



**The Shores at the Highlands Quarterly Board of Directors Meeting
Quarterly Meeting Minutes
April 9, 2015**

Call to Order

The meeting was called to order at 11:00 AM on April 9, 2015 in the meeting room of the Alpine Bank In Frisco, CO.

Role Call

Homeowners in Attendance:

Unit 317 – Larry Willhite, HOA Board Member
Unit 308 – John Vanderlaan
Unit 138 – Jolene Christensen

Others in Attendance

Gary Nicholds, Basic Property Management
Brian Muszynski, Meriwether Companies – developer and HOA Board Member

In Attendance by Phone

Unit 209 – Kevin and Jill Fitzgerald
Unit 313 – Debbie Campbell
Unit 295 – Jim Vanderhout
Unit 344 - Brent Johnson

Confirmation of Quorum

Proof of quorum was established.

Proof of Notice of Meeting

The Agenda was sent via email 24 hours before the meeting

Report of Management

1. Gary Nicholds, Basic Property Management
 - a. Review of budget:
 - a. Transition from Wildercrest and new developer
 - i. We will do a post-mortem on the transition from Wildercrest
 - ii. Reserve recap
 1. Current amount from previous
 - a. Reflected on the balance sheet
 - b. Gary to provide update at annual meeting
 2. Amount going in currently per approved budget
 - a. Review at annual meeting
 - b. Budget review
 - i. All owners are up to date or pre-paid
 - ii. Expenses

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1. Tracking in line on most line items
2. Snow removal tracking \$300 over budget, well within overall contingency
 - a. Fixed contract, so Gary/Larry will look at why it went over
 - b. Discussion from Gary about snow storage / stacking
 - i. Can sometimes cause extra cost
 - ii. Larry mentioned next year we might want to look at having a front end loader
 1. John mentioned he had some tree damage
 2. Will discuss how damage is addressed
 - c. \$4,528 overall contingency for the year
 - i. Will confirm if \$300 goes against contingency
 - d. Legal
 - i. Tracking under budget, but maybe over budget based on timing of payment upfront and projected spread over 12 months
 - e. Discuss how we spread costs next year based on projected timing of each activity vs. an even spread over 12 months
 - f. Insurance might be \$400 over budget and fall well within the contingency
 - i. Gary will confirm the exact amount as this might have been paid before the management company transition
- c. Dues collection – Brief discussion about dues
 - i. Per Gary, everyone is on automatic payment (ACH) or bill pay or sending a check
 - ii. No one receives a statement
 - iii. Gary will contact Brian to make sure developer payment is up to date
 1. Per Gary, developer is prepaid
- b. Landscaping contract
 - a. HOA solicited three bids Greenscapes, Ceres, and Neils Lunceford to serve as the contractor for the HOA
 - i. Greenscapes came in the highest, they do the Highlands across the street
 - ii. Ceres – Is a JV of A Cut Above and Eagle based contractor
 - iii. Neils Lunceford – local, good reputation
 1. Neils Lunceford and Ceries came in at the same amount
 - a. \$7,900 bids, budget of \$12,000
 - i. Includes weed maintenance on the berm
 - ii. Deep feed all tree roots
 - iii. Condition report of all trees, weeding, mowing, start-up and winterization of all irrigation system
 1. Does not include maintenance of damaged irrigation
 - a. Homeowner responsibility
 - b. Some homes do not have irrigation systems as they were not completed by previous contractor

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- i. This would be owner responsibility, not HOA
 - c. Brian and Larry will touch base once we know which company the developer will be using
 - d. Irrigation
 - i. Would make sense to have an irrigation report to see which homes are complete
 - e. Landscape differentiation list
 - i. Gary mentioned an idea to come up with a list on what the HOA covers regarding landscaping and what is individual homeowner responsibility
 - ii. Homeowners
 - 1. Irrigation start up and winterization
 - 2. Water not included
 - 3. Weeding included under HOA
- c. Trash
 - a. No new information from Gary
 - b. Dumpster location options
 - i. Behind sign / berm
 - ii. North end of the site, by small fishing pond
 - iii. Timing TBD
- d. Home maintenance schedule
 - a. Define maintenance items
 - i. Painting, staining, roofing
 - 1. HOA to monitor look of the community and discuss frequency of work that is needed
 - 2. Gary discussed what other HOA's do with timing
 - a. Staining is every 3-5 years
 - b. Management company to walk the site and notify homeowners if it is time to stain
 - c. Management company can provide assistance in having contractors do the work and maintain The Shores
 - i. Keep track of paint and stain specification numbers or color match
 - b. Painting / staining frequency
 - i. Board may consider a future schedule as a recommendation
- e. Other
 - a. Street signs
 - i. New signs have been put up where signs had fallen off, or had incorrect names from previous developer – "Shores Drive" vs. "Shores Lane"
 - ii. Shores Lane is correct
 - b. Lighting
 - i. Town required developer to put up three site pole lights

