

THE HIGHLANDS

Braddock Hill POA

2024 ANNUAL MEETING AGENDA

Saturday, February 17, 2024 - 9:00 AM MST

Virtual via [GoToMeeting](#)

Braddock Hill Board of Directors

- Stewart Fontaine
- Barbara Calvin
- Alan Evans
- Pat DePole

Alpine Edge Representatives

- Steven Frumess – General Manager
- Erik Keefe – HOA Manager
- Jessica Martin – Director of HOA Comm
- Lindsay Wood – HOA Accountant

AGENDA

I. Welcome

- A. Roll Call; Determine Quorum
 - Quorum met with at least 20% of homeowners in attendance or represented by proxy.
 - The meeting was called to order at 9:02 a.m.
- B. GoToMeeting Protocol Review
 - Homeowners were informed of GoToMeeting protocol.
- C. Introduction of Board and Management
 - The Alpine Edge management team and current Board of Directors were introduced to homeowners.
- D. Review and Approval of 2023 Annual Homeowner Meeting Minutes
 - **Motion:** Chris Robb motioned to approve the minutes as written, which Stewart Fontaine seconded, and the motion passed.
- E. Online Election Process Review (*two seats; 3-year term*)
 - Stewart Fontaine, Barbara Calvin, and Chris Robb volunteered for the two open Board seats.
 - Barbara Calvin withdrew from the board election due to having enough volunteers. Chris Robb and Stewart Fontaine were elected to the board for three years.

II. Current Business

- A. Policy Review
 - Fire Mitigation
 - Summit County's Red, White, and Blue offer free assessments of the lots.
 - Homeowners should reach out to Matt Benedict at mitigation@rwbfire.org for more information.
 - 2024 Chipping Program – Summit County picks up organized slash piles for free throughout the county.
 - Summit CO website has more information on the Chipping Program.
 - The county will release the schedule in spring, and Alpine Edge will inform homeowners of the slash pick-up dates.

- Board President Stewart Fontaine addressed homeowners and encouraged lots assessments through Red, White and Blue.
 - According to the Association Bylaws, the Board and interested parties have the right to inspect any property within the Association. These inspections will occur during summer, and a notification email will be sent to homeowners informing them of the scheduled inspection.
 - Homeowners will receive a report specifying individual lot inspections.
 - Homeowners were invited to contact Stewart with any questions.
 - Design Guidelines and DRC Review Procedures
 - The Design Guidelines are available on the website and the AppFolio owner portal.
 - Any exterior modifications need to be approved by the Board before work can begin.
 - Homeowners should reach out to Alpine Edge for guidance.
 - The Association is fully built out. Some projects homeowners can expect to see are:
 - Reroofing
 - Painting
 - Additions
 - Landscaping
 - The Board and Adam Savage, the Design Review Architect, handle all design submissions.
 - Stewart informed owners of the design review process.
 - Spraying and Removal of Noxious Weeds
 - Please remove noxious weeds from your lot to prevent seed spreading and help mitigate fire prevention. Alpine Edge can provide contractor contact information upon request.
 - The Highlands neighborhoods have common noxious weeds like False Chamomiles, Leafy Spurge, and Canadian Thistle. You can check Summit County's website for more details.
 - A homeowner suggested individual lot surveys by a landscaping contractor for noxious weeds.
 - Stewart will try to get Neils Lunceford out in early May to assess for noxious weeds.
 - A newsletter with topics such as noxious weeds will be sent to homeowners by Alpine Edge.
 - A homeowner requested photos be included.
 - Wildlife Reminder & Pet Policy
 - Pets need to be on a 6-foot leash at all times.
 - Residents and visitors are required to pick up after their pets and dispose of waste properly.
 - Be careful with wildlife, and do not leave pets unattended outside.
- B. Sales update
- Currently, Braddock Hill has:
 - 0 vacant lots
 - Highlands had 15 home sales in 2023, with an average price of \$3,559,000 at \$770 per sq. ft.
 - Listings were on the market for an average of 49 days.
 - There are eight active listings in the entire Highlands Community

III. Financial Update

A. Review FY2023 Financials

- Repairs and Maintenance: Over budget due to dog waste station repairs, American flag replacement, and snow plowing.
- Storage Unit: Over budget due to Highland Park withdrawing from sharing the storage unit.
 - The storage unit stores physical design review documents like plans, submissions, and material samples that were used in the design review process of homes. The board will review this to decide whether they should be retained, digitized, or discarded.
 - State law allows the disposal of these documents after seven years.

B. Review Proposed FY2024 Budget

- Review Operational Expense Budget Items and Dues
 - Accounting: Homeowners were reminded of the AppFolio implementation, which took place last September.
 - Alpine Edge will now be using AppFolio as its accounting software. The Accounting budget will be allocated only for tax returns.
 - Legal: increased due to needing to update some policies.
 - Office Supplies: Postage charges are bundled with office supplies, making it appear as a big percentage increase. Next year, postage will be separated and shown independently.
 - Retained earnings contingency of \$2947.
 - Homeowner dues will stay flat to last year at \$500/year.
 - Pay through AppFolio or by mailed check.

IV. Open Forum

- Homeowner Directory
 - Alpine Edge will collect contact information from homeowners who want to be included in the community directory.
- The sign by the Association entrance was replaced to remind homeowners to pick up after their dogs.

V. Adjournment

- Motion to adjourn at 10:06 a.m.