

The Shores at The Highlands

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December 2021 Newsletter

Hope you are healthy and doing well and were able to spend time enjoying the seasons in our beautiful mountain community this year. Your Homeowners Association (“HOA”) Board would like to use this newsletter to update you on recent and upcoming developments in the neighborhood, and to remind you of the services your HOA provides and your homeowner responsibilities.

HOA Annual Meeting

Please plan to attend the virtual **HOA Annual Meeting on December 29, 2021, at 3 pm MST**. At this Zoom meeting, we will provide an update on the community improvements in 2021, the HOA’s financial status and budget outlook for 2022, and recent updates to our HOA governing documents. We will also elect a homeowner to fill an open Board position. The Annual Meeting materials, including the meeting notice, have been mailed to your home address.

2022 Budget

The proposed 2022 Budget is included in the Annual Meeting materials. We will again have no increase in our monthly dues despite the rising costs of our contracted services. Service providers in Summit County are experiencing increased labor and materials costs reflective of workforce, supply chain, and inflation challenges. The homeowners will be asked to ratify the 2022 Budget at the Annual Meeting.

HOA Director Election

At the Annual Meeting, we will elect a homeowner to fill an open HOA Board position. Per our Bylaws, our HOA Board is comprised of three homeowners with staggered three-year terms. Larry Abston’s three year term expires and he has agreed to stand for re-election. Please use the Board Nomination form in the Annual Meeting materials to nominate a homeowner to fill this position.

Update of HOA Governing Documents

We discussed at last year’s Annual Meeting that the HOA’s then current Amended and Restated Declaration was being amended primarily to remove unneeded references to the developer (following construction completion in 2020) and to provide clarity on homeowner responsibility to maintain their driveway easement (both within their property line and deemed common area). Upon achieving the needed approval of 67% of our 56 homeowners, the Second Amended and Restated Declaration (“Declaration”) was filed and recorded with Summit County in April 2021.

During 2021, the HOA Board worked with legal counsel to administratively update the HOA’s Bylaws and Policies. We are also working to administratively update the HOA’s Rules and Regulations, with no significant changes expected. You can find our HOA governing documents on Basic Property Management’s website (go to basicproperty.com, click Properties, then The Shores at The Highlands) or at shoresatthehighlands.org.

Community Improvements and Areas of Focus

Highlighted below are several community improvements and focus areas during 2021.

Owners Directory

We have compiled an Owners Directory comprised of the cell phone number(s) and email address(es) that each owner designated for us to make available to other owners. To protect the privacy of our owners, please do not distribute this listing to non-owners. Until we establish a protocol for changes to this listing, please provide any needed changes to Kerry@basicproperty.com. If you are interested in maintaining the Owners Directory, please contact a member of the HOA Board.

Red Quill Pavement Sealing

Since the Red Quill Lane does not meet Town of Breckenridge street specifications, the HOA is responsible for its maintenance and repair. In September, Red Quill Lane was crack sealed and seal coated to extend the life of the road surface. Many owners also choose to have their driveways crack sealed and seal coated at the same time. Thanks to the King's, our fellow homeowners, for the excellent work in performing this service for the community and individual homeowners.

River Trail Improvements

In October 2021, topsoil, netting, and grass seed was added to promote native grasses to grow and stabilize the steep slope at the southern end of the river trail. Please observe the keep off signage for this restoration area to allow the grasses to grow over the summer.

In 2022, we plan to add crushed rock where needed on the existing trail along the southern portion of the river trail and are evaluating making a defined trail behind the homes on the northern portion of the river.

As a reminder, full river access within The Shores is open to all homeowners and their guests. There are several designated paths to access the river, including one centrally located between 229 and 211 Shores Lane and another at the southern end next to 119 Shores Lane and the Welk Resort fence. Please use caution while walking along the river and respect homeowner privacy.

Community Website

During 2021, Basic Property Management began using an electronic platform specifically designed to support HOAs called Village Management Software (VMS). At this early stage, VMS is only being used for accounting transactions, including HOA dues collections and banking through Alliance Association Bank. If you have not already done so, please sign up to pay your monthly HOA dues via ACH bank drafts. This convenient and easy payment method administratively benefits the tracking of payments.

In December 2021 you will receive a letter from Basic Property Management providing the VMS website address (<https://basicpm.vmsclientonline.com>) and your account number and temporary password. Upon accessing your online account, you can view your HOA account information, including monthly billing statements and payment status. This online feature will allow you to see when your payment was posted and retrieve prior payment history.

