

**THE SHORES AT BRECKENRIDGE  
BOARD OF DIRECTORS MEETING  
August 25, 2017**

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 8:30 a.m.

Board members participating were Larry Willhite and Garrett Simon.

Owner Don Ford (#209) was a guest at the meeting.

Gary Nicholds and Jason Blarjeske participated representing Basic Property Management. Erika Krainz of Summit Management Resources was recording secretary.

**II. DETERMINATION OF QUORUM**

A quorum was confirmed.

**III. SNOW REMOVAL**

*A. Landscaping Conflicts in Snow Stack Areas for Driveways*

The snow storage conflicts have been identified and addressed in future designs.

*B. Damage to Trees and Irrigation from Snow Plow*

The damage to trees and irrigation is being addressed by Neils Lunceford. There are some trees planted rather close to the road. Owners should be informed that there is the potential for damage from snow removal. Gary Nicholds has spoken to the landscaper about locating the irrigation in areas that will not be affected by the snowplow.

**IV. LANDSCAPING**

*A. Berm Maintenance and Watering Program*

There was concern last year about the cost and amount of water being used on the berm. The current appearance is not meeting the developer's vision. Larry Willhite said the trees are being deep root fed and irrigated. Things have greened up lately due to the rain. Garrett Simon asked Gary Nicholds to send him some photos. Gary recommended seeding with native grasses and perennial wildflowers. Larry said there would be about \$20,000 spent on the berm this year. The landscaper has planted some perennials.

*B. Seed Mix and Early Mowing Considerations*

These issues should be resolved in the second year of growth.

**IV. STAINING**

*A. Homes to be Stained in 2017*

Gary Nicholds said three buildings (239, 299 and 229) will be stained. It has been difficult to make contact with the owners. He will be meeting with Allman Painting after this meeting. If possible, he will try to get the work done as soon as possible but it may not occur until October due to the painter's schedule. It was noted that the painting needs to be done, even if Gary is not able to communicate with the owners. The cost will be charged to the owners. A suggestion was made to send the owners notification with a deadline for response.

*B. Homes to be Stained in 2018*

This agenda item was not discussed.

**V. CONSTRUCTION**

*A. Overview of 2017 Starts*

Six homes are under construction. There are permits for another group of homes and construction should start in the coming months. Four to five starts are anticipated this year and potentially two more after that. Lot 28 is next. The construction has just started on 9A and will be followed by 9B and 16A/B. The next in line may be Lot 23 or 11A/B.

Sales are very strong. There have been a couple of recent closings and four properties under construction are already under contract. There is strong interest in the listings. There have been 14 unit closings total, not including the initial phase.

The trash building should be completed by the end of this year.

Gary Nicholds provided a reference for a development opportunity in Keystone that Meriweather might be interested in pursuing.

**VI. ADJOURNMENT**

Garrett Simon made a motion to adjourn at 8:53 a.m.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_

**THE SHORES AT BRECKENRIDGE  
BOARD OF DIRECTORS MEETING  
December 20, 2017**

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 10:12 a.m.

Board member Larry Willhite was present and Arron Simon and Garrett Simon participated via teleconference.

Owners Joyce Gray and Jennifer Hensley were guests at the meeting.

Gary Nicholds, Patti Vande Zande and Jason Blarjeske were present representing Basic Property Management. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

**II. 2018 BUDGET**

Larry Willhite provided a summary of the 2018 Budget:

1. Total Income - \$96,579 based on 32 units in 2017. There should be about 40 units in 2018.
2. Total Expenses - \$91,062. The largest expenses are for Landscaping and Snow Removal. Both these line items were over budget in 2017 due to landscaping improvements by the entry and the need to haul snow last winter.

Arron Simon motioned to approve the 2018 Budget as presented. Larry Willhite seconded and the motion carried.

**III. ADJOURNMENT**

The meeting was adjourned at 10:18 a.m.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_

**THE SHORES AT THE HIGHLANDS  
ANNUAL HOMEOWNER ASSOCIATION MEETING  
December 20, 2017**

**I. CALL TO ORDER AND ROLL CALL**

Larry Willhite called the meeting to order at 10:19 a.m.

Board member Larry Willhite was present and Garrett Simon and Arron Simon participated via teleconference.

Owners present were Joyce Gray, Jennifer Hensley, Randy Howell, Dan & Julie McNery, Emily Nelson, Thomas Patch, Wendy Tancheff, Elaine Gelvin and Roger Brewbaker. Dan & Jackie Ford, Harry Lerner, Jerry Osborne, Jim Vanderhout and John VanderLaan participated via teleconference.

Penelope Wood and Don Clark of Neils Lunceford were guests at the meeting.

Gary Nicholds, Jason Blarjeski and Patti Vande Zande were present representing Basic Property Management. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

**II. APPROVAL OF 2016 ANNUAL MEETING MINUTES**

Joyce Gray motioned to approve the December 22, 2016 Annual Meeting minutes as presented. The motion was seconded and carried.

