

# THE HIGHLANDS

## *at Breckenridge*

### 2024 ANNUAL HOMEOWNER MEETING AGENDA

Saturday, February 10, 2024 – 1:00 PM MST

[Virtual via GoToMeeting](#)

#### Highlands at Breckenridge Board of Directors

- Jim Brook – President
- Russ Trowbridge – Vice President
- Jay Beckerman – Treasurer
- Elaine Collins – Secretary
- Jeffrey Maltzman – Member at Large

#### Alpine Edge Representatives

- Steven Frumess – General Manager
- Erik Keefe – HOA Director
- Jessica Martin – Director of HOA Communication

#### AGENDA

##### **I. Welcome**

- A. Roll Call; Determine Quorum
  - A quorum was met with at least 20% of homeowners in attendance or represented by proxy.
  - Jim Brook called the meeting to order at 1:02 pm.
- B. Meeting Protocol Review and Introduction of Board and Management
  - Homeowners were informed of GoToMeeting protocol.
  - Board and Management were introduced to homeowners.
- C. Review and Approval of 2023 Annual Meeting Minutes
  - There were no suggested changes to the 2023 Annual Meeting Minutes.
  - **Motion:** There was a motion to approve the 2023 Annual Meeting Minutes written by Jeffrey, which Jay seconded.
- D. Online Election Process Review (*5 seats; 1-year terms*)
  - Six nominees are running for the five open seats.
  - Contested election – link to ballot has been sent to homeowners. Homeowners will vote for five candidates.
  - The ballot is open until midnight tonight.

##### **II. Financial Review**

- A. FY2023 Financial Review
  - Balance Sheet
    - Operating investments: CD with Edward Jones.
    - Accounts Receivable: Construction compliance deposits are refunded as projects are completed.
    - The POA has liabilities listed due to an overpayment by the Town of Breckenridge.
    - Total Retained Earnings: \$81,151

## B. Review Board-Adopted FY2024 Budget

- Review Operational Expense Budget Line Items and Dues
  - Expenses staying flat to last year:
    - Homeowner dues are to remain at \$150/household; 145 homes are currently in the POA.
      - Dues will be posted on AppFolio the first week of March.
    - Insurance/Legal – flat to last year
    - Management Fee: flat to last year.
    - Office Supplies/Prop taxes: Consistent
  - Expenses that are decreased from last year:
    - Accounting decreased by 76% due to the AppFolio transition.
    - The Firewise Program has the biggest budgetary decrease due to the program wrapping up.
    - Landscaping decreased based on 2023 actuals.
  - For the last two years, operating purposely in the red to eliminate some retained earnings.
    - The POA had a slight income of \$451.
    - Retained earnings at around \$81K.
      - Need to deplete earnings due to not having large maintenance expenses.
  - Homeowners asked about the current CD interest rate.
    - The POA currently holds two 12-month CDs with 5% interest rates – one expires in July, while the other expires in January 2025.
  - A homeowner has requested a glossary of terms for the budget sheet line items; Erik indicated to be included next year.

## III. Policy Review

### A. Short-Term Rentals & Annual Registration

- Highlands falls under zone 3 of Breckenridge rental restrictions. It is labeled a “single-family residential area” in short-term rental mapped areas. Each zone has a maximum percentage of Short-Term Rentals allowed, regulated by the Town.
  - To obtain a license for short-term rentals and ensure compliance, you must directly deal with the town of Breckenridge.
- For short-term rental complaints, call 970-423-5334. For emergencies, contact Breckenridge Police Department Dispatch at 970-668-6800.
- Alpine Edge needs short-term rental owners to update their contact info for emergencies.
  - Alpine Edge will email a short-term rental registration form for HOA documentation after the meeting. Short-term rental homeowners must fill it out and return it.
- Jim Brook reminded homeowners of the POA’s Good Neighbor Policy, which applies to homeowners and those they allow to use their homes.

### B. Design Review Process

- Jim Brook provided an overview of the DRB process and indicated that if a homeowner is considering any changes to the exterior of their home and property, they should contact

him to discuss the changes before work is done or committed to. He mentioned that "like for like" doesn't usually require any formal review (i.e., repainting your home the same or similar color), but it is best to check what is allowable. Referencing the POA Guidelines is always a good idea.

- Jim also recognized the extensive efforts Jim Trisler put into the initial framework of the Good Neighbor Policy and POA Guidelines review.
- Jim also mentioned that currently (as of 2/20/24), there are 7 projects underway in the neighborhood.; and 5 remaining open lots.

#### C. Forest Health

- Curbside Chipping Program
  - Breck is planning again for this summer. The POA will let everyone know when the chipping dates are for the neighborhood once the Town of Breckenridge notifies us. Most likely, it will be in the POA Spring newsletter.
- Firewise Program Updates
  - Jim provided commentary, noting that RWB does Firewise assessments of homes.
  - Report from Matt Benedict at Red, White, and Blue. RWB recommends homeowners do at least these 5 items:
    - Keep a minimum of a 5-foot cleared perimeter around your home; non-combustible materials.
    - Leaf blow pine needles/debris away from your home
    - Weed whack grasses/weeds once a month.
    - Clean pine needles/debris off the roof and gutters.
    - Junipers should not be any part of your landscape. Highly combustible.
  - One homeowner indicated they did not get an RWB response from their email to mitigation@rwbfire.org. Elaine Collins is checking that email address and investigating why no response was provided.
  - Roof replacements: certain requirements on roof shingles
    - Many roofs have been replaced on Dyer Tr in the last two years.
    - Board member Jeffrey Maltzman suggested that homeowners look into fireproof/resistant shingles when replacing roofs.

#### D. Noxious Weeds

- Elaine Collins spoke on this matter and mentioned that she has pamphlet information available to anyone who would like to borrow it. Elaine also offered to visit neighbor's homes in July, if requested by a phone call/email to her, to check for noxious weeds.
  - Leafy Spurge is a must irradiate noxious weed.
  - Noxious weed types can be found on the Summit Co. website. More information will be provided in the Spring Newsletter.
- Elaine suggested RWB assessing personal properties.
- Newsletter to come.
- One homeowner asked that we ensure bushes in the center medium of the entrance area along Highlands Road are trimmed back to ensure it does not overhang the roadway.

- Another homeowner pointed out that a tree fell during the storm and left wood sticking into the roadway about 4 feet out.

E. Sales Update for Highlands at Breckenridge

- SALES UPDATE

- In 2023, there were 15 home sales and 7 land sales across the Highlands neighborhoods.
- Highlands at Breckenridge had seven sales in 2023 with an average sale price of \$3.4M (\$711/sqft) lasting 20 days on the market.
- There are currently two homes available for purchase in the POA.

**IV. Open Forum**

- Concern was mentioned about the drastic increase in Property Taxes. Jay Beckerman spoke on this matter.
  - It was noted that Breckenridge receives only 6% of the Property Tax assessed.
  - It also was mentioned that owners have the right to argue the increase with the Town of Breckenridge.
- Complimented the directory. Homeowners were encouraged to add themselves to it.
- The stop sign on Rounds is missing. The homeowners on the cul-de-sac are responsible for replacing it. They were encouraged to contact the town police to see if a stop sign is needed.

**V. Adjournment**

Motion to adjourn at 2:10 pm