

**THE SHORES AT THE HIGHLANDS
ANNUAL HOMEOWNER ASSOCIATION MEETING
December 28, 2022**

I. CALL TO ORDER

President Larry Abston called the Zoom videoconference meeting to order at 3:03 p.m.

II. ROLL CALL & PROXIES

Board members participating: Larry Abston, Derek Guemmer and Mike Bauer

Owners participating were:

Kevin Aul	Michael Batts
Kristin Callan	Debbie & Wesley Campbell
Richard & Cristina Capoot	Jerry & Joyce Gray
Walter Heimer	Stephanie & Mark Heinze
Randall Howell	Paul Hubbell
Ingrid Kasaks	Charles & Michelle King
Dana & Joanne LePere	Harry Lerner
Kevin & Jennifer McCloskey	Charles Miller
Emily Nelson	Thomas Patch
David Phillips	Andy Sredojevic
Wendy Tancheff	Jim & Pat Vanderhout
Kelly & Tamara White	Larry Willhite & Elaine Gelvin
Geoffrey & Tamara Youell	

Gary Nicholds and Eric Nicholds participated representing Basic Property Management (BPM). Erika Krainz of Summit Management Resources transcribed the minutes from recording.

The owners represented in person and 10 proxies received achieved a quorum of over 20%.

III. VERIFICATION OF NOTICE

Larry Abston verified that notice of the meeting was sent at least 30 days prior to the meeting.

IV. APPROVAL OF 2021 ANNUAL MEETING MINUTES

Motion: Tom Patch moved to approve the December 29, 2021 Annual Meeting minutes as presented. The motion was seconded and carried.

V. YEAR-TO-DATE FINANCIAL REPORT

A. Review of 2022 Financials

Larry Abston referred to the Balance Sheet as of November 30, 2022 included in the meeting materials and reported that the HOA is in strong financial position with about \$200,000 of cash and short-term investments, including multiple CDs aggregating \$130,000 at the time of the meeting. He indicated that one CD for \$100,000 renews in mid-January and at that time additional surplus cash would be invested in CDs at higher interest rate yields compared to those available this time last year.

Larry explained the purpose of building Reserve funds and reminded the Owners of the assets that the HOA owns and maintains, including Red Quill Lane (private road since it does not meet Town of Breckenridge (TOB) street standards), the Trash and Recycling Building, and other common areas. Larry indicated that the Board expects to document a Reserve Study in 2023 to assess the adequacy of the monthly accrual of Reserve funds (10% of monthly dues) and surplus cash and investments to cover future maintenance or replacement of HOA assets.

Larry then reported on the YTD financial results through November 30, 2022, highlighting the major variances against the 2022 Budget, including the two extra summer mows and the unique expenditure for river trail improvements. Larry expects the financial results for the full year ending December 31, 2022 to reflect cash inflows (dues) in excess of expenditures.

B. Ratify 2023 Budget

Larry reported that the 2023 Budget included in the meeting materials was previously approved by the Board and is presented for ratification by the Owners. He noted that the services and nature of expenditures in the 2023 Budget are consistent with prior years, with no dues increase despite inflationary cost increases for some services and utilities. Summer services include landscaping, trimming, mowing, and tree fertilization. Snow plowing of driveways and shoveling from the driveway to the front door are provided in the winter. Trash and recycling pickups are performed weekly. Larry indicated that the 2023 Budget includes sufficient contingency and an amount to complete the river trail improvement project.

Prior to ratifying the 2023 Budget, Owner questions and comments addressed the following:

1. Changes Required to Red Quill Lane for TOB Takeover – Based on conversations years ago, Larry Willhite said the TOB would require significant street widening and relocation of existing drainage. Larry Abston will meet with TOB Streets and Engineering to explore the scope of work and estimated cost necessary for the TOB to maintenance of Red Quill Lane. Discussion was held about this proposed effort not infringing on an Owners existing property line adjacent to the street easement.
2. Mowing Frequency – Owners positively commented on the two extra summer mows, which the Board authorized for the neighborhood to have a well maintained and uniform appearance in light of the wet summer season. While the 2023 Budget is based on a single monthly mowing, the Board will not hesitate to ask the landscaping company to perform additional mows as conditions warrant.
3. Sidewalk Snow Shoveling – An Owner commented on inconsistent performance.
4. Trash and Recycling Pickup – Discussion was held about the overflowing trash dumpster and recycling bins, particularly during holidays and peak occupancy in The Shores. Larry Abston stated the year around weekly pickup schedule was three times for trash, two times for unbagged plastic, aluminum, and paper recycling (blue bins and stacked cardboard), and one time for glass recycling (brown bin). He encouraged Owners and guests to take the time to properly sort allowed recycling items from household trash. Additional trash and recycling pickups will be requested to avoid overflow conditions in peak periods.
5. Dogs – There was a request to remind Owners and guests to keep dogs on leash.

