

THE HIGHLANDS

HIGHLANDS PARK POA

2021 ANNUAL HOMEOWNER MEETING AGENDA

Saturday, February 13th, 2021 - 2:00 PM MST

Virtual via GoToMeeting

Highlands Park POA Board of Directors

- Stephen Gerard
- Bob Toth
- Dennis Hicks
- Stephen Hatton
- Paul Schutt

Alpine Edge Representatives

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

B. GoToMeeting Protocol Review

Brett Gunhus announced 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 bring up any topics that were not otherwise listed on the agenda.

C. Introduction of Board and Management

Steven Frumess introduced the Board of Directors and the Alpine Edge representatives and provided a short introduction for Alpine Edge as the ongoing POA managing agent.

D. Confirm Notice of Meeting Delivery

Notice of Meeting was sent out via USPS and electronic about 3 weeks ago. Alpine Edge (AE) does both ways on the chance we have gaps in contact information for owners. If you do not receive emails from the Association, please reach out to AE at HOA@aepropertymanagement.com or 970-453-2334 and select 3.

Please also note that if you have an emergency or an item urgent or time-sensitive, please press 5 for 24/7 service, and you may reach AE Accounting Department by selecting 6.

E. Review and Approval of Minutes

i. February 22nd, 2020, Annual Homeowner Meeting

Alpine Edge recently sent out the February 22nd, 2020, meeting minutes via email for everyone's review. Unless anyone has requested modifications or changes for these meeting minutes, we ask that someone please make a motion to approve the 2020 annual meeting minutes.

F. Online Election Process Review

Online election notice was sent out to all owners through email. The election will run to midnight tonight. Right now, it is a non-contested election. Results will be reported early next week.

II. Other Business

A. Design Review

i. Guidelines, Procedures, and Frequently Asked Questions

The design guidelines for Highlands Park can be found at HighlandsatBreckenridge.com. When owners commence the process for doing an exterior modification that requires design review for their property, AE asks that owners read through these guidelines thoroughly. Steven suggested that owners start with the table of contents to determine what type of scope of work will be taking place on the property. Once the section that correlates is located, read through the section to become familiar with these regulations in relation to the work planned on taking place.

Following this, Owners should read through section 6.0 to understand the review process. Following the review of the design guidelines, owners are encouraged to reach out to management to initiate the process. Management will then put you in touch with the design review board, who meets on a monthly basis to hold meetings and review all applicable applications for that given month.

The process is split up into meetings that will take place throughout the building process. These will consist of a pre-design conference (if needed), a preliminary design submittal, a preliminary design review, final design submittal, and a final design review.

Steve addressed owners to touch on design review. He pointed out that the Highlands Park subdivision is designed around the concept of a building envelope and a disturbance envelope, which is an area where owners are allowed to build their homes. With the size of the homes in HP, most people build their homes to the edges of the building and disturbance envelope. The DRB would like owners to reach out and ask for help determining what the guidelines are. The same rules apply to the Town of Breckenridge.

ii. DRB Architect Opening

Mike Houx is the current design review administrator for Highlands Park. Unfortunately, he will be retiring. The Board is now in need of a licensed architect to take on the role of design review administrator. The Board and management have a few options in mind but encourage owners to share and ideas they have for the Board's consideration.

iii. Construction Update

[Highlands, Highlands Park POA](#) (includes Highlands Park, Discovery Hill, Discovery Hill II, & Discovery Ridge)

- o 161 Lots within Highlands Park POA
 - Four (4) Homes in Design Review
 - Nine (9) Homes under construction
 - 120 Homes Complete/Final Release
 - 28 Lots Remaining
 - Average Square Footage = 5,458 SF

Highlands (all 4 subdivisions)

- o 595 Lots within Highlands 4 sub-divisions
 - eleven (11) Homes in Design Review
 - seventeen (17) Homes under construction
 - 504 Homes Complete/Final Release
 - 63 Lots Remaining
 - Average Square Footage = 4,985 SF

B. Common Area Landscaping

This year the Board made great efforts to spruce up the entry as this was the feedback conveyed at last year's Annual Meeting. The Board hired Rothey Landscaping to conduct this work, which consisted of adding Siloam stone boulders to create wallboard to help stabilization of the front sign. They also repaired the wall on the west side of entry using existing stone with a mini excavator. Then, perennials and annuals as well as compost, mulch, and topsoil were added.

