

**THE SHORES AT THE HIGHLANDS  
BOARD OF DIRECTORS MEETING  
December 30, 2019**

**I. CALL TO ORDER**

Larry Willhite called the meeting to order at 9:24 a.m. at 275 Shores Lane.

**II. ROLL CALL**

Board members Larry Willhite, Larry Abston and Wendy Tancheff were present.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

**III. APPROVE PREVIOUS MEETING MINUTES**

**Motion:** Larry Abston moved to approve the December 20, 2018 Board Meeting minutes as presented. Wendy Tancheff seconded and the motion carried.

**IV. 2020 BUDGET**

Wendy Tancheff suggested that the Association consider paying for the additional lawn mowings instead of Neils Lunceford charging individual owners in order to maintain a consistent look and well-maintained appearance in the neighborhood given the different lawn types. The Board will communicate to the owners at the Annual Meeting that they will be exploring the options.

Larry Abston stated that the 2020 Budget does not reflect major changes to operating activities and services. The budget increases are primarily for inflation and the addition of remaining newly completed homes resulting in full build out of our 56 homes during 2020. As a special non-recurring project, funds were budgeted to construct a defined trail along the southern portion of the river on HOA common area property. Insurance cost increased due to the addition of \$2 million Umbrella coverage that would supplement existing General Liability coverage.

**Motion:** Larry Willhite moved to approve the 2020 Budget as presented. Wendy Tancheff seconded and the motion carried.

**V. RECESS AND RECONVENE**

The meeting was recessed at 9:50 a.m. for the Annual Meeting and reconvened at 11:46 a.m.

**VI. ELECTION OF OFFICERS**

Officers were elected as follows:

Larry Abston – President and Treasurer (Board term expires 2021)  
Wendy Tancheff – Vice President (Board term expires 2020)  
Derek Guemmer – Secretary (Board term expires 2022)

**VII. ACTION ITEM REVIEW**

1. Obtain pricing for adding metal “Private Property” signs on wooden posts at all three river accesses – Basic Property Management.
2. Switch ACH payments from Union to Alliance Bank – Basic Property Management.
3. Obtain cost for additional mowing service – Wendy Tancheff.
4. Tour property in the spring to identify asphalt repairs and exterior staining needs – Basic Property Management
5. Create an owner contact list and property map with owner names - Eric Kantor and Rachel Taber.
6. Send draft Declarations amendment to Board members – Larry Abston.
7. Contact Town Streets about adding signage on curve by Welk property – Larry Abston.
8. Invest \$50,000 and \$20,000 in two CDs for 12 months at 1.6% - Patti Vande Zande.
9. Ask Lunceford about a 5% discount for contract prepayment – Basic Property Management.
10. Request additional dumpster pickups for Christmas week 2020 – Basic Property Management.
11. Add “No Glass” sign at recycling bin – Basic Property Management.

**VIII. ADJOURNMENT**

**Motion:** Larry Abston moved to adjourn the meeting at 12:09 p.m.

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

Board Member Signature  
Larry Abston, Board President

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

**THE SHORES AT THE HIGHLANDS  
ANNUAL HOMEOWNER ASSOCIATION MEETING  
December 30, 2019**

**I. CALL TO ORDER**

Larry Willhite called the meeting to order at 10:05 a.m. at 275 Shores Lane.

**II. ROLL CALL & PROXIES**

Board members present were:

Larry Willhite, President

Larry Abston, Vice President

Wendy Tancheff, Secretary/Treasurer

Owners present (\*via teleconference) were:

Carla & Kevin Aul

Michael Bauer

Robert & Julene Brewbaker

Paul Burchfield

Wes & Debbie Campbell

Matthew & Debbie Clark

Russell Epstein

Derek Guemmer

Randy Howell

Paul Hubbell

Eric Kantor

Charles King

Lyle Maul

Charles Miller

Thomas Patch

Andre & Margaret Sredojevic

Bret & Rachel Taber

John VanderLaan

Elaine Gelvin

Joyce Gray\*

Kevin McCloskey\*

Steve & Susi Fay\*

Dan & Julie McNerney\*

Walter & Diana Heimer\*

Jim Vanderhout\*

Gary Nicholds, Eric Nicholds and Jason Blarjeske were present representing Basic Property Management. Erika Krainz of Summit Management Resources was recording secretary.

With owners represented in person and proxies received, a quorum was confirmed.

**III. VERIFICATION OF NOTICE**

Notice of the meeting was sent at least 30 days prior to the meeting.

**IV. APPROVAL OF 2018 ANNUAL MEETING MINUTES**

**Motion:** Randy Howell moved to approve the December 20, 2018 Annual Meeting minutes as presented. Thomas Patch seconded and the motion carried.