Motion: Larry Willhite moved to ratify the 2023 Budget. Randall Howell seconded and the motion carried.

VI. BASIC PROPERTY MANAGEMENT REPORT

No additional items to report.

VII. BOARD REPORTS

Larry Abston referred to the December 2022 Newsletter included in the meeting materials and highlighted the following:

1. In early November a defined trail with a weed liner and crushed stone was built along the northern portion of the river on Common Area property, the central access trail was improved with a liner, crushed stone and boulders, and the middle section of the river trail was enhanced with a liner and crushed stone. In spring 2023, the southern portion of the river trail and the southern river access trail next to the Ranahan fence will be improved.
2. In June 2022, the Trash and Recycling Building was re-stained and painted, landscaping improvements installed, and new irrigation added.
3. A damaged drain cover in a yard has been identified. In spring 2023, all drain covers in the neighborhood will be inspected and replaced as needed.
4. In September 2022, the Board issued specifics related to exterior lighting (including holiday lights) to maintain a dark-sky environment and reduce the likelihood of being a nuisance to a neighbor. The exterior lighting policy requires lights to be downward focused, prohibits excessively bright lights, limits the dates and hours of operation for holiday lights, and prohibits eave and undirected balcony lights.
5. The Colorado legislature enacted laws in August 2022 that resulted in the HOA updating, with the use of legal counsel, its policies related to Collections, Covenant Enforcement, and Conduct of Meetings. These Board-approved revised policies are posted on the HOA website.
6. In addition to the updates of the Declaration, Bylaws and governing Policies in recent years, legal counsel will be used in 2023 to assist in updating the HOA's original Rules and Regulations to incorporate the HOA's current services, Common Area assets, and rule specifics, including the clarifying exterior lighting rules.
7. BPM began using the VMS electronic platform in late 2021 which allows Owners to use a login and password to securely access their HOA account containing their dues payment history. The content in this platform has been expanded to include all HOA documents (including governing documents and minutes to Board and Annual Meetings) and the Owner Directory. Owners needing VMS account set up assistance or Owner Directory revisions should contact Kerry Hartnett at BPM.
8. Owners are encouraged to sign up for automatic dues payments to reduce administrative effort.
9. Owners should paint or re-stain their units in like colors about every five years and perform periodic maintenance, including reseal the full length of the driveway used to access their unit.
10. Owners should carry \$1 million of liability insurance.
11. The river and related access trails are located on Common Area property and are available for use by Owners and their guests.
12. Owners need to annually provide Kerry Harnett at BPM with (1) approval to access their garage and (2) their garage code to activate and deactivate of their irrigation system.
13. Short Term Rental complaints should be directed to the Summit County Complaint Hotline or contact BPM who will contact the responsible Owner during normal business hours.
14. Owners considering future major landscaping or hardscaping projects should contact their contractor early for project design and scheduling given the short construction season.
15. All exterior modifications must be pre-approved by the Board, including but not limited to landscaping, solar panels, hardscaping, patio expansions or modifications, painting, swallow mitigation, sheds, hot tubs, and driveway repairs.

VIII. OLD BUSINESS

There was no Old Business.

IX. NEW BUSINESS

Owner comments addressed the following:

1. Walter Heimer suggested as a cost saving measure that paper dues payment coupons and envelopes not be sent to Owners that are signed up for automatic payments.
2. Harry Lerner commented that a light from the Ranahan that illuminates the river wetlands is not dark-sky compliant. The TOB inspected the property but did not observe the lighting issue.

X. ELECTION OF DIRECTOR

The three-year term of Derek Guemmer expired at this meeting and he declined to run for re-election. He was thanked for his valuable service on the Board, particular related to the updating of the HOA's governing documents during his term.

Prior to this meeting, director nominations were submitted by Owners for Tom Patch and Larry Willhite. At the meeting, Larry Willhite declined his nomination.

Motion: Larry Willhite moved to elect Tom Patch to the Board by acclamation. Randall Howell seconded and the motion carried.

XI. NEXT ANNUAL MEETING DATE

The next Annual Meeting was scheduled for Wednesday, December 27, 2023 at 3:00 p.m.

XII. ADJOURNMENT

Motion: Larry Abston moved to adjourn at 3:55 p.m.

Approved By: _____

Board Member Signature
Larry Abston, President

Date: _____