

# THE HIGHLANDS

## Highlands at Breckenridge 2020 Annual Homeowner Meeting Minutes

Summit County Public Library – South Branch  
103 South Harris, Breckenridge  
February 22<sup>nd</sup>, 2020  
1:30 PM

### Highlands at Breckenridge Board of Directors

- Jim Brook – President
- Jim Trisler – Treasurer
- Andrea Kreeger – Secretary
- Russ Trowbridge – Vice President
- Elaine Collins – Member at Large

### Alpine Edge Representatives

- Steven Frumess – General Manager
- Brett Gunhus – HOA Manager
- Robin Hoffman – HOA Accountant

### Highlands at Breckenridge Homeowners

- Jay Beckerman
- Bill Oliver
- Chris Banas
- Frank Mason
- Jim Cunning
- Dennis Phelps
- Larry Hollatz
- Steve & Patricia Larson
- Lynne Knott
- Gretchen Dudney

## **I. Welcome**

### A. Roll Call; Determine Quorum

The meeting began at 1:30pm with a quorum established through homeowners present plus 38 proxies from absent homeowners.

### B. Introduction of Board and Management

Steven Frumess introduced himself and the representatives from Alpine Edge, managing agent for all 4 Highlands subdivisions including Highlands at Breckenridge. The Board took a brief moment to introduce themselves.

### C. Confirm Notice of Meeting Delivery

An electronic annual meeting packet was delivered to every email address on file on January 31<sup>st</sup>, 2020. Physical packets were also assembled and distributed, however many homeowners claimed to not receive these at their mailing address. Homeowners from other Highlands subdivisions seemed to be affected as well. The Postmaster assigned to the Breckenridge Post Office has taken an extended out-of-town leave, but other management has agreed to do an equipment audit to see if many of the packets have managed to get caught in the machinery. They have stated that they do they recall Alpine Edge delivering the Highlands packets.

#### D. Review and Approval of Minutes

##### i. February 16<sup>th</sup>, 2019 Annual Homeowner Meeting

The minutes taken at the 2019 annual homeowner meeting were emailed to homeowners on February 21<sup>st</sup>, one day before the 2020 annual meeting. Phelps made a motion to approve of the minutes and Oliver seconded. The motion passed with everyone in favor of approval.

## II. Financial Review

### A. Review FY2019 Financials

Jim Trisler reviewed the variances between the 2019 budget and actual expenses for the year, the largest of which was common area maintenance. This item was largely under budget thanks to the Golf Course association agreeing to pay a substantial amount of CAM expenses.

### B. Review Proposed FY2020 Budget

Jim Trisler reviewed the 2020 operational expense budget line items and dues. Frank made a motion to approve of the proposed budget and Chris seconded the motion. A clear majority of homeowners voted in favor to approve of the 2020 budget.

## III. Committee Updates

### A. Special Committee for Review of POA Regulations – Progress Report

The Board reviewed Town regulations surrounding the changing landscape of short-term rentals. Recent Town rulings such as occupancy rates and possible future rulings such as an increase to property taxing of rental units were discussed. Homeowners were largely of the mind that “the association is a residential neighborhood, not a lodging center.”

The Board informed the homeowners that they will be drafting a Highlands at Breckenridge Good Neighbor Policy for review and approval by the POA Board. This Good Neighbor Policy will include more short-term rental regulations as well as rules touching on wildlife, trespassing, and more. They requested that management become more involved in short term rental monitoring in 2020, starting with the requirement that each rental property register with the association.

### B. Design Review Update

Design Review statistics pertaining to The Highlands and Highlands at Breckenridge in particular were conveyed to the homeowners.

**Highlands (all 4 subdivisions)**

- 595 Lots within Highlands 4 sub-divisions
  - Six (6) Homes in Design Review
  - Twenty-Two (22) Homes under construction
  - 495 Homes Complete/Final Release
  - 72 Lots Remaining
  - Average Square Footage = 4,985 SF

**Highlands at Breckenridge, Filings 1 – 5 POA**

- 145 Lots within Filings 1 – 5
  - One (1) Homes in Design Review
  - Four (4) Homes under construction
  - 130 Homes Complete/Final Release
  - 8 Lots Remaining
  - Average Square Footage = 5,005 SF

C. Meet & Greet Update

Janie Trowbridge, Margaret O’Neal, and a few other owners have volunteered to open up their homes to host social events for some of the new and/or part-time residents. They plan on continuing occasional “Meet & Greet” events in 2020.

