

VIENNA TOWNHOMES

BOARD MEETING MINUTES

Tuesday, October 8, 2024 | 3:30 PM MDT

Alpine Edge – 130 Ski Hill Rd, Suite 130

– and –

Remote via GoToMeeting

Vienna Townhomes Board of Directors

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

Alpine Edge Representatives

- Shelby Mae – HOA Manager
- Jessica Martin – HOA Director of Communications
- Erik Keefe – HOA Director

I. Welcome

- Roll Call; Establish Quorum
 - A quorum was held with three board members in attendance, and one board member was represented by proxy.
 - Drew Raezer called the meeting to order at 3:36 p.m.
- Review & Approval of Meeting Minutes – 6.20.24
 - **Motion:** Amie Zwald motioned to approve the 6/20 board meeting minutes, which Drew Raezer seconded, and the motion carried.

II. Current Business

- Financial Discussion
 - Balance Sheet
 - Operating: \$55,046.42
 - Reserves: \$10,271.06
 - In the board packet from 8/31, the reserve balance was \$5,606.80. A transfer today will raise it to \$16,072.13.
 - There was a discussion regarding whether to use the funds or to special assess homeowners to replace a boiler.
 - Alpine Edge will get a second opinion from a plumber regarding the boiler replacement.
 - AR
 - Eight property owners owe a total of \$21,711. Alpine Edge will begin the collection process with these owners.

- Secondary Reserve
 - Randall is to provide bank statements from the prior 24 months by the end of October to reconcile the budget for 2025.
- Parking Signs
 - The board agreed to install four “Vienna Townhomes Permit Parking Only” signs on either side of the HOA entrances.
 - Alpine Edge will order and install the signs.
- Unit 18 Boiler Replacement
 - The boiler has multiple exhaust leaks, which pose a hazard. The estimated cost of repair is around \$17,500.
 - The plumber Joe Staed is gone until the 12th. Alpine Edge will receive his diagnostic report when he’s back in town.

III. Open Forum

- Yard hydrant leaks
 - TOB found leaks in the hydrants, which were shut off until further notice.
 - The water supply for the community water hoses has also been turned off. Alpine Edge will send out a notice to homeowners regarding this.
- Unit 3
 - This unit has been placed on the market. Alpine Edge will replace the damaged siding shingles outside this unit.
- Policies
 - SB100 policies need to be completed per legislature passed recently in Colorado
 - The Collection Policy needs to be updated to enforce fines or fees.
 - Alpine Edge will have the policies drafted by the legal team for board review. This will cost around \$1K.

IV. Schedule the Next BOD Meeting

- The budget meeting was scheduled for October 30th at 3:30 p.m.
- The annual meeting will be held on December 9th at 5:30 p.m.

V. Adjournment

- The meeting was adjourned at 4:36 p.m.