

# THE HIGHLANDS

## HIGHLANDS GOLF COURSE

### 2024 ANNUAL HOMEOWNER MEETING MINUTES

Saturday, February 10, 2024 – 9:00 AM MST

Virtual via [GoToMeeting](#)

#### Highlands Golf Course Board of Directors

- Ace Conway
- Howard Mayson
- Martin Carter
- Betsey Beckman

#### Alpine Edge Representatives

- Erik Keefe – HOA Manager
- Jessica Martin – Dir. of HOA Communication
- Clare Hollman – HOA Accountant

#### AGENDA

##### I. Welcome

- A. Roll Call; Determine Quorum; Introduction of Board and Management
  - Quorum met with at least 20% of homeowners in attendance or represented through proxy.
  - The meeting was called to order at 9:04 a.m.
- B. GoToMeeting Protocol Review
  - Homeowners were informed of GoToMeeting protocol for those who attended virtually.
- C. Review and Approve the 2023 Annual Homeowner Meeting Minutes
  - A homeowner had revisions, and Alpine Edge will make the necessary modifications.
  - **Action:** Alpine Edge to issue amended minutes to the Board.
  - **Motion:** Martin Carter moved to approve the minutes of the 2023 Annual Meeting, pending edits, which Betsey Beckmann seconded, and the motion passed.

##### II. Financial Review

- A. Review FY2023 Financials
  - Balance Sheet Review
    - Design Review Fees
    - Total retained earnings are \$27,913 for FY2023.
    - Homeowners questioned why the retained earnings were so high.
      - Construction compliance deposits make this number seem higher. Money is returned after construction is completed.
    - Homeowners requested the balance sheet be included in next years meeting packet.
  - Year-End Financials
    - Overages in Office Supplies: July Community Party

- Storage Unit: Due to digitizing files, the line item was supposed to be removed from the budget this year. This project is still in the planning phase due to high costs.
  - The homeowner mentioned that the records are probably already digitized with the Town and the architects.
  - **Action:** Alpine Edge will work with the Board on solutions to the storage unit and make recommendations at next year's annual meeting.
- B. Review Board-Adopted FY2024 Budget
  - Review Operational Expense Budget Items and Dues
    - Operating Expenses that have decreased:
      - Accounting: there was a significant decrease due to the move to AppFolio for accounting software.
      - Annual Meeting Expenses decreased by 50%
    - Operating Expenses that have increased
      - Homeowner Dues will increase to \$135 per year
      - Legal: According to the recently passed legislature, policy updates are required for SB100.
      - DORA and SOS Expenses were increased this year by the State.
      - Firewise: The Board has worked on obtaining bids; only one lot that the HOA owns has trees that need to be removed—about \$3500.
      - Management Fee: increase of 7.5% based on Denver CPI.
      - Office Supplies increased by 150% due to the POA community party.
    - Common Area Maintenance: primarily landscaping reimbursement to Highlands at Breckenridge POA for entrance beautification.
      - Common areas include cul-de-sacs.
      - Homeowners were informed that retaining walls are Highlands at Breckenridge's responsibility.
    - The budget for FY2024 is projecting a net loss of \$2,251.
    - There were no objections to the FY2024 budget; therefore, it was ratified.

### III. Other Business

#### A. Policy review

- Short-Term Rental Registration
  - The Highlands Golf Course HOA requires all short-term rentals to be registered.
    - The Highlands community falls under zone 3 with the Town of Breckenridge and is labeled a “single-family residential area.”
      - The Town of Breckenridge manages the maximum percentage allowed for short-term rentals in each zone and handles licensing and compliance.
    - To report short-term rental complaints like noise or parking, call 970-423-5334. For police department dispatch, dial 970-668-6800.
- Good Neighbor Policy
  - The most common issues we see in the neighborhood that violate the rules:
    - No recreational vehicles, except in the garage. No trailers on the property.

- Oversized machinery and equipment cannot be parked in the subdivision except for 48 hours for loading/unloading a motor home or travel trailer.
    - Trash was left out repeatedly, violating regulations and rules. There were also complaints of trash being disposed of without consent.
  - ToB Dark Sky Policy
    - Upcoming deadlines the Town set to become Dark Sky compliant require discussing lighting restrictions and requirements within the Good Neighbor Policy.
    - Exterior lighting should prioritize safety and security while maintaining an environmentally sensitive nighttime environment that allows stargazing.
    - Use exterior lighting only when needed and turn it off before 10 PM. Don't leave exterior lights on overnight.
    - All exterior lighting is required to be “dark sky” compliant by July 1, 2025.
- B. Wildfire Mitigation
  - 2023 Lot Survey
    - Board member Betsey Beckmann is leading this project.
    - Homeowners were informed to contact [Mitigation2023@gmail.com](mailto:Mitigation2023@gmail.com).
    - **Action:** The Board will select a tree removal company based on their price schedule and experience.
  - Curbside Chipping Program
    - Summit County Government offers a free tree chipping and disposal program.
    - The program requests homeowners to leave out their slash piles for chipping and removal during the specified period.
    - Summit County's chipping schedule for 2024 hasn't been published yet. All program details will be available on the county website in spring.
      - **Action:** Dates will be published once received.
  - Noxious Weeds
    - Please remove noxious weeds from your lots to prevent seed spread and reduce fire risks. Contact Alpine Edge for contractor referrals.
    - The Highlands Golf Course neighborhood has False Chamomiles, Leafy Spurge, and Canadian Thistle as common noxious weeds.
      - Visit Summit County's website for more information on noxious weeds.
- C. Design Review and Construction Update
  - The Design Guidelines for the Highlands Golf Course can be found on the HOA website.
  - Exterior modifications need HOA approval, but exceptions may apply.
  - Yves from Allen-Guerra Architecture is the design review administrator for the HOA. Monthly meetings are held with the design review board to review applications.
  - Currently, the Highlands Golf Course has:
    - There are currently 22 vacant lots
    - Four lots have additions and remodeling under review, and one new home build is under review.
    - Mountain Homes Group has provided a sales report that pertains specifically to the Highlands Golf Course subdivision:

- In 2023, there were six sales with an average sale price of \$3.25M (\$747/sqft) and an average of 35 days on the market.
- There are eight active listings in the entire Highlands Community

D. Online Election Process Review (*5 seats; 1-year terms*)

- Four current board members volunteered for another term.
- George Swintz volunteered to fill the fifth position on the Board. Due to the absence of opposing candidates, George was elected to the open position.

**IV. Open Forum**

- Homeowners brought up issues with ice buildup on Fairways Drive.
  - **Action:** Alpine Edge will contact the Town of Breckenridge to address this.
- A homeowner expressed concern about allowing partial ownership/timeshare sales within Highlands Golf Course, citing issues with a similar sale in a nearby HOA.
  - **Action:** The Board will review this matter and issue a policy by June 1, 2024.

**V. Adjournment**

- There was a motion to adjourn at 10:59 am.