

THE HIGHLANDS

HIGHLANDS GOLF COURSE

2026 ANNUAL HOMEOWNER MEETING MINUTES

Saturday, February 21, 2026 – 9:00 AM MST

Virtual via [GoToMeeting](#)

Highlands Golf Course Board of Directors

- Ace Conway – President - 2027
- Howard Mayson – Vice President -2027
- Paul Darmitzel – Secretary - 2026
- Martin Carter – Treasurer - 2027
- Andrew Waldman – MAL - 2026

Alpine Edge Representatives

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

I. Welcome

- A. Roll Call; Determine Quorum; Introduction of Board and Management
 - i. Ace Conway called the meeting to order at 9:00 a.m.
 - ii. Quorum met with at least 20% of homeowners in attendance or represented by proxy.
- B. Review and Approval of 2025 Annual Homeowner Meeting Minutes
 - i. **Motion:** Howard Mayson motioned to approve the 2025 Annual Homeowner Meeting minutes, which Ace Conway seconded, and the motion passed.

II. Financial Review

- A. Review FY2025 Financials
 - i. Bank balance as of December 31, 2025: \$63,886
 - ii. Construction Compliance Deposits (CCDs) were discussed as refundable deposits held during major projects.
 - iii. The Association reported a 2025 operating surplus of approximately \$3,981.
 - iv. Several expenses, including fire mitigation and legal fees, came in under budget.
- B. Review Board-Adopted FY2026 Budget
 - i. Projected operating deficit: \$1,405
 - ii. Increased costs include:
 - 1. Accounting fees
 - 2. Property taxes
 - 3. Management fees
 - iii. The Board expressed confidence in the budget due to strong retained earnings and cash reserves.
 - iv. Annual dues remain \$150 per unit.
 - v. The 2026 budget was ratified by the owners.
 - vi. Homeowners were reminded to use the AppFolio owner portal for dues payments and communications

III. Other Business

A. Policy Review

i. Owner Communication

1. Annual reminders will be sent to homeowners requesting updated contact information.
2. Alpine Edge maintains a 24/7 emergency phone line for urgent issues outside business hours.
3. Non-urgent matters should be reported during regular office hours.

ii. Short Term Rental

1. Owners should keep Alpine Edge informed of changes to property management companies.
2. The Town's licensing requirements have reduced disruptions.
3. Homeowners were encouraged to share the Good Neighbor Policy with guests to minimize issues related to trash, noise, and parking.
4. A town-managed short-term rental hotline is available for complaints.

iii. Dark Sky Policy

1. Homeowners were reminded that the Town of Breckenridge Dark Sky Lighting Ordinance took effect January 1, 2026. Compliance is required to avoid potential fines.

iv. Fire Mitigation

1. Fire safety and mitigation remain a major community priority.
2. The Red, White, and Blue Fire District offers free property assessments.
3. Key recommendations for owners are:
 - a. Maintain non-combustible materials within the first 5 feet of homes.
 - b. Remove pine needles and debris monthly.
 - c. Keep grasses under six inches near structures.
 - d. Clean roofs and gutters annually.
 - e. Avoid planting flammable vegetation.
4. Tree & Debris Management
 - a. Homeowners are responsible for removing dead, downed, or diseased trees annually.
 - b. Discussions regarding enforcement are scheduled for compliance this summer.
5. County Chipping Program
 - a. The Chipping Program is scheduled for July 20–24 in the Highlands area.
 - b. Trees must be cut and stacked per program guidelines.
 - c. Improper piling may result in fines or additional hauling costs.
 - d. The Chipping Program Fact Sheet has been uploaded to AppFolio for owners to access.
6. Homeowners were encouraged to submit mitigation work documentation to support the community's Firewise certification.

B. Tree Removal & Compliance Policies

- i. Dead or downed trees may be removed without board approval.
- ii. Healthy tree removal requires notification to the Board, including lot number and tree location.
- iii. Trees within approximately 10 feet of homes (defensible space) currently require approval per restrictive covenants.
- iv. The Board may discuss potential covenant amendments at a future meeting.
- v. Town approval requirements remain separate from HOA policies.
- vi. Trails are maintained by the Town of Breckenridge Open Space and Trails Department. Residents should report downed trees or trail issues through the town reporting tools.

C. Sales Update

- i. A real estate market summary was presented with data provided in part by Leah Canfield of Coldwell Banker Mountain Properties.
- ii. 23 total property transactions in the Highlands area:
 - 1. 20 single-family homes
 - 2. 2 vacant lots
 - 3. 1 partial ownership interest
- iii. Highest sale price: \$5.5 million
- iv. Average home price: \$862 per square foot
- v. Average listing price: \$1,059 per square foot
- vi. Average days on market: 75 days

D. Design Review Procedure

- i. All exterior modifications require HOA design review approval, including:
 - 1. Renovations
 - 2. Additions
 - 3. Exterior repairs
 - 4. Paint or stain changes
- ii. Submissions must include detailed specifications (e.g., manufacturer and color codes).
- iii. Disturbance Envelope
 - 1. Improvements must remain within the approved disturbance envelope.
 - 2. Utilities may be installed outside building envelope if necessary.
 - 3. Both HOA and Town approvals may be required.
- iv. The Board emphasized that design review protects property values and neighborhood character.

E. Board of Directors Election Process Review (2 seats; 2-year terms)

- i. Paul Darmitzel and Andrew Waldman's board seats are up for election. The incumbent board members volunteered to serve another term. There were no other nominees.
- ii. Paul and Andrew were re-elected by acclamation for a two-year term.

IV. Open Forum

- A. Homeowners were encouraged to take advantage of the RWB fire mitigation program.

V. Adjournment

- A. The meeting adjourned at 9:55 a.m.