The removal of dead or dying trees is also a part of the Highlands fire mitigation. AE encourages homeowners to remove dead or dying trees and dispose of them once they've been knocked down. Steven offered to provide contact information for contractors who can do this type of work.

The general maintenance conducted in the Association was:

- Mow and Trims
- Weed Whacking
- Broad and Noxious Weeds Eradication - The association board and management will keep its eye on any common areas with an abundance of Weeds in summer 2020. If we notice any areas that need attention, we will spray accordingly. Owners should remove any noxious weeds found in their lots to prevent seeds from spreading to neighbors and to help mitigate the home and the association for fire prevention.
- Irrigation Turn on and Blowouts
- Spring and Fall clean-ups.

C. Chipping Program

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 2021 and will likely only take place once rather than in previous years where it occurred twice, once in the Spring and

once in the Fall. The county has not yet specified an exact date for this year's chipping program but once AE receives the dates, a mass email will be sent out to the homeowners.

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, trash, weeds, or bags of leaves allowed. Steve also informed the owners that the chipping program employees told him that the two things that will prevent the piles from being picked up are sage and weeds.

D. Sales Update

Highlands Park: Highlands, Highlands Park POA (includes Highlands Park, Gold Run, Discovery Hill, Discovery Hill II, & Discovery Ridge)

- 7 sales
 - o 76 Buffalo Terrace- Built in 2002
 - o 1330 Discovery Hill Drive – Built in 2017
 - o 639 Gold Run Road – Built in 2003
 - o 142 Lake Edge Drive – Built in 2006
 - o 417 Gold Run Road – Built in 2008
 - o 1129 Discovery Hill Drive – Built in 2017
 - o 445 Long Ridge Drive – Built in 2017
- The average number of bedrooms = 4.9
- The average number of bathrooms = 4.9
- Average Listing Price = \$2,773,714
- Average Sale Price = \$ 2,323,750
- Average Price Per Square Foot = \$567
- Average Square feet = 4,849

III. Financial Review

A. Review FY2020 Financials

Steven informed owners that the 2020 Annual Meeting Minutes were provided via email and can also be found on the Association's website. Robin went through the 2020 Actuals line by line with the owners. No changes or modifications were suggested by the owners. There was a question regarding the comparison of dues across the other Highlands subdivisions.

B. Review Proposed FY2021 Operating Budget

i. Review Operational Expense Budget Items and Dues

The annual budget was sent via USPS and email to all owners for review prior to this meeting. The only item to point out is the overage of Common Area Maintenance. This was due to the capital improvement work that was conducted last summer to spruce up the entry to Gold Run and Tiger Rd. The overage occurred because this work was not budgeted for prior to the approval of the 2020 budget. However, due to the healthy amount of retained earnings for this Association, the Board felt it was prudent to use the funds from previous years of earnings.

The retained earnings for this Association at the end of 2021 is about \$70,000.

IV. Open Forum

The owners were reminded that if any owners are using their homes for STRs, they are required to register with the HOA Administrator yearly. There is no fee for this but is necessary so that the HOA knows which management companies or owners to contact. The Board will be checking in with all owners that are registered. Owners are also encouraged to make sure AE has the correct contact information for each owner. In the event that an owner does not register, they are subject to fines.

Owners were reminded of the Good Neighbor Policy and informed that the three big issues in the Association are noise, trash, and parking. In those instances, AE will reach out to owners with a warning, or a citation if this is a reoccurring issue. Owners should be sharing the GNP with their renters, so they are aware of the rules of the Association.

The owners of the properties adjacent to Gold Run Rd want to know what is going on with the Forest Service Trucking that is going through the neighborhood. They were told this should be done by January 1st. but they are still running 22-wheelers through the neighborhood, and it is a nuisance. Steven informed them that they are public roads so not sure what can be done about this but will follow up with the Town of Breckenridge.

Steve Hatton is in favor of increasing builder deposits from \$5K to \$10K due to builders taking advantage of the disturbance envelope and destroying the natural vegetation in the Association. Steven pointed out that the Design Review deposit is in the Design Guidelines, which can be amended by the BOD in a majority vote. Steve Hatton made a motion to have the Board review the possible increase of the builder's deposit. Paul Schutt seconded this motion. All in favor.

Thanks were given to the current Board members for volunteering to keep the community so strong. Thanks were also given to Mike Houx for his years serving on the Design Review Board.

V. Adjournment