

# THE HIGHLANDS

## BRADDOCK HILL POA

### 2022 ANNUAL HOMEOWNER MEETING AGENDA

Saturday, February 19<sup>th</sup>, 2022 - 10:00 AM MST

*Virtual via GoToMeeting*

#### **Braddock Hill Board of Directors**

- Stewart Fontaine
- Barbara Calvin
- Alan Evans
- Pat DePole

#### **Alpine Edge Representatives**

- Steven Frumess – General Manager
- Brett Gunhus – HOA Manager
- Robin Dew – HOA Accountant
- Jessica Martin – HOA Administrator
- Kimberlyn Bryant – HOA Administrator

#### **AGENDA**

##### **I. Welcome**

###### **A. Roll Call; Determine Quorum**

A quorum was met between a combination of homeowners present at the meeting and those represented via proxy. The meeting was also attended by the Alpine Edge Management team listed above. Stewart Fontaine made a motion to call the meeting to order at 10:05 am; Pat DePole seconded, unanimously approved.

###### **B. GoToMeeting Protocol Review**

Brett Gunhus announced the standard protocols for GoToMeeting and advised attendees that there would be a period after each topic to ask questions, and an Open Forum section at the end for owners to discuss any topics that were not on the agenda.

###### **C. Introduction of Board and Management**

Brett Gunhus provided Alpine Edge's contact information. The best methods of communication for owners are via email at HOA@AEPropertyManagement.com or phone at 970-453-2334, ext. 3. Please contact Management through these channels for any questions, concerns, or emergencies.

Brett also introduced the Alpine Edge Management team and the sitting Braddock Hill Board of Directors.

###### **D. Review and Approval of Minutes**

###### **i. February 13<sup>th</sup>, 2021, Annual Homeowner Meeting**

Brett informed owners that the 2021 Annual Meeting Minutes were provided via email and can also be found on the Association's website. Pat DePole made a motion to accept the minutes as written, which was seconded by Stewart Fontaine, and it was unanimously approved by the community.

###### **E. Online Election Process Review**

The online election notice was sent out to all owners through email. There is one open seat to be filled and two nominees, so it is a contested election. The election site will be

open until midnight on Thursday and results will be reported early next week. The only way to place a vote is through an online ballot.

## **II. Policy Review**

### **A. Dead, Downed, and Diseased Tree Policy**

The Summit County Chipping Program is something that all homeowners should take advantage of this year due to it being an excellent way to dispose of slash free of charge. This year's chipping program is planned for the summer of 2022.

If piles do not get picked up because they are compromised due to the requirements of the program, the owner will need to arrange to have them moved. AE will be reaching out to owners who do not have this addressed this summer and will potentially issue fines to those who ignore requests to remove their slash piles.

Accepted material for the chipping program is logs and branches up to 9 inches in diameter. Keep in mind that they must be free of nails and wire. Materials that will not be picked up are Willows, Cottonwoods, construction or building materials, treated lumber, fence posts, or signs. No shrubs, stumps, dirt, or rocks. There are also no grass clippings, sage, trash, weeds, or bags of leaves allowed.

### **B. Short-Term Rental Rules & Regulations**

A Short-Term Registration (STR) form is required by AE and the Association to be filled out and submitted yearly. This gives AE the rental management contact information, so they know who to contact in the case of an emergency. Owners should also provide their rental management companies with the Good Neighbor Policy so that renters are aware of the rules of the Association. STR form will be sent out to all owners early next week and should be returned to AE, along with Business and Occupation Tax Licenses (BOLT), which is required by the Town of Breckenridge in order to rent.

### **C. Parking Policy**

Owners are reminded that Town ordinances state that there should be no on-street parking. Owners are encouraged to relay this information to their renters.

### **D. Wildlife Reminder & Pet Policy**

This is a reminder that wildlife is abundant in the area. All trash should be secured so that bears are not attracted to the area. Trash bins must not be left out overnight. Bins should be taken out in the morning before pickup, and they should be brought back in once they are emptied.

