending their decks. Tom understands that anything that goes on in back of the units is not an HOA item, but a Town item.

Action Items

Brett Gunhus will talk to the AE Service team on code change for trash enclosure and a notice that dues may increase if second pick up is contracted. The parking notice will follow. He will also work on getting the quote for time on spreading mulch.

Steven Frumess will advise further on the irrigation issues and tree warranty issue.

Tom Joachim will price mulch.

Amy Pratt will send the owner's information to Brett that is interest in being a board member.

5. Adjournment

7:39 PM