Open items from annual meeting

- 1. Discussion over land ownership for each homeowner
 - a. Homeowners own the land shown within their plat

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2. Any other outstanding questions
 - a. Discussion of Red Quill Lane
 - i. Red Quill is a private road
 - ii. Maintained by the developer unit build out of all units is complete
 - iii. Snow plowing is by the HOA
 - b. Driveways
 - i. All homeowners have easements to use driveways

Report of Developer

1. Three lots are under construction
 - 6 units will be completed July - October
 - 2 units have been pre-sold
2. Next season's construction
 - Total of 4-6 homes projected
3. Landscaping
 - Berm area and general landscaping underway
 - Three new lots landscaping completed
 - Monument sign
 - Completed
 - Future planning dumpster location
 - Will be part of continued site plan review
 - Larry asked about solar panels
 - We have a project in Steamboat where off-site solar panels are being used
 - Farm of panels, provides credit to homeowner
 - Emailed Green Energy Collective
4. Owner referral program
 - Incentive of 1-yr of HOA dues

Adjournment

The meeting was adjourned at 1:30 PM.

Annual meeting will be scheduled for December 2015



**The Shores at the Highlands Annual Meeting - Minutes
December 18, 2015**

Call to Order Directors Meeting

The meeting was called to order at 1:45PM on December 18, 2015 in the meeting room of the Alpine Bank In Frisco, CO.

Call-in number: 712-432-1500, PIN 149586#

Roll Call

Directors

- Larry Willhite
- Garrett Simon
- Brian Muszynski

2016 HOA Budget

1. Budget review
 - a. Reviewed budget
 - b. 6 new homeowners this year, higher gross income
 - c. Developer contributes for vacant land and the model home that is unsold
 - d. Reviewed line-by-line budget comparison
 - i. Legal will decrease substantially for one-time cost to rework declarations only done in 2015
 - ii. Landscaping – budget will go up next year due to berm maintenance
 - iii. Snow plowing – budget is going up with 6 new homes to shovel (driveway to front door) and for Red Quill Lane which was covered by the general contractor last season
 - iv. Electrical includes cost to illuminate the three site lights
 1. Upon further review from the town regarding site lighting and the ability to take them down, we found out they are required to be up and on.
 - v. In 2015, \$5,000 was contributed to the reserve and there was an additional \$9,953 savings that will go into the reserve account.
 - vi. 2016 budget has a \$15,000 contingency included
 - e. Dues will remain the same at \$275/month
2. Homeowner comments
 - a. No comments
3. Ratification
 - a. Board ratified the 2016 budget
4. The board also ratified the previous annual meeting minutes from the last annual HOA meeting (December 14, 2014) and quarterly meeting (April 9, 2015).

The meeting concluded at 2:05pm



Call to Order HOA Meeting

The meeting was called to order at 2:05PM on December 18, 2015 in the meeting room of the Alpine Bank In Frisco, CO.

Call-in number: 712-432-1500, PIN 149586#

Roll Call

Directors

- Larry Willhite
- Garrett Simon
- Brian Muszynski

Homeowners in Attendance:

- Unit 288 – Joyce Gray
- Unit 48 – Todd and Emily Nelson
- Unit 344 – Brent and Jamie Johnson

Others in Attendance

- Gary Nicholds, Basic Property Management
- Margarita Sherman, Basic Property Management

In Attendance by Phone

- Unit 209 – Jill Fitzgerald
- Unit 275 – Larry Abston
- Unit 279 – Paul Burchfield
- Unit 138 – Jolene Christensen
- Unit 308 – John Vanderlaan

