

**THE SHORES AT THE HIGHLANDS
ANNUAL HOMEOWNER ASSOCIATION MEETING
December 27, 2023**

I. CALL TO ORDER

The meeting was called to order at 3:00 p.m. via videoconference.

II. ROLL CALL & PROXIES

Board members participating were:

Larry Abston, President, 275 Shores

Thomas Patch, 175 Shores

Mike Bauer, 235 Shores

Owners participating were:

Michael & Kristen Callan, 99 Red Quill

Wes Campbell, 313 Shores

Steve Fay, 239 Shores

George Ferren, 77 Red Quill

Derek Guemmer, 359 Shores

Walter Heimer, 178 Shores

Randall Howell, 163 Shores

Andrew Karpen, 138 Red Quill

Ingrid Kasaks, 26 Red Quill

Michelle King, 22 Red Quill

Harry Lerner, 193 Shores

Dana LePere, 344 Shores

Lyle Maul, 246 Shores

Dan McNerney, 211 Shores

Charles Miller, 59 Red Quill

Andre Sredojevic, 200 Shores

Wendy Tancheff, 74 Shores

Bryan Teets, 312 Shores

Tamara White, 68 Red Quill

Gary Nicholds and Eric Nicholds participated representing Basic Property Management (BPM). Erika Krainz of Summit Management Resources was recording secretary.

With owners represented in person and 11 proxies received achieved a quorum of over 50%.

III. VERIFICATION OF NOTICE

Eric Nicholds verified that notice of the meeting was sent at least 30 days prior to the meeting.

IV. APPROVAL OF 2022 ANNUAL MEETING MINUTES

Motion: Thomas Patch moved to approve the December 28, 2022 Annual Meeting minutes as presented. Lyle Maul seconded and the motion carried.

V. YEAR-TO-DATE FINANCIAL REPORT

Larry Abston referred to the Balance Sheet as of November 30, 2023, and the 2023 YTD financial results and Board approved 2024 Budget included in the Annual Meeting materials. He reported that the HOA is in strong financial position and that no increase in dues was warranted despite inflationary increases for labor and material costs. Larry commented that agreements are in place for the HOA services, including multi-year contracts for certain services to help control costs. Larry referred to the December 2023 Newsletter for a description of the services provided by the HOA reflected in the 2023 financial results and 2024 Budget. He indicated that there was no change in the services being provided by the HOA, except for making an early commitment for bi-weekly mows that had been subsequently approved and performed during each of the past two summers to maintain a consistent well-maintained appearance in the neighborhood.

Larry highlighted the 2023 improvements to the HOA Common Area assets, including completion in the Spring of the defined trail along the northern portion of the river, further trail enhancements in the Fall, and adding stone steps up the berm behind the Trash and Recycling Building to allow access north across the top of the berm to the bike path turnout and bus stop. He described certain projects planned in 2024, including removal of the tree stakes for established aspens throughout the neighborhood, painting the front of the south facing garage door and trim of the Trash and Recycling Building, and adding additional crushed stone to maintain the river trail.

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 Area assets. Larry indicated that the Board expects to formally conduct and document a Reserve Study to assess the adequacy of the build of Reserve funds and invested cash to cover the future needs of maintaining or replacing the HOA's assets. Larry also explained the need for HOA nonprofit purposes to transfer the surplus operating funds in Retained Earnings as of December 31, 2023 to the Reserve account.

Motion: Steven Fay moved to ratify the 2024 Budget and to transfer the surplus operating funds represented as the balance of Retained Earnings as of December 31, 2023 to the Reserve account. Dana LePere seconded, and the motion carried.

VI. BASIC PROPERTY MANAGEMENT REPORT

Eric Nicholds highlighted certain actions this past year:

1. All drainage covers (in the yards of most homes) in the neighborhood were inspected for damage and stability. Any damaged covers were replaced and any not secured in place had screws installed to provide stability. Eric found most covers were not secured in place.
2. Due to ongoing operational issues with the side doors and holes in the bottom of the current trash dumpster, it will soon be replaced with an 8-yard open-faced front-loading dumpster. The floor of the Trash and Recycling Building will be power washed.