**V. YTD FINANCIAL REPORT**

*A. Review of 2019 Financials*

Larry Abston reported on the 2019 financial results and year-end financial condition. He also commented that there were no significant changes anticipated to operations for 2020, except for the proposed construction of a river trail behind the houses on the southern end of the river. The summer and winter operations include landscaping, plowing, and maintenance of the berm, entry and trees. Year-round operations include trash removal

(Mondays and Thursdays), recycling (added this year) and general administrative duties. There are five units remaining to be sold. Construction is expected to be completed by the end of February. Once the last unit sells, all developer property will officially be transferred to the Association. The Declarations will be amended to remove references to the developer. Dues have been flat for the past five years and are proposed to stay flat in 2020. The Reserve balance is growing. Red Quill Lane is owned and maintained by the Association because it does not meet Town specifications. The cash reserves are being built for repainting and repairing the trash building and Red Quill Lane road maintenance. The current Reserve balance is about \$100,000 and there is approximately \$20,000 in the Operating account. The Board is looking at investing some of the available cash in CDs to improve yield.

Certain Board members and the developer walked Red Quill Lane in the fall and identified no needed repairs. There are a few minor cracks that can be sealed in the spring but the road is in good condition.

Mailboxes were installed as a capital project this year. All owners now have a permanent mailbox. Any keys that have not been picked up will be held by Basic Property Management.

Next year, the owner access to the river will be addressed. It was clarified that the individual lots do not extend all the way to the river. There is an easement between the individual lots and river that is common area. A trail along the river with private property signage at all accesses will be constructed next year. The insurance coverage was increased for the dumpster building and Association land, including the trail.

Owner comments and questions addressed the following topics:

1. Access to Bus Stop – Consideration of a shortcut trail at the north end of the property to the bus stop was requested. The Board will discuss this idea in the spring. It was noted it would only be usable when there is no snow on the ground.
2. Additional Streetlights - Larry Willhite said the Town is not requiring additional lighting beyond the existing three posts.
3. Financials – Requested inclusion of the Balance Sheet in future meeting materials.
4. Contract Bids - Gary Nicholds said contracts are put out to bid periodically.
5. Water Quality - Reports are available online.
6. Mowing Schedule - Neils Lunceford will be asked to provide the mowing schedule, which is often weather dependent.

*B. Ratify 2020 Budget*

Larry Abston briefly reviewed the 2020 Budget.

**Motion:** Paul Burchfield moved to accept the 2020 Budget. Wes Campbell seconded and the motion carried.

## **VI. BASIC PROPERTY MANAGEMENT REPORT**

Gary Nicholds reviewed the following:

1. Owners were reminded to update their contact information (email, mailing address and phone number) if anything has changed.

2. Management is on site at least once weekly, picks up trash and inspects for required maintenance including mowing and exterior staining.
3. Neils Lunceford needs access to the garages when they turn the irrigation system on and off. Owners were asked to provide access instructions to Kerry Hartnett at the Basic office.

Owner open discussion of exterior staining and installation of swallow netting. A question was raised regarding responsibility for plowing damage. It was noted that if irrigation heads are not marked, the plowing contractor is not responsible for damage.

## **VII. BOARD REPORTS**

Larry Willhite stated that is has been a pleasure to work with the Basic Property Management (BPM) staff. Owners should provide their garage codes to BPM. The Board evaluates the exterior staining of all homes. Staining is generally recommended every three to five years. The season for doing exterior work is short so advance planning is required. Owners are required to maintain their shared driveways. Short term rental issues should be reported to the Town hotline. The Board will explore establishing a separate password-protected website for owner access only with a list of owner contact information (for owners who authorize release of the information). Rachel Taber volunteered to coordinate the effort. The Union Bank account was closed and the Association accounts were moved to Alliance Bank. Owners will need to re-register for ACH dues payment and can obtain information from Kerry Hartnett in the BPM office. Owners were reminded to break down boxes and stack them in the trash building for recycling pickup.

Owner comments and suggestions included the following:

1. Request an extra dumpster during Christmas week to provide additional capacity.
2. Cars often slide off the road close to a gas pipe installation in front of the Welk building. "Slow Curve" signage could be added. The Board will follow up with the Town. The Town will add more fill to the inside of the curve that tends to erode.
3. The developer widened the end of an owner's driveway upon request.
4. There was support for holding the Annual Meeting at this time of the year.
5. Owners were asked to address issues through the proper channels of communication, including the Board and the Basic office. Owners should not discuss issues directly with Association contractors or post on social media.
6. Owners were encouraged to read the Association newsletter.

## **VIII. OLD BUSINESS**

### *A. Welk Resort Update*

Welk Resort is being built in two phases with about 30 units per phase. The first phase has been completed. The second will be perpendicular to Highway 9. The other barn like building is employee housing. The official grand opening will be January 15<sup>th</sup>.

## **IX. NEW BUSINESS**

There was no New Business.

## **X. ELECTION OF DIRECTOR**

The term of Larry Willhite expired and he was not running for re-election so there was one open Board seat. He was recognized for his years of service on the Board.

The candidates were Derek Guemmer, Lyle Maul, Russell Epstein and Steve Fay, who subsequently withdrew his nomination. The candidates introduced themselves and provided biographical information.

Secret ballots were distributed, collected and tallied. Derek Guemmer was elected to the Board.

**XI. SET NEXT MEETING DATE**

The next Annual Meeting was set for Monday, December 28, 2020 at 10:00 a.m.

**XII. ADJOURNMENT**

**Motion:** Larry Willhite moved to adjourn at 11:24 a.m.

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

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