

**BRADDOCK HILL PROPERTY OWNERS' ASSOCIATION
ANNUAL HOMEOWNER MEETING
February 18, 2023**

I. WELCOME

Motion: Stewart Fontaine moved to call the Braddock Hill Property Owners' Association Annual Meeting to order at 11:01 a.m. via videoconference. Marie Robb seconded and the motion carried.

A. *Roll Call & Establish Quorum*

A quorum was satisfied through proxy votes and homeowners in attendance at the meeting.

B. *GoToMeeting Protocol Review*

Erik Keefe reviewed the meeting protocol: Alpine Edge is the moderator of the meeting, all homeowners should stay muted until ready to speak, and after the end of each topic, the floor will be opened for questions or comments.

C. *Introduction of Board and Management*

Board members present were:

Stewart Fontaine

Alan Evans

Pat Depole

Representing Alpine Edge were Erik Keefe (HOA Assistant Manager), Steven Frumess (General Manager), Jamie Stahulak (Accounting), Jessica Martin (Director of HOA Communication), Kimberlyn Bryant (HOA Administrator), and Lindsay Wood (Accounting Manager). Lauren Hitchell of Taking Minutes, LLC transcribed the minutes from recording.

D. *Review and Approve 2022 Annual Homeowner Meeting Minutes*

Motion: Stewart Fontaine moved to approve the 2022 Annual Homeowner Meeting minutes as presented. The motion was seconded and carried.

E. *Online Election Process Review*

There was one Board of Directors seat up for election and the position has a three year term. Nominations were received from Alan Evans and Tonya Delahoz. Since the election is contested, an election by ballot is required. The election will be hosted virtually, by Alpine Edge, after the Annual Meeting. Erik Keefe asked that all owners cast their votes by the end of the day and voting ends at midnight.

Action Item: Erik Keefe will email owners the online forum link to cast their votes.

II. POLICY REVIEW

A. *Fire Mitigation*

In 2021, a survey was conducted for each lot in the neighborhood. Stewart Fontaine and the lead arborist from Ceres Landscaping went through and marked the standing dead trees, downed dead trees and slash piles on each lot. A survey was not completed in 2022 but one will be completed in 2023 to make sure owners have removed the material. The Association guidelines state that it is the owner's responsibility to remove the dead debris

and Stewart Fontaine confirmed that he sent the guidelines to all owners via hard copy and email. The Fire Department is not only focusing on removing the hazardous fuels, but also preserving the health of the forest and by removing dead and diseased trees, as this promotes natural regeneration of the forest. Planting of additional trees, specifically Aspens, is encouraged by the Fire Department.

The Town of Breckenridge and Summit County have given the Association permission to mitigate the hazardous fuels in the open space. The Red, White and Blue Fire District said they will do as much as they can with mitigation efforts, but it is ultimately up to the individual lot owners to create defensible space. The biggest area of fire mitigation took place on the west side of the neighborhood and was completed last summer.

Lisa Knipe shared there was confusion last year around the County chipping program. Erik Keefe said the wrong schedule was given out, which resulted in slash piles being left out for extended amounts of time. Stewart Fontaine said because of the miscommunication from the County, Ceres Landscaping completed the chipping and hauled the debris off at no additional cost.

Action Item: Erik Keefe will confirm the dates with the County for the chipping program and send it out to the owners.

B. New Town of Breckenridge Short Term Rental Regulations

Braddock Hill is located in Zone 3 for the short term rental restrictions. The Town of Breckenridge manages the licensing for short term rentals and owners are encouraged to call the Town of Breckenridge with any additional questions. Immediate complaints due to short term rentals like noise, parking, and trash should be directed to the short term rental hotline at 970-423-5334. The Town of Breckenridge Police Department also has a short term rental dispatch line that can be called at 970-668-6800. The Braddock Hill POA requires all short term rentals to be registered and in the event there is an urgent situation or an emergency, Alpine Edge needs to have the most updated contact information for property managers.

