

# THE HIGHLANDS

## HIGHLANDS PARK POA

### 2022 ANNUAL HOMEOWNER MEETING AGENDA

Saturday, February 19<sup>th</sup>, 2022 – 1:30 PM MST

*Virtual via GoToMeeting*

#### Highlands Park POA Board of Directors

- Stephen Gerard
- Dennis Hicks
- Stephen Hatton
- Mark Leidal

#### 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. The meeting was called to order at 1:39 pm.

###### **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 Highlands Park Board of Directors.

###### **D. 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.

###### **E. 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. Steve Hatton made a motion to accept the minutes as written, which was seconded by Stephen Gerard, 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 not a contested election; however, if it does become contested, the only way to place a vote is through the online ballot. Stephen Gerard addressed owners and gave them a recent history of the Board of Directors.

## II. Other Business

#### A. Common Area Landscaping

Stephen Gerard addressed the owners about Common Area Landscaping. The Board has been active in the improvement of the entrance to the Association. He offered his thanks to Steve and Margie Hatton for playing a big part in its enhancement. Steve Hatton added that they are looking at improving the turnarounds on Discovery Hill this year.

#### B. 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 pick-up date has yet to be determined.

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.

#### C. Design Review

##### i. Guidelines, Procedures, and Frequently Asked Questions

Steven introduced Adam Savage, who is the new volunteer for the Highlands Design Review Committee, 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](mailto:Adam@SavageArchitecture.com)

##### ii. Construction Update

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 are under construction
- 120 Homes Complete/Final Release
- 28 Lots Remaining
- Average Square Footage = 5,458 SF

#### D. Short-Term Rental Regulation

An STR registration form is required to be filled out and submitted yearly. This gives AE all owner's 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 all renters are aware of the rules of the Association. An 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.

Mark Leidal asked how to report violations. Brett provided him with AE's contact information to report any non-compliance within the Association. Stephen recommended calling the non-emergency dispatch line for noise complaints.

Mark Leidal asked for the STR list of addresses for Highlands Park. He was informed that that will be made available to anyone who wants it through the administration.

#### E. Policy Enforcement

Steven reminded owners to provide their short-term rental managers with the Good Neighbor Policy so that all renters are informed of the rules of the Association. It is especially important that renters are aware of the wildlife policies set in place by the Town of Breckenridge and the Association.

Mark Leidel asked about the process for STR non-emergency issues and concerns. Brett recommended reaching out to Alpine Edge and the STR Rental Hotline and also suggested taking pictures of the violations in question. If there is an issue with parking, owners can reach out to the Police dispatch line.

#### F. Sales Update

Highlands Park POA - Includes Highlands Park, Gold Run, Discovery Hill, Discovery Hill II, & Discovery Ridge

- 7 sales in 2021
  - 76 Buffalo Terrace- Built in 2002
  - 1330 Discovery Hill Drive – Built in 2017
  - 639 Gold Run Road – Built in 2003
  - 142 Lake Edge Drive – Built in 2006
  - 417 Gold Run Road – Built in 2008
  - 1129 Discovery Hill Drive – Built in 2017
  - 445 Long Ridge Drive – Built in 2017
- Average number of bedrooms = 4.9
- 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 FY2021 Financials**

Overall, it was another nicely on-budget year for Highlands Park. The Association was purposefully budgeted to run at a roughly \$1,100 deficit to reduce retained earnings. From an expense side of things, almost everything came in on budget with the only notable overage coming in the fire mitigation. This overage is due to the fire-wise clubhouse event held over the summer, but this will not be held in 2022. This overage was absorbed as savings in legal and other smaller items resulted in an overall net savings of roughly \$400 to budget. All other expense items came in nicely on budget and the association remains in a strong financial position.

#### **B. Review Proposed FY2022 Operating Budget**

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

Association dues are staying flat to last year at \$150 for the year. Both management and the board believe this is a sound budget that will continue the smooth financial operations of the Highlands Park Homeowners Association. Maintenance- this was brought up slightly with inflation rising the prices of contractors. Postage was brought up for the same reason.

Management fees were raised based on CPI (Customer Pricing Index) and reflect a 6.5% increase from the government's official November publication). Inflation for the high county is now being reported at 7.1% but November's numbers guided AE in the budget process. All other items came in flat or with minimal variations. Overall, the Association will be running at a roughly \$2,500 deficit. Given the high retained earnings both management and the Board felt it was advisable to keep dues flat and continue to reduce this retained earnings balance. AE and the Board feel this 2022 budget will address all operational costs.

Stephen Gerard motioned to adopt the proposed 2022 Budget, which was seconded by Steve Hatton and unanimously approved by the community.

### **IV. Open Forum**

Rob Steinberg asked who lobbies to get the streets in the Association repaired. Steven supplied him with the Town of Breckenridge Streets and Parks Manager's contact information and reminded him that AE can help voice an issue.

### **V. Adjournment**

Stephen Gerard motioned to adjourn the meeting, which was seconded by Steve Hatton and unanimously approved by the community. The meeting was adjourned at 2:47 pm.