

**HIGHLANDS GOLF COURSE  
ANNUAL HOMEOWNERS ASSOCIATION MEETING  
February 18, 2023**

**I. WELCOME**

**Motion:** Tim McKennie moved to call the Highlands Golf Course Annual Homeowners Association meeting to order at 9:03 a.m. via videoconference. Betsy Beckman seconded and the motion carried.

A. *Roll Call & Establish Quorum*

Board members present were:

Tim McKennie

Ace Conway

Rob Miles

Martin Carter

Betsy Beckman

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

With proxy votes and homeowner attendance, a quorum was confirmed.

B. *Review and Approval of 2022 Annual Homeowner Meeting Minutes*

Greg Pohle noted the portrayal of his solution to the fire mitigation in the neighborhood was not accurate but does not need to be changed if this meeting results in a solution.

**Action Item:** Greg Pohle will send Erik Keefe verbiage to correct the language and the approval will be contingent on that correction.

**Motion:** Tim McKennie motioned to approve the 2022 Annual Homeowners Association Meeting minutes with the amendments. Martin Carter seconded and the motion carried.

C. *Online Election Process Review*

All five Board seats are up for election annually. Tim McKennie, Betsy Beckman, Martin Carter, and Ace Conway were nominated. These four nominations were uncontested and all four candidates were elected to the Board of Directors. Howard Maysons volunteered to fill the fifth Board seat. He was uncontested and was elected as the fifth Board member.

**II. FINANCIAL REVIEW**

A. *Review FY2022 Financials*

There was no review of the 2022 Financials.

Steven Frumess apologized for the wording in the letter about delinquent dues and stated that going forward, they will not send such strongly worded letters.

B. *Review Board-Adopted FY2023 Budget*

1. Accounting – Increased from \$210 to \$1,245. Alpine Edge no longer utilizes the accountant used in the past. Quickbooks had an increase in their pricing. There is also \$215 included for CPA filing and \$10 for 1099 filing.
2. Common Area Maintenance – Increased 15% from the actuals from \$1985 to \$2,276 due to inflation.
3. Storage Unit – This line item will be removed from the budget. The \$360 will either be used as a contingency line or moved to the Area Maintenance line.
4. Annual Dues – Increased to \$126 a year.

There was a question regarding the Reserve Fund balance. It was clarified that the Association does not have a Reserve Fund but the Retained Earnings serve the purpose of a Reserve Fund.

Maureen Lawer asked if it would be possible to revisit the budget, stating the goal of the HOA has been to have the Retained Earnings stay at \$25,000 or less. She does not think the dues should be increased when the Retained Earnings balance is over \$37,000. Steven Frumess explained that the Board already ratified the budget, so it can only be changed if the majority of owners veto it.

*C. Balance Sheet as of December 31, 2022*

Retained Earnings were \$42,335 and \$37,596 after the 2022 net loss was booked. The Total Cash Balance was \$121,803, Accounts Receivable was \$14,913 and the Total Asset Balance as of December 31, 2022 was \$137,597. Accounts Payable was \$2,313, Accrued Expense was \$215, AP Checks Outstanding was \$5,000, Design Review Payable was \$750, Prepaid Dues and Assessments was \$876 and Total Liabilities were \$99,969.

### **III. POLICY REVIEW AND OTHER BUSINESS**

*A. Short-Term Rental Registration*

Breckenridge has changed the rental regulations and has placed communities into zones. There is a maximum percentage of the homes in each zone that can obtain short-term rental licenses. The Highlands Golf Course Community falls into Zone 3 and is labeled as a single family residential area. Zone 3 is allowed to have 10% of the homes as short-term rentals. Rental licenses are not transferable, meaning when a house is sold, the rental license does not transfer to the buyer.

The Association requires all short-term rentals to be registered with the HOA. Alpine Edge will be sending out a short-term rental registration form for HOA documentation. The form will be sent via email and owners are asked to respond with all the information that is being requested.

