

VIENNA TOWNHOMES

2025 ANNUAL MEETING MINUTES

December 1, 2025 – 6:00 PM MDT

[Virtual via GoToMeeting](#)

Vienna Townhomes HOA Board of Directors

- Drew Raezer - President - 2025
- Genevieve Brusilow – VP - 2025
- Amie Yoder – Treasurer - 2025
- Cindy Culkin – Secretary 2025
- Jaron Atwell – Member At Large 2025

Alpine Edge Representatives

- Erik Keefe – HOA Manager
- Jessica Martin – HOA Director of Communication

I. Welcome

A. Call to Order; Establish Quorum

- i. The annual meeting was called to order at 6:00 PM by Drew Raezer.
- ii. Alpine Edge HOA Management confirmed that a quorum was met, with 15 of 28 units represented.

B. Introduction of Board Members & Management

- i. The current Board (listed above) and management team were introduced to homeowners.

II. Review of 2024 Annual Meeting Minutes

A. Homeowner Approval of Minutes

- i. **Motion:** Amie Yoder motioned to approve the 2024 Annual Meeting minutes, which Drew Raezer seconded, and the motion passed.

III. Financial Update

A. Review FY2025 Financials

- i. Account balances as of October 31, 2025:
 1. Operating Account: \$19,728
 2. Reserve Account: \$46,778
- ii. Outstanding dues are being collected in accordance with Colorado State law and HOA governing documents.
- iii. 2025 budget highlights:
 1. Over-budget areas: repairs and maintenance, gas, water, and insurance
 2. Under-budget areas: boiler repairs, snow hauling, pest control
 3. Projected year-end net positive operating income: \$6,308

B. Review of Adopted FY2026 Budget

- i. The proposed 2026 HOA budget was presented, reflecting increased costs in:
 1. General repairs and maintenance
 2. Water
 3. Insurance

- ii. The reserve funding approach has shifted from reliance on special assessments to regular monthly reserve contributions.
 - iii. 2026 reserve funding plan:
 - 1. Annual reserve contribution: \$17,500
 - 2. Planned reserve expenditures: \$29,000 (primarily plumbing and heating)
 - iv. A third-party reserve study was reviewed to guide the long-term funding strategy.
 - v. Monthly dues for 2026:
 - 1. Operating dues: \$732
 - 2. Reserve dues: \$52
 - 3. Total monthly dues per unit: \$784
 - vi. Board emphasized predictability and financial stability by spreading costs over time rather than imposing special assessments.
 - vii. Members discussed the impact of rising dues on affordability and resale value.
 - viii. Board noted that dues had remained low for several years and that building strong reserves supports long-term property value.
- C. Ratification of FY2026 Budget
- i. There were no vetoes to the budget; therefore, owners ratified the budget.
 - ii. Reminder to be sent to owners regarding new dues effective January 1, 2026

IV. Current Business

A. Manager & Maintenance Report

- i. Snow Removal:
 - 1. Snow removal is triggered at approximately 4 inches of accumulation.
 - 2. Concerns were raised regarding aggressive plowing and damage to common areas.
 - 3. Management will coordinate with the vendor and install snow stakes to protect grass areas and utilities.
- ii. Shoveling Concerns:
 - 1. Reports that some walkways were not shoveled following the recent snowfall.
 - 2. Management will inspect the property and follow up with the vendor.
- iii. Maintenance Activities:
 - 1. Annual gutter cleaning and roof inspections are completed and scheduled to continue annually.
 - 2. Tree trimming and minor landscaping completed to meet insurance and fire mitigation requirements.
 - 3. Ongoing plumbing, boiler, and heating system issues are being addressed.
- iv. Resident Maintenance Issue:
 - 1. Loose exterior cords near Unit 27 were reported; management to follow up.

B. General Policy Review

- i. Rules and Regulations Updates
 - 1. Announcement of updated community rules, including:

2. Revised Pet Policy, addressing long-term tenants and unattended pets.
3. Outdoor Storage Policy, allowing storage containers but requiring removal of excess exterior items (excluding grills, patio furniture, and firewood).
4. The board will conduct walkthroughs after the new year and provide advance notice before enforcement.

V. Election of Board of Directors – *Review of Director Election Procedure (five seats; 1-year terms)*

- A. Incumbent Board members Drew Raezer, Amie Yoder, Cindy Culkin, and Genevieve Brusilow volunteered to serve another term on the board.
- B. Homeowner Jan Butler was nominated for the fifth seat on the board.
- C. There were no other nominees, so the incumbent board members and Jan Butler were elected by acclamation.

VI. Open Forum

- A. Homeowners raised questions regarding accounts receivable and financial statement timing.
- B. Alpine Edge explained the reconciliation process and collections procedures under Colorado law.
- C. Management is committed to continued communication regarding snow removal and financial reporting.

VII. Adjournment

- A. The meeting adjourned at 6:43 p.m.