You will want to periodically visit the VMS website as more features are activated and information is added. The plan is to expand the VMS content over time to include the HOA's governing documents, minutes from prior Annual Meetings and Board meetings, the Owners Directory, calendar of key dates, and other community related information.

Solar Panels

In recent years, an increasing number of owners have chosen to install solar roof panels to take advantage of our abundant sunshine and to reduce their electricity charges. The available Summit County solar rebate and Federal solar tax credit enhances the economics of this investment. As a reminder, solar panels require pre-approval by the HOA Board before installation.

Swallow Mitigation and Deterrence

We all have observed that the swallows like our river community. While beneficial in eating the insects around the river, they leave quite a mess on our houses. The HOA Board has consulted with pest professionals on the habits of the swallows as well as the most effective solutions and the related costs to discourage their nesting under the eaves of our houses. To maintain consistent high-quality appearance of the neighborhood, the HOA Board has determined that the approved swallow mitigation and deterrence solutions available to homeowners include the professional installation of low-cost spike strips under the eaves (painted to match original paint scheme) and dark colored netting from under the eaves (clearly the most expensive option). Professionals have recommended removing the empty nests and installing swallow deterrence prior to their return in the spring. Since the swallows return to the same nesting location, there is no guarantee that they will not move to an unprotected eave or neighboring house. Like other exterior alterations or improvements, swallow mitigation and deterrence solutions require HOA Board pre-approval before installation.

Property Improvements and Modifications

While it's great that homeowners are pursuing additional investments in their property, remember that all exterior alterations or improvements require advance approval by the HOA Board. Such improvements or modifications include solar panels, swallow mitigation, driveway resurfacing and repairs, patios, outdoor kitchens, firepits, landscape and hardscape barriers, awnings, paint and stain colors, or other visible additions or changes. When submitting your proposal, please provide schematics, design plans, pictures or other information that will assist the Board's evaluation and approval. The intent of this HOA process is to maintain the high-quality appearance of our community and minimize adverse impacts to neighboring homes.

Trash and Recycling

The trash and recycling building has an enclosed metal trash dumpster household trash and bins for recyclable items. Please take the time to separate the allowable recyclable items from household trash. Thanks for helping keep clean and properly using our HOA trash and recycling building so we can reduce the volume going to the landfill by recycling responsibly.

We have experienced frequent contamination of our recycling bins and large boxes and other recyclable items placed in our dumpster. Please inform your guests and renters of our community recycling and trash protocols.

Since Summit County's single stream recycling program may differ from your home recycling rules, here is a reminder of the protocols to properly recycle items to avoid contaminating our recycling containers:

- **Brown bin** is for **glass** only (all glass colors accepted).
- **Blue bins** are for clean unbagged **paper, cardboard, aluminum cans, and plastic bottles**.
- **Do not** place any of the following in the recycling bins: bagged items, stained pizza box bottoms or other items with food residue/stains, plastic shopping bags, plastic food packaging or wrapping, household trash, or food waste.
- Large boxes should be broken down and stacked against the rear inside wall.

Short Term Rentals

In 2019, Summit County approved a permitting process for short-term rentals (STR) and in November 2021 the TOB enacted an ordinance capping the issuance of STR permits. There is a Complaint Hotline for non-emergency issues associated with STRs, such as noise, parking, occupancy violations, trash, pet nuisance or other code violations. Complaints can be submitted online at SummitCountyCO.gov/STR or by calling the STR Helper hotline at (970) 368-2044. Once a complaint is filed, the homeowner's registered agent is contacted and has one hour to respond and resolve the complaint. In addition, you can inform Basic Property Management and they will contact the responsible homeowner during normal business hours.

Information About Your HOA

It is the intent of the HOA Board to provide basic community services, exercise a simple oversight role, maintain adequate financial reserves for repair and improvements to our common area assets, and keep dues low. The HOA makes decisions to maintain the high quality of our investments and considers the benefit/impact to the overall community while being aware of the varying individual ownership objectives and home usage. The HOA has engaged Basic Property Management to assist in monitoring the services and maintaining the appearance and infrastructure of our community and common areas. To keep HOA dues low for the community, individual homeowners may need to periodically engage third parties to perform additional services to maintain their property.