Short-term rental complaints, such as noise or parking, should be directed to the Short Term Rental Hotline to address and resolve matters in a timely manner. The hotline number is 970-423-5334. Owners can also call the Breckenridge Police Department dispatch at 970-668-6800 to help resolve issues. All this information can be found in the Good Neighbor Policy at [highlands@breck.com](mailto:highlands@breck.com).

B. *Wildfire Mitigation*

1. 2023 Lot Survey

In the spring/summer of 2022, Alpine Edge received bids to survey all the dead and diseased trees on all the lots. The lots were surveyed and it is now time for the Board to decide what to do with the information.

Howard Maysons and Greg Pohle both commented they are in favor of removing the dead and diseased trees, but would like the removal of other trees for fire mitigation to be optional.

Betsy Beckman informed the homeowners that what was being offered was a grant to pay up to 50% of tree removal for those who participated in the program. She is putting together the paperwork that will include the 35 participants who have decided to do voluntary tree removal.

Betsy Beckman also informed homeowners that Red White and Blue can put a reflective address number on the homeowner's property which allows for easier visibility should there be a fire or thick smoke. Homeowners can call or email Red White and Blue to request a free address plaque.

Don Carson commented that he signed up to participate in the grant program, but never received any information. Other homeowners commented that they did not receive information either.

**Action Item:** Erik Keefe with follow-up with Tim McKennie to determine who is part of the program. Erik Keefe will also follow-up with Don Carson, Ryan and Heidi Burns, and George and Betty Swintz to confirm they are part of the program and provide the information.

2. Curbside Chipping

Summit County offers a free chipping and disposal for dead, diseased and downed trees. Homeowners can leave the slash piles out during a specific timeframe the County determines. The time and schedule map has not yet been published. Homeowners can also find the information on Summit County's website at [summitcountyco.gov](http://summitcountyco.gov). Alpine Edge has a list of preferred vendors for tree removal that is available to homeowners. The Red White and Blue Fire District offers a free fire mitigation assessment and recommendations for the homeowner's property. Homeowners can find that information at [mitigation@rwbfire.org](mailto:mitigation@rwbfire.org).

**Action Item:** Alpine Edge will email all chipping information to homeowners once the County has published the information.

3. Noxious Weeds

The HOA takes care of noxious weeds in the common areas. Alpine Edge asks homeowners to do the same on their property to ensure the noxious weeds do not seed or spread. Alpine Edge has contact information available for local vendors who provide this service.

C. *Design Review and Construction Update*

The HOA has a design review process for exterior modifications. Homeowners can find this information on the HOA website at [highlands@breck.com](mailto:highlands@breck.com). Any modifications to a home need approval from the Design Review Committee. Tim McKennie is the head of this committee.

There are 6 homes that are under review, 6 under construction with 4 being close to receiving a certificate of occupancy, 24 have been completed with final releases, and 19 lots remaining.

D. *Land Sales Information*

Statistics for February 2022 –February 2023 for The Highlands are as follows: median selling price - \$3,607,000, median price per square foot - \$793 and median days on the market – 19. Homeowners can email [hoa@aepropertymanagement.com](mailto:hoa@aepropertymanagement.com) to request the information.

Buyer demand is down, the average time on the market has increased, and sales prices have flattened. This trend is believed to be caused by the economy, increased interest rates, and the new short-term rental regulations.

#### IV. OPEN FORUM

A. *New West Property*

Jim and Pam Bradley requested information regarding how many people are allowed to be living on the property.

**Action Item:** Erik Keefe will follow-up with Jim and Pam Bradley and other homeowners who are interested with information regarding the New West Property. Homeowners who have interest in this information can email Erik Keefe.

B. *Pets*

Owners were reminded to keep dogs leashed and to pick up after them.

#### V. ADJOURNMENT

**Motion:** Betsy Beckman motioned to adjourn at 10:33 a.m. Kelly Owens seconded and the motion carried.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature