

VIENNA TOWNHOMES

2024 ANNUAL MEETING AGENDA

Monday, December 9, 2024 – 5:30 PM MDT

[Virtual via GoToMeeting](#)

Vienna Townhomes HOA Board of Directors

- Kim Adams
- Jotwan Daniels
- Amie Zwald
- Drew Raezer
- Genevieve Brusilow
- Megan McKeary
- Randall J Mott

Alpine Edge Representatives

- Erik Keefe – HOA Manager
- Shelby Bibbs-Hutton – HOA Community Manager
- Jessica Martin – HOA Director of Communication

AGENDA

I. Welcome

- Establish Quorum (*50% or fourteen units needed*)
 - A quorum was met with at least 50% of homeowners in attendance or represented by proxy.
 - Motion to call the meeting to order at 5:30 p.m.
- Review of GoToMeeting Protocol
 - GoToMeeting protocol reviewed with owners.
- Notice of Meeting Delivery
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- Introduction of Board Members & Management
 - Review of Director Election Procedure (*five seats; 1-year terms*)
 - Five seats for 1-year terms. One nomination was received.

II. Review of 2023 Annual Meeting Minutes

- Homeowner Approval of Minutes
 - **Motion:** Amie Zwald motioned to approve the 2023 Annual Meeting Minutes, which Catherine Ambrose seconded, and the motion passed.

III. Financial Update

- Review FY2024 Financials
 - Balance Sheet: Not final numbers
 - The last reconciled report is from October 31st.
 - Operating Account Balance: \$31,755.95
 - Reserve Account Balance: \$21,033
 - Accounts Receivable were \$18,649, mostly outstanding dues. AE and the board are working together to follow the collection procedures outlined by your governing documents and state regulations.
 - Expected Year-End 2024 Financials.

- The 2024 operating budget has seen favorable savings, which results in an expected net operating surplus of \$16,212
 - The 2024 reserve income is \$33,190, and the expected 2024 reserve expenses are \$40,250, resulting in a net deficit of \$7060.
 - A net positive income of \$7,232 is expected for the 2024 fiscal year.
- Review of Adopted FY2025 Budget
 - Review Operational Expense Budget Items and Dues
 - Most operating costs have remained flat or decreased compared to last year.
 - Plumbing and Heating with Boiler Repair and Maintenance have been combined into one line item and kept flat.
 - Reserves: The budget anticipates a total income of \$45,225 to reserves in 2025, including a special assessment and contributions from dues, with \$25K in projected expenses. This leads to a net reserve surplus of \$19,525.
 - The proposed 2025 budget keeps monthly dues at \$684.20, with a \$1,500 special assessment for reserve projects.
 - Homeowners provided feedback on the budget.
 - Ratification of FY2025 Budget
 - **Motion:** Jotwan Daniels moved to approve the 2025 Budget, which Amie Zwald seconded. The motion passed. One opposed it.

IV. Old Business

- Manager Report
 - Walkway Shoveling
 - HOA declarations state that walkways are common areas; the association is responsible for maintenance.
 - Alpine Edge advised the Board that maintaining these areas, including snow removal, is the HOA's duty.
 - Failure to maintain increases liability for the association.
 - Concerns were raised about safety due to individuals not shoveling walkways.
 - The Board decided to continue maintenance based on advice from Alpine Edge.
 - Parking Lot Scraping
 - A request was sent to remove vehicles from the parking lot for ice scraping, but very few were moved, preventing completion.
 - Homeowners are asked to please notify tenants when this service is rescheduled.
 - Boiler Replacements and Inspections:
 - Two boilers were replaced: one at Unit 22 and one at Unit 18.
 - Boiler inspections were completed in September and will be conducted annually for maintenance.
 - Parking Permits
 - New parking permits have been dealt to homeowners.
 - New signage has been installed at the entrance/exits of the parking lot.
 - Roof inspections are scheduled for 2025.
- General Policy Review
 - Alpine Edge is updating SB-100 policies for Vienna Townhomes, including collection and enforcement policies.
 - Assessment payments are due by the 15th of each month; late fees apply afterward.
 - Residents receive two parking passes, which must be displayed while parked.
 - Inoperative vehicles cannot be stored on-site for more than 48 hours; abandoned vehicles will be ticketed and towed.

V. Election of Board of Directors

- Reduction of Board Members to Five. All five seats are up for election for a one-year term.
- There were five nominees to fill the five board seats:
 - Amie Zwald
 - Drew Raezer
 - Genevieve Brusilow
 - Jaran Atwell
 - Cindy Culkin
- The election was uncontested, and the five nominees were elected to the board by acclamation.
- There was a suggestion to increase the term length to two years.

VI. Open Forum

VII. Adjournment

- The meeting was adjourned at 7:10 p.m.