Acceptance of 2015 Meeting Minutes

1. December 2014 Annual Meeting
2. April 2015 Directors Meeting

Report of Management

1. Gary Nicholds, Basic Property Management
 - a. Review of budget:
 - a. Budget comparison and 2016 budget review
 - i. Completed at the directors meeting previously
 - b. Dues collection – accounts receivable
 - i. Everyone is paying on time, no issues with accounts receivable
 - c. Reserve amount
 - i. 2015's budget surplus allowed the HOA accounting to clean up previous deficits from the Wildernest account where money was owed to the reserve account

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- ii. Previously \$7,225 was recorded as due to the reserve from the operating account which has now been reconciled. In 2014 expenses were higher than dues collected.
- iii. \$5,800 was in the reserve previously from Wilderness
- iv. As of 12/31/15 the reserve balance was \$13,070
- d. Accounts payable
 - i. None
- e. Motion to approve 2016 budget
 - i. All owners present voted to approve the budget, none were opposed
 - 1. 2016 budget was adopted
- b. Trash update
 - a. This year we got a new bear proof dumpster from the trash company
 - b. Current pick up is once a week, every Thursday
 - i. Pick up used to be every other week, but now it is changing to every week
 - c. Gary mentioned to keep an eye on the dumpster if we need to increase frequency of pickups based on usage
 - i. Just call him and he can get an extra pickup if needed
 - d. Please do not put in Styrofoam and cardboard, please take them to recycle – the recycle center is 3 miles away by the 7-11
 - e. Future plans for a dumpster enclosure will continued to be monitored as the community gets built out
- c. Home maintenance schedule follow up
 - a. Painting / staining frequency
 - i. Gary continues to monitor
 - ii. All existing homes were stained a year ago and the other homes are new construction
 - iii. Typically need to be stained every 3-5 years
 - iv. There was one home that needed stain on the doors – Gary will follow up
 - b. Home colors
 - i. Gary to keep a data base of all homes / stain colors
 - 1. New homes, Gary will reach out to Andy at Allen Guerra Architecture 970-453-7002 for color list
 - 2. Existing homes
 - a. Gary can get color information from each owner
 - i. Brent Johnson can also provide Gary with information
- d. Other
 - a. Street signs fixed with correct names
 - b. Monument sign is now illuminated and working
 - c. Question about solar options for individual homes
 - i. Clean Energy Collective – provides off-site panels that directly tie to your meter
 - ii. Amy Thompson, Director of Sales said a project might be coming to Breckenridge. We will continue to monitor
 - d. Please notify Gary if you see any parking issues, people parking on the street, etc.



Open items from previous meeting

1. Brent Johnson – USAA member
 - a. Fire Safe Community, forest fire safe, USAA will provide discount on home insurance as will other providers
 - i. Brent is working on this certification and will let the other homeowners know
 - b. Driveways
 - i. HOA will start driveway sealing
 1. Gary will coordinate bulk rate and timing
 2. Probably needs to be done every three years
 - ii. Question about recycling
 1. Gary will talk to Timberline to see if we can get a recycling dumpster
 - a. Larry and Gary will work together on this
 - b. Gary said they now do single stream recycling

Report of Developer

1. River update
 - o Repair work to damaged river bank beginning in January and is being paid for by the developer
2. Development
 - o Phase I
 - 5 units completed and sold
 - 1 unit available, model unit
 - o Current construction
 - Lot 10 – new berm concept
 - One home in under contract as a pre-construction sale
 - Lot 25 – next river unit
 - o Future update
 - Site plan discussion
 - We will be adding single-family homes to the Shores and expect approval from the town in January
 - o Developer referral incentive
 - If you bring a friend that purchases a new developer home, we will pay for 1 year of HOA dues for you as the current homeowner and will pay for 1 year of dues for the new referral
3. Landscaping
 - o Berm – over \$400k of landscape work completed
 - We have the same landscape contractor for the berm, individual lots and maintenance
 - The landscape contractor will confirm the root balls of the trees were installed correctly
 - o Three lots completed
 - o Sign area completed with lighting and perennials
 - o Site lighting
 - Three light poles electrified per town requirements
 - o Future Site Plan discussion

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- There will be a new trail to the river at the south end of the site when Lot 22 is built
- We will look at doing some HOA maintenance work on the existing trail