Action Item: Erik Keefe will send the short term rental registration form for owners to fill out.

Jason Hart, a local realtor, added that owners with current rental licenses should not let them lapse. If the license lapses, it could take years before a new one is issued. He also said licenses do not transfer with the sale of a home.

C. Design Guidelines and DRC Review Procedures

The design guidelines can be found on the Association website at www.highlandsatbreck.com. Erik Keefe encouraged owners to read the guidelines before submitting review requests. All exterior modifications require a review. Adam Savage, the architect on retainer for the Association, is the design review administrator and works with the Design Review Board to evaluate submissions.

D. Spraying and Removal of Noxious Weeds

The Association and Board management will monitor weeds in the common areas this summer and spray accordingly. Erik Keefe reminded owners that they are responsible for noxious weed mitigation on their individual lots and Alpine Edge can provide contact

information for contractors for the mitigation, if needed. He explained the importance of mitigating the noxious weeds as they can create fire fuel as well as take over the natural landscape. The Town of Breckenridge ordinance specifies that natural grasses and weeds cannot be taller than six inches.

E. Parking Policy

Owners were reminded that per the POA, mobile homes, travel trailers and large machine equipment can be stored temporarily, up to 48 hours, in the parking lots. Alpine Edge asked owners to use their garages as much as possible. The loop in Braddock Hill is maintained and plowed by the Town of Breckenridge so no cars should be parked there. Erik Keefe asked anyone who notices vehicles being stored for longer than allowed, parking violations or any non-compliance issues to contact Alpine Edge.

F. Wildlife Reminder and Pet Policy

The Town of Breckenridge has a pet policy ordinance that states pets must be kept on a six foot leash at all times. Owners were reminded to pick up pet waste and to keep pets on a leash due to wildlife. Trash should be put outside only on the morning of trash pickup to deter wildlife access.

III. FINANCIAL UPDATE

A. Review FY2022 Financials

Lindsey Wood reported that as of December 31, 2022, there was \$18,442 in the Operating Account. Total Income was \$11,425 and Total Expenses were \$19,453, resulting in a net loss of \$8,028, primarily due to the fire mitigation expense. Stewart Fontaine explained the discrepancy was due to the fire mitigation of the Town of Breckenridge owned Open Parcel A. He initially met with the Red, White and Blue Fire District and the Town of Breckenridge to discuss the mitigation and there was miscommunication regarding a grant that would fund 50% of the cost. He was under the impression that the grant would be received after the work was done but was informed the grant has to be applied for first and the approval process can take up to a year. Due to the urgency of removing the hazardous fuels off Parcel A, the Board approved Ceres completing the mitigation for \$8,400. The \$8,400 is not an ongoing expense and believes the mitigation for Parcel B will only be \$3,200. They will apply for the grant, and annual maintenance should be even less.

B. Review Proposed FY2023 Budget

Jamie Stahulak reviewed the Board approved 2023 Budget.

1. The Common Area Maintenance was increased by \$500 based on actuals and the history of the Association.
2. A Contingency line was added for fire mitigation efforts.
3. Accounting increased by \$85 per month.

The Association dues will increase to \$500 annually. The new dues statement will go out on March 1, 2023.

IV. NEW BUSINESS

A. Sales Update

Steven Frumess shared the following updates:

1. The average sale price in Braddock Hills is \$3.6 million
2. The percent sold versus list price is 97%,
3. The average number of days on market is 19.
4. The average price per square foot in Braddock Hills is \$793.
5. Buyer demand has decreased.
6. Average days on market have increased.
7. Overall sales prices have flattened.

V. OPEN FORUM

There was no further discussion.

VI. ADJOURNMENT

Motion: Stewart Fontaine motioned to adjourn the meeting at 12:18 p.m.

Approved By: _____ Date: _____
Board Member Signature