HOA Contracted Services

The HOA contracts directly or through Basic Property Management for the following services:

- **Snow plowing and shoveling** of driveways, sidewalks to front door, access to mailboxes and the trash/recycling building (generally 4" snowfall minimum).
- Routine **trash and recycling pickup** (expanded from two to three times per week in peak periods)
- Limited **summer landscaping** in the community, including four mowings and trims, deep root fertilizing of all trees, winterizing of evergreens, weed control, and berm maintenance. The native grass behind the houses on the southern end of the river is trimmed as part of the mowing cycle.
- **Front flowerbed** gardening near entrance signage.
- **Irrigation system** activation (May) and deactivation (September) for each home and repair of winter plow damage. To facilitate this service, please provide your garage code to Kerry@basicproperty.com.

If you have concerns or questions about the landscaping or irrigation services in our neighborhood, please do not call the Neils Lunceford Nursery. Instead, contact Penelope Wood directly at penelopewood@neilslunceford.com or call her at (970) 216-7762.

Homeowner Responsibilities

Landscaping Maintenance As a reminder, homeowners, and not the HOA, are responsible for replacing trees or flower gardens on their property. If you were contacted about replacing a dead aspen on your property, Neils Lunceford plans to replace these trees this summer (with billing by the HOA).

Since the HOA requires lawns to be well maintained, if you have a non-native grass type and/or water your lawn frequently, you need to arrange for additional mowing's beyond the four provided by the HOA. Neils Lunceford can offer individual homeowners a summer maintenance program to perform additional lawn and flower bed maintenance (go to www.neilslunceford.com to explore the additional types of services they offer beyond the HOA contracted services). To secure expanded summer landscaping maintenance, you should promptly contact Neils Lunceford (via their website by submitting an "Information Request") or other landscapers well in advance since they are quite busy in the short summer season and may experience staff shortages.

Major Landscaping or Patio Construction Projects If you are considering a major landscaping or patio construction project, Neils Lunceford recommends you promptly send an "Information Request" from their website homepage (www.neilslunceford.com) to solicit a design proposal and to schedule the work during the summer construction season. Obtain HOA Board approval before starting the project.

Irrigation Systems Please provide your garage code to Kerry@basicproperty.com to activate (early June) and deactivate (late September) your home irrigation system. If your garage is not accessible on the announced activation/deactivation service date, you will be charged a service fee.

House Painting Due to the intense sun exposure we experience, homeowners need to re-stain or repaint the exterior of their house about every five years. Basic Property Management maintains a list of the stain and paint colors for each house and can assist with identifying local painters.

Driveway Maintenance Homeowners are responsible for the maintenance and repair of their driveways (including seal coating and filling cracks), regardless of driveway length or whether on common area property or within their property line. It is advised that seal coating and crack filling be performed every three years to protect the integrity of the asphalt. Seek HOA Board approval for materials and repair specifications.

Exterior Lighting Our HOA Rules and Regulations require exterior lighting to be downward directed and not to so bright as to be a nuisance to your neighbors. Please timely remove seasonal lighting, place lights on a timer, and avoid wrapping balconies with lights. To help us maintain a dark sky environment, please refer to the recent email communication to homeowners on this topic.

US Postal Service (USPS) Mailboxes Each residential unit has a numbered USPS mailbox and is registered as a "deliverable address" to receive mail and packages. The mailbox pedestals have separate boxes for small to medium packages, with larger packages delivered to your doorstep.

Homeowner Insurance Homeowners should maintain adequate property insurance (including your driveway easement) and at least \$1 million of general liability coverage.

Community Parking There is no parking on any street in The Shores. Seek HOA Board approval for temporary/short-term event parking on Shores Lane or Red Quill Lane.

Dog Waste Station A dog waste station is centrally located on Shores Lane. Please use the available bags to pick up after your pet.

Maintenance Advice or Urgent Needs Should you have a maintenance, repair or improvement need, you can contact Basic Property Management. They can offer advice on choosing a vendor and how to mitigate an urgent problem. They can also assist individual homeowners with a home maintenance or emergency for a fee. Basic Property Management can be reached 24/7 at (970) 668-0714.

If you need a service vendor, you can also contact Larry Abston of the Board who has a list of vendors used by owners for a variety of services.

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Thanks for the opportunity to serve you. Enjoy our beautiful river community in the high country!

The Shores HOA Board

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