**IV. Policy Review**

A. Common Area Maintenance

Jim Trisler reviewed the extent of the property considered to be common area throughout the association. These areas are the association’s responsibility to clear of weeds and improve landscape where appropriate. The Board has decided to omit the usual \$1,000 weed spray expense this year to see if it makes a difference. The Highlands Golf Course association does not perform an annual spray and homeowners commented that there is not much of a perceptible difference between the association property lines. Owners were still requested to remove any noxious weeds found in their lots to prevent seeds from spreading to neighbors and to help mitigate possible fuels for fire throughout the association.

Another aspect of fire mitigation is dead and/or dying tree removal. Homeowners were encouraged to remove and dispose of trees in their lots that may be dead or dying in time to take advantage of the County’s curbside chipping program.

B. Forest Health and Curbside Chipping Program

Jim Brook reviewed fire mitigation options through Red White & Blue as well as the summer social event which educated homeowners on fire prevention tactics. It was clarified that tree

removal is a process external from Design Review, and that any trees within 15 feet of a house, or trees of 3-inch diameter or less can be removed. The Board reminded owners that removal of any tree, dead or alive, requires prior written approval by a member of the Board of Directors with no fee required, and that the Town requires a class D permit which can be acquired through Town Planning.

Homeowners were also informed of the annual Summit County chipping program, which is an excellent way to dispose of slash free of charge. The County has not announced exact dates for the 2020 program but management will communicate the schedule to homeowners when it is made publicly available.

## **V. Other Business**

### **A. Sales Update for Highlands at Breckenridge**

Jim Brook reviewed some statistics about the 8 property sales throughout the association in 2019:

#### **2020 Property Sales**

- 34 Fletcher Ct - Built 1996
- 63 Dyer Trail - Built 1994
- 35 Byron Court – Built 2001
- 40 Rounds Rd – Built 1994
- 8 Fletcher Court – Built 1996
- 35 Fletcher Court – Built 1996
- 531 Highlands Dr – Built 1996
- 4 Spencer Ct – Built 1995

#### **2020 Sales Averages**

- Average number of Bedrooms = 4.4
- Average number of Bathroom = 5.4
- Average Listing Price = \$1,954,375
- Average Sale Price = \$1,869,875
- Average Price Per Square Foot = \$418

### **B. Open Forum**

The discussion once again turned toward the topic of short-term renting. The Board mentioned that the Town of Breckenridge has a Town Council Meeting on March 24<sup>th</sup> in which more short-term rental policy will be reviewed. It was clarified that a property is considered residential as long as the owner spends 1 or more days per year on the property.

Homeowner Jay Beckerman requested that management communicate the Town's Short-Term Rental Hotline and explain its purpose so that other homeowners can use it to record every instance of violation. That number is 970-368-2044. All emergencies should be directed to 911.

Homeowner Frank Mason voiced his frustration that he had been omitted from ongoing association communications. Homeowner Larry Hollatz was similarly frustrated with messages from management, referencing the fact that his invoices for 2020 did not list the addresses for his properties and a separate instance in which the subject line of an email sent to him referenced an "Open Fire" instead of something less alarming like "Open Fire Pit", which gave him cause for concern. Jim Brook emphasized that the Notice of Meeting mailing failure was to be considered a serious problem, and management agreed. Alpine Edge will continue investigating the source of the failure with the Breckenridge Post Office.

Frank Mason made a motion for the Board to investigate the ongoing communication lapses and consider replacing Alpine Edge as the management company for the POA and Larry Hollatz seconded. The motion passed with a majority of present homeowners plus the 38 proxies held by the Board in favor.

## **VI. Board of Directors Election**

Brief biographies of each nominee were distributed to homeowners in the electronic annual meeting packet delivered on January 31<sup>st</sup>. Every owner who had not voted before the meeting was given a ballot to vote for up to 5 of the 6 running nominees. Jim Brook had 6 election proxies and Jay Beckerman had 1. After the votes were cast and ballots were counted, the 2020 Highlands at Breckenridge Board of Directors was announced: Jim Brook, Jim Trisler, Jay Beckerman, Andrea Kruger, and Russ Trowbridge.

## **VII. Adjournment**

The meeting was adjourned at 2:50pm.