A Braddock Hill homeowner lost a pet, presumably to wildlife, and mountain lions have been videoed in a neighbor's yard. Owners were reminded that pets are required to be on a leash when outdoors. This and the trash bin requirements are Town of Breckenridge ordinances.

### III. Financial Update

#### A. Review FY2021 Financials

Overall, it was another nicely on-budget year for Braddock Hill. While there were some overages, these were offset by savings in other lines. The main thing to highlight is the overage in common area maintenance. The bulk of this line is for landscaping and electrical bills relating to the entryway. In 2020, this line went over budget due to some extra items, namely the installation of two dog waste dispensers (\$950) and a flagpole. AE has received very positive feedback from both projects. Even with these overages in common area maintenance, savings in lines like fire mitigation, contingency, legal, and design review administration offset these costs and the association is in good financial standing.

#### B. Review Proposed FY2022 Budget

##### i. Review Operational Expense Budget Items and Dues

Robin addressed the owners and informed them that dues are increasing this year to \$350 for the year. Both management and the Board believe this is a sound budget that will continue the smooth financial operations of Braddock Hill Homeowners Association.

Common Area Maintenance- Increased scope of landscaping along with \$225 in one-off snow removal and \$750 dog waste station maintenance.

Storage Unit- needed to store all HOA documents and comes in at \$48.30 per month

Overall, the association will be running at an operating net-zero and will enter 2022 with a healthy \$28,000 in retained earnings.

Stewart had questions regarding the landscaping invoice for \$1700 and was under the impression this service should have been complimentary. He will be reaching out to Ceres to work this out.

(Please note, after this meeting it was found that the Ceres Invoice for the mitigation surveys has been resolved and no refund is due)

Fred made a motion to approve the 2022 Budget, which was seconded by Pat and unanimously passed by the owners.

### IV. New Business

#### A. Sales Update

##### Braddock Hill POA

- o 32 Lots within Braddock Hill POA
- No (0) Homes in Design Review
- No (0) Homes under construction
- 30 Homes Complete/Final Release
- 2 Lots Remaining

- Average Square Footage = 4,980 SF
- 1-Sale - 927 Highfield Trail

Stewart corrected AE, stating there is one Design Review Application in process with the Review Board related to a modification and landscaping improvements design. He also stated that Lots 26 and 28 are under construction, both currently scheduled to be completed later in 2022. The data presents said there were two lots remaining; however, Stewart pointed out that no lots are remaining.

There was a discussion about the Design Review Guidelines and the process for owners submitting for review. The Guidelines require that any changes to the exterior of the property, including colors and landscaping, must be submitted to the Design Review Board for approval before the start of work.

### **B. Fire Mitigation**

Keith McMillan addressed the owners regarding fire mitigation in the Association. There are only two ways out of the county, so owners should start thinking of an evacuation plan and should consider traffic and having a full gas tank in the case of an emergency. Keith recommends owners always have a half tank of gas in their cars during wildfire season. Fire mitigation is necessary for the areas around your home to protect them as much as possible. Hoping for the whole neighborhood to be Firewise.

The links that were presented by the Chief were emailed to the members along with the Ballot email. Stewart informed the owners that the Ceres Landcare individual lot surveys were emailed to every member referencing the standing dead and dead downed trees and slash piles on their property that must be removed. There was a discussion regarding the need for members to address their diseased and end-of-life stage trees with their chosen tree removal contractor.

There is an ongoing effort with the Town and Summit County to address the same fuel loading issues on their properties that are adjacent to the Highlands POA

### **V. Open Forum**

Miriam Zahn asked about fire mitigation while building her house. Steven said it would be a good idea to look into solutions before the house is finished being built.

### **VI. Adjournment**

Stewart Fontaine motioned to adjourn the meeting, which was seconded by Pat DePole. The meeting was adjourned at 11:12 am.