**III. REPORT OF MANAGEMENT**

*A. Review of 2017 Financials*

Patti Vande Zande reviewed the Balance Sheet as of September 30, 2017:

1. Operating Cash - \$23,300.
2. Reserve Cash - \$23,047.
3. Accounts Receivable – (\$3,185) credit balance due to prepaid dues. There were no collection issues.

Patti Vande Zande reviewed the Profit & Loss as of September 30, 2017:

1. Net Ordinary Income (Loss) – (\$2,217) loss due to an overage in the Snow Removal accounts.
2. Net Other Income (Reserve) - \$12,714 surplus.
3. Net Income - \$10,497 surplus for Operating and Reserve combined, which was \$5,711 unfavorable to budget.

*B. Ratify 2018 Budget*

Patti Vande Zande reviewed the 2018 Budget:

1. Total Income - \$96,579 based on 32 units in 2017. There should be about 40 units in 2018. The dues will remain the same at \$275/month.

2. Total Administrative Expenses - \$950 for copies, printing, postage and meeting minutes.
3. Total Miscellaneous Expenses - \$50 for registration fees.
4. Total Professional Services - \$12,271 for the management fee and legal and professional services.
5. Total Repairs and Maintenance - \$32,267 for supplies and materials, landscaping, grounds maintenance and irrigation.
6. Total Snow Removal - \$28,074 for plowing and shoveling.
7. Total Utilities - \$6,590 for common area electric, trash removal, water and sewer.
8. Total Reserve Income - \$10,560 will be contributed for the year.
9. Net Income - \$16,077.

The current Reserve balance is \$23,047. An owner suggested lowering the monthly dues since the 2018 Budget as written results in a \$16,077 surplus. Larry Willhite noted that the main liabilities will be the ownership of Red Quill and the trash structure. He thought a Reserve balance of around \$40,000 would be adequate. After discussion, there was consensus that the dues should be left at \$275/month and reevaluated next year.

A motion was made to approve the 2018 Budget as presented. The motion was seconded and carried.

*C. Landscaping Maintenance Update*

Penelope Wood and Don Clark of Neils Lunceford provided a landscaping update. Several trees were bent by the heavy snow in October. The trees will be checked in the spring. They were asked to try to avoid blowing grass clipping onto the homes or cars.

There was general discussion about the mowing frequency and schedule. The contract for this past summer included mowing three times but there were a couple of extra mowings last summer since some areas of the grass were growing more quickly and some owners were surprised by the extra expense. For next year, Penelope Wood will request owner approval before doing any additional mowing. There was agreement that the mowing frequency should be increased to four times. The owners will be informed of the schedule so they can opt out if they have done this work themselves. The extra mowing will cost \$1,000.

A motion was made to amend the 2018 Budget to add another \$1,000 for one extra mowing. The motion was seconded and carried.

Larry Willhite reviewed the status of the berm. The developer originally spread wildflower seeds and irrigated it. The cost for irrigation the first year was around \$4,000. This was reduced to about \$1,000 last year. The Association spent \$1,900 to add more flowers to improve the appearance at the entrance. The goal is to continue to irrigate the trees with a drip system and to spray the weeds. Work will continue next year to improve the appearance at the entry.

Owners were encouraged to communicate any landscaping issues to Penelope Wood directly at 970/216-7762. She can also work with owners individually on improving the landscaping around their home at their own cost.

There was general discussion regarding access to the river. Some of the new homes are landscaping to the edge of the river. Arron Simon said there was a dedicated access easement to the river that runs along the fence line that is shared with Welk but it does not extend along the river bank. The easement is open to the public but there is no parking. Arron will send Larry Willhite the plats for the new homes and add signage to identify the easement.

*D. Trash Update*

Arron Simon selected a location on the east side at the end of Shores just beyond the snowplow turnaround as the most suitable for the trash enclosure (the map will be attached to these minutes). He is working with an engineer on topography and drainage issues. Construction is planned for next summer. The structure will comply with Town standards and will accommodate one large dumpster and three smaller recycling bins for cardboard, plastic and glass.

**IV. REPORT OF DEVELOPER**

*A. Development*

Phases I – III have sold out. Four of the nine starts in Phase IV have sold. There are nine starts planned in Phase V next year and one is sold. Phase VI (the final phase) includes five planned starts in 2019. Once 44 of the 58 units have sold (75%), the developer will step down from the Board.

The pond will be fully started this year.

*B. Developer Referral Incentive for New Units that Close*

This agenda item was not discussed.

**V. GENERAL DISCUSSION**

A question was raised regarding an owner directory. Gary Nicholds explained that state law prohibits distribution of owner contact information by the management company without the owner's written permission. Gary will send a form so any owners interested in sharing their information can opt in.

Gary Nicholds recommended that the Board develop parking rules.

**VI. ADJOURNMENT**

A motion was made to adjourn at 11:55 a.m.

Approved By: \_\_\_\_\_

Board Member Signature

Date: \_\_\_\_\_