VII. BOARD REPORTS

Larry Abston encouraged owners to read the December 2023 Newsletter included in the Annual Meeting materials as it reports on recent and planned activities, and provides helpful reminders on HOA services and the responsibilities of Owners. He highlighted the following:

1. Recycling signage has been created (shown to Owners attending the meeting), and will be posted inside the Trash and Recycling Building. Postcards of the recycling signage will be mailed to the Owners as a reminder to Owners and their guests as to our required recycling protocols in Summit County. Discussion was held as to what items are allowable in our recycling bins. Owners were encouraged to take the time to sort allowable items.
2. In September 2022, the Board issued specifics related to exterior lighting (including holiday lights) to maintain a dark sky environment and reduce the risk of 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 winter holiday lights, and prohibits eave and undirected balcony lights.
3. In the Spring and Fall, Owners will be requested to provide Kerry Hartnett at BPM with (1) approval to access their garage and (2) their garage code so Neils Lunceford can activate and deactivate their irrigation system via their mechanical room.

4. Owners can securely access the HOA's governing documents, minutes of Board and Annual Meetings, the Owners Directory, and their dues payment and account history using the VMS electronic platform. Contact Kerry Hartnett at BPM for access assistance.
5. Owners should paint or stain their units in like colors about every five years and perform periodic maintenance, including resealing the full length of the driveway used to access their unit.
6. All external modifications must be pre-approved by the Board, including landscaping, solar panels, patio expansions, outdoor kitchens, landscape or hardscape barriers, paint color changes, sheds, awnings, hot tubs, swallow mitigation, driveway repairs, and other visible additions or changes.
7. Owners considering future major landscaping or hardscape projects should contact their contractor early for project design and scheduling given the short construction season.
8. A new dog waste station with bags has been installed on Shores Lane.
9. After updating other governing documents in prior years, we will be updating the HOA's Rules and Regulations to incorporate the HOA's current services, Common Area assets, and rule specifics, including clarifying the exterior lighting rules.

VIII. OLD BUSINESS

There was no Old Business.

IX. NEW BUSINESS

Owner comments:

1. Walter Heimer observed that beavers have been actively adding to an existing dam on the pond upstream near the Ranahan property. As a preventative measure, Larry advised that aspen trees particularly along the river be wrapped in heavy gauge wire mesh. Owners should ensure their existing wire caging is in good condition.
2. Lyle Maul said he has had discussions with TOB personnel seeking approval to reduce the depth of the drainage ditch in front of his home by about one foot. Lyle wanted to raise this at this meeting to see if other Owners on Shores Lane had a similar interest as well as their willingness to participate in funding the cost of the resulting required update to the original Drainage Plan for the neighborhood (Drainage Plan revision is estimated to cost about \$20,000). Larry reminded the Owners that inquiries with the TOB Engineer in prior years about filling in the drainage ditches (and installing industrial piping in addition to needing to conduct a new comprehensive Drainage Plan for the neighborhood) were not well received and were viewed by the TOB Engineer as being cost prohibitive to the HOA. However, partial filling in has not been previously discussed with the TOB Engineer. Larry indicated that the drainage ditches also serve as a snow stack area. Modification to any drainage ditch in the neighborhood requires TOB and HOA pre-approval.

Larry Abston then provided an update on an action requested at last year's Annual Meeting regarding the scope of work and estimated cost for Red Quill Lane to meet TOB Street standards without infringing on an Owners existing property line adjacent to the street easement. Larry reported that he recently presented this topic to the TOB Streets and TOB Engineer, and he quoted certain portions of the email response he received. In summary, the TOB considers Red Quill Lane to be a private development road in part due to the narrow road width and the distance between driveways being less than TOB Street standards which allowed the developer to plot more lots in the neighborhood.

X. ELECTION OF DIRECTOR

The three-year term of Mike Bauer expired, and he was willing to run for re-election. Since Mike was the only nomination submitted, he was elected to the Board by acclamation for another three-year term.

XI. NEXT MEETING DATE

The next Annual Meeting was scheduled for Monday, December 30, 2024, at 3:00 p.m.

XII. ADJOURNMENT

Motion: Lyle Maul moved to adjourn at 3:55 p.m. Dan McNerney seconded, and the motion carried.

Approved By: _____
Board Member Signature

Date: _____