Next quarterly board meeting will be scheduled for April/May 2016

**The Shores
P & L Budget**

	Current Year data			2016		Notes
	Jan - Nov 15 Actual	Jan - Dec 15 Est Actual	2015 Budget	2016 Budget	2015 Est Actual vs 2016 Budget	
Ordinary Income/Expense						
Income						
Operating Revenue						
4000 · Operating HOA Dues	49,539.29	54,042.86	52,800.00	72,600.00	18,557.14	Based on 22 units, increase of 6 from last year
4005 · Developer Contribution	2,014.87	2,198.04	2,198.04	1,869.00	(329.04)	6 less land lots
4010 · Late fees	0.00	0.00	0.00	0.00	0.00	Not guaranteed income
4050 · Dues to Reserve	(4,583.37)	(5,000.04)	(5,000.04)	(6,769.91)	(1,769.87)	10% of cost/expenses
Total Operating Revenue	46,970.79	51,240.86	49,998.00	67,699.09	16,458.23	
Total Income	46,970.79	51,240.86	49,998.00	67,699.09	16,458.23	
Expense						
Administrative Services						
5000 · Copies/Printing/Postage	130.42	150.00	0.00	175.00	25.00	
Total Administrative Services	130.42	150.00	0.00	175.00	25.00	
Miscellaneous Expense						
5910 · HOA Registration/Annual Report	10.00	40.00	0.00	50.00	10.00	HOA and CO registrations
Total Miscellaneous Expense	10.00	40.00	0.00	50.00	10.00	
Professional Services						
5010 · Contract Management Fees	7,210.00	7,770.00	7,770.00	6,720.00	(1,050.00)	\$560/mo, less than last year - no one-time costs for web site and Quick Books set up
5020 · Legal & Professional services	5,320.00	6,000.00	7,500.00	1,000.00	(5,000.00)	Legal Contingency, reduced from last year - no one-time cost for new declarations
Total Professional Services	12,530.00	13,770.00	15,270.00	7,720.00	(6,050.00)	
Repairs and Maintenance						
5110 · Supplies & Materials	0.00	0.00	0.00	50.00	50.00	
5120 · Landscaping & Grounds Maint	12,432.00	13,000.00	12,950.00	18,000.00	5,000.00	Increased projected due to berm delivery
Total Repairs and Maintenance	12,432.00	13,000.00	12,950.00	18,050.00	5,050.00	
Snow Removal						
5200 · Snow Plowing	5,908.00	8,000.00	11,000.00	14,850.00	6,850.00	Includes Red Quill Plowing \$4,350, 6 more homes
5210 · Snow Shoveling	2,800.00	3,500.00	0.00	5,500.00	2,000.00	Includes 6 more homes
Total Snow Removal	8,708.00	11,500.00	11,000.00	20,350.00	8,850.00	
Utilities						
5300 · Common Area Electric	19.00	40.00	960.00	1,500.00	1,460.00	Common area lighting
5310 · Trash Removal	851.40	930.00	1,100.00	950.00	20.00	\$77.40/mo x 2% increase
5320 · Water/Sewer	0.00	0.00	3,000.00	3,000.00	3,000.00	Irrigation for the berm, was not turned on last year
Total Utilities	870.40	970.00	5,060.00	5,450.00	4,480.00	
5050 · Insurance Expense	631.20	800.00	1,000.00	1,000.00	200.00	
5999 · Contingency	0.00	0.00	4,528.00	14,904.09	14,904.09	Contingency showing Net Income to \$0, over 10%
Total Expense	35,312.02	40,230.00	49,808.00	67,699.09	15,104.09	
Net Ordinary Income	11,658.77	11,010.86	190.00	0.00	1,354.14	
Other Income/Expense						
Other Income						
Reserve Revenue						
4500 · Reserve HOA Dues	4,583.37	5,500.04	5,000.04	6,769.91	1,269.87	
4510 · Interest Income	2.52	2.75	0.00	0.00	(2.75)	Not guaranteed income
4550 · Resale Reserve Contribution	4,125.00	4,125.00	0.00	0.00	(4,125.00)	Not guaranteed income
Total Reserve Revenue	8,710.89	9,627.79	5,000.04	6,769.91	(2,857.88)	
Total Other Income	8,710.89	9,627.79	5,000.04	6,769.91	(2,857.88)	
Net Other Income	8,710.89	9,627.79	5,000.04	6,769.91	(2,857.88)	
Net Income	20,369.66	20,638.65	5,190.04	6,769.91		