

VIENNA TOWNHOMES

BOARD MEETING MINUTES

Tuesday, April 2, 2024 at 5:30 PM MDT

Vienna Townhomes Board of Directors

- Kim Adams*
- Jotwan Daniels*
- Amie Zwald*
- Catherine Ambrose - *absent*
- Drew Raezer*
- Genevieve Brusilow*
- Logan McAuley*
- Megan McKeary - *absent*
- Randall J Mott*

Alpine Edge Representatives

- Steven Frumess – General Manager
- Jessica Martin – HOA Director of Communications
- Erik Keefe – HOA Director

1. Welcome

- Roll Call; Establish Quorum
 - A quorum was met with seven of the nine Board members in attendance.
 - Randall Mott called the meeting to order at 5:31 p.m.
- Review & Approval of Meeting Minutes
 - **Motion:** Amie Zwald motioned to approve the meeting minutes, which Drew Raezer seconded, and the motion passed.

2. Current Business

A. Financial Discussion

- Year-end info was recently received from Buffalo Mountain Managers. Next steps:
 - Taxes and Reconciliation
 - The Board is unsure which tax accountant handled previous tax returns.
 - A thumb drive containing historical financial information was not provided during the management transition. Alpine Edge will try to obtain the thumb drive from previous managers for financial reconciliation.
 - A box of hard copies needs to be digitized.
 - Budget Creation
 - The financial reports cannot be produced monthly since the 2024 budget has not been created yet, and the current financial records are not reconciled.
- A third account in Granby needs to be accessed and transferred to Alpine Bank. Alpine Edge will coordinate the transfer.

B. Parking Passes

- New parking passes have been delivered to Alpine Edge.
- Two passes per unit. Alpine Edge will keep records of the passes that belong to each unit.
- Email blast to homeowner for distribution.
 - Option to mail, pick-up, or drop-off.
- Discussion about enforcement.
 - Alpine Edge will monitor the parking lot during inspections.
 - Parking violations will be enforced through a notice, fine, and towing if necessary.

C. Insurance and leak Discussion

- Unit 20 and Unit 19
 - Unit 20: The HOA paid for drying out and plumbing, while the owner paid for redoing his carpet. The total HOA payment was approximately \$2,775K.
 - The vendor payments have been made, and Alpine Edge is awaiting the \$10K deductible from the owner after the unit has been reassembled.
- Leak Policy
 - Discussion about leak policy. The policy or amendment to declarations could cost \$500-\$1000.
 - The HOA wants to avoid making too many claims at the risk of the insurance premium increasing.
 - The declarations state that HOA insurance should be a bare walls policy (drywall, ceiling, subfloor, and bathroom appliances). The owner would cover all the unit's fixtures and finishes, like paint, carpet, etc.
 - The declaration mentions limited common elements, including boilers, mechanical systems, water heaters, and central plumbing systems.
 - Each owner shall be responsible for permanent fixtures within the unit that are in good repair.
 - **Motion:** Amie Zwald motioned to create the Leak Policy, Genevieve Brusilow seconded, and the motion passed.

D. Boiler Maintenance

- Alpine Edge suggested an annual inspection of boilers to help prevent future leaks.
- Alpine Edge will coordinate annual inspections.

E. Xfinity Options

- The HOA provides cable and internet for all units.
- Xfinity proposed two options for upgraded service to the HOA
 - Upgrading to two boxes per unit, voice-activated remotes, and keeping internet.
 - Internet only.
- **Motion:** Genevieve Brusilow motioned to upgrade to two boxes per unit, voice-activated remotes, and internet usage. Drew seconded, and the motion passed unanimously.

- Xfinity will do mass install. If a homeowner is not responsive, they must set up individual appointments.

3. Open Forum

- It is suggested that a walk-through with the Board and Alpine Edge's vendor be conducted after the snow melts to determine the scope of work for landscaping.
- A homeowner requested snow removal from the roof. There is concern about potential leaks due to snow removal efforts that have historically caused damage to the rubber membrane on the roof.
 - Alpine Esge suggested looking into mitigation efforts to prevent snow build-up and potential damage to the structure and owners.
- The Board asked for a follow-up on the master key ring so Alpine Edge could enter the boiler rooms. A Board member has copies of the keys.

4. Schedule the Next BOD Meeting

- The next meeting was scheduled for June 20th at 5:30 p.m.
- A work session will occur in May.

5. Adjournment

- The meeting was adjourned at 6:46 p.m.