

THE HIGHLANDS

at Breckenridge

2022 ANNUAL HOMEOWNER MEETING AGENDA

Saturday, February 19th, 2022 - 11:30 AM MST

Virtual via GoToMeeting

Highlands at Breckenridge Board of Directors

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

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. Russ Trowbridge motioned the meeting to order at 11:34 am; John Callies seconded, and it was unanimously approved by the community.

B. Confirm Notice of Meeting Delivery

Brett informed the owners that the Notice of Annual Meeting was sent via email on February 2, 2022, and the physical copies of the Annual Meeting Packet were sent out to all owners via USPS on February 3, 2022.

C. 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.

D. 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. Please contact Management through these channels for any questions, concerns, or emergencies. Brett also introduced the Alpine Edge Management team and the sitting Highlands at Breckenridge Board of Directors.

E. Review and Approval of Minutes

i. February 13th, 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. Chris Finer made a

motion to accept the minutes as written, which was seconded by John Callies, and it was unanimously approved by the community.

F. Online Election Process Review

Online election notice was sent out to all owners through email. The election will run to midnight on Thursday, February 24, 2022. Right now, it is a contested election. Results will be reported early next week. The only way to place a vote is through the online ballot.

II. Financial Review

A. Review FY2021 Financials

Association Treasurer Jay Beckerman addressed the owners and discussed the budget and actuals for last year. Actual Net Income for the year was \$6K favorable compared to Budget.

B. Review Board-Adopted FY2022 Budget

i. Review Operational Expense Budget Line Items and Dues

The Board approved budget for 2022 is mostly flat to last year. The biggest expenses are Common Area Maintenance, Landscaping, The Firewise Program, and Alpine Edge's management fee. The Association is projected to have a negative net income, which was done purposely to deplete some of the retained earnings that have been accumulated. If the Board decided to go with a neutral net income, the dues would have doubled to make that happen.

Steven explained the scope of the management fee and the upkeep of the Common Areas in the Association to the owners. Alpine Edge is responsible for every line item under the Operating Budget.

Tom Hokel requested the financial budget be broken down and sent to all owners with explanations for each line item.

III. Policy Review

A. Short-Term Rentals & Annual Registration

This registration form is required to be filled out and submitted yearly. 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 by March 1st, 2022. AE will follow up with everyone who had a license for updated information. Russ addressed the owners and informed them that he has been working closely with the Town and the deadline for BOLT licenses for 2022 was February 1st. There are 35 licenses registered for the Highlands area. Russ reminded owners of the STR Hotline and encouraged them to reach out to this hotline, as well as AE, for any renter issues.

B. Design Review Process

Steven introduced Adam Savage, who is the new volunteer for the Highlands at Breckenridge Design Review Committee. Adam addressed the owners and reviewed the guidelines for the design review process. All exterior modifications should go through the correct channels. Brett provided Adam's information to the owners.

Adam Savage
PO Box 871
Frisco, CO 80443
Adam@SavageArchitecture.com

C. Forest Health

i. Hazardous Fuel First

Jim Brook, Association President, addressed the owners and updated them on the progress of the tree removal program. Looking to thin out the forest to maintain it long-term. A contractor will be in touch with each owner to consult on which trees should be removed. Looking to start this project by June 1st.

ii. Curbside 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 2022.

iii. Firewise Program Updates

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.

D. Landscaping

i. Noxious Weeds

Leafy spurge is prominent in the Association. Grows in root and can spread a distance of 30 feet. Elaine encouraged owners to reach out to her if they would like her to walk their yards and check for noxious weeds.

Elaine Collins: (314) 550-7760

E. Sales Update for Highlands at Breckenridge

Steven presented an update on sales during the year.

F. New Neighbor Welcome

Last year, the Welcoming Committee was started to reach out to new owners with a small gift to ensure the first contact with the neighborhood is a pleasant one. Chris Finer agreed that it was a nice gesture when she first moved into the neighborhood. Elaine asked for owners to join Welcome Committee.

IV. Open Forum

V. Adjournment

John Callies motioned to adjourn the meeting at 12:51 pm, which was seconded by Elaine Collins and unanimously approved by all in attendance.