

Townhomes Neighborhood Annual Meeting

Saturday June 5, 2021 12:45 PM

DRAFT MINUTES

Rules for Meeting by videoconference

- Please stay muted; If you would like to speak please use “Raise Your Hand” Option within the Zoom Meeting
- If you want to talk, you unmute and may talk for up to 3 minutes total
- Names taken for attendance.

Call to Order and Quorum

The meeting was called to order at 12:45PM on Saturday June 5, 2021 by videoconference and teleconference.

Townhomes Neighborhood Committee Members present – Bob Cardwell. Brian Kuske, Mary Harmeyer, Alan Hale, Brian Birenbach.

Members attendance list at the end of the minutes.

Others present: Sheila Skaggs and Josh Shramo, Red Mountain Community Management (RMCM); Laura Hann taking minutes on behalf of RMCM.

Roll call and certification of proxies

Thirty eight (38) units were represented on the video call and 26 units were represented by proxy.

Quorum was established as sixty (64) units were present in person or by proxy. There are one-hundred and twenty-seven (127) Townhomes and the Quorum is established at twenty-six (26) units.

Proof of Notice

The notice was mailed to all members via U.S. Mail and emailed. The notice was sent in accordance with the legal documents of the Association and the Colorado Common Interest Ownership Act (CCIOA).

Approval of agenda

Motion to approve agenda by Bob Cardwell. Seconded and unanimously approved. No changes.

Approval of minutes

Management posted the previous year’s annual meeting minutes from June 6,2020 on the AMR website.

MOTION: Upon motion made by Bob Cardwell, duly seconded and unanimously approved, the meeting minutes of June 6, 2020, are approved as presented
President’s Report – Bob Cardwell

- I. Welcome to all new homeowners
- II. Thank you to all the committees and time and hours put in and thank you to several members for participating
- III. Thank you for attending monthly meetings
- IV. Thank you to RMCM Sheila and Josh for being Community Manager
- V. Identify successes: Newsletter creation and several sent, July 4th and Labor Day BBQ event and curbside concerts, TH Opt-In Phone Directory created, Painting project, Asphalt Driveway Project, introducing new homeowners, K9 4K, LDR form and evaluating LDR requests, flowcharts and responsibility charts were established, roof inspections and repairs completed to prevent issues, etc.
- VI. Challenges:
 - a. Bob Cardwell is 3rd Townhome chairperson in the last 12 months. Need to develop a way for volunteers to feel all the effort.
 - b. Majority of members feel TH poorly represented at executive level as the TH member on executive board was not participating. Need to develop better relationship with executive board.
 - c. Townhome financial statements issues. Alan Hale, Treasurer, will talk more later in this meeting.
 - d. There is no signed contract with Community Manager to help define rules and roles.
 - e. Authority and responsibility of the Townhome Neighborhood Committee (THNC): THNC cannot chose a Community Manager, cannot select Garbage vendor, etc. or other community wide services.
 - f. This year, a severe labor shortage is resulting in poor-quality of contractor work and limited choices for vendor contracts.

Common Terms Review

- I. LCE = Limited Common Elements = Property managed by the Townhomes Neighborhood Committee such as driveways, private Streets, common gardens, walk-ways, unmodified patios, natural areas, rock walls, etc. Changes to these areas needed Landscaping Design Review Committee Approval (LDR).
- II. Common Elements = Yacht Club, Lake, Lake Shore, Dock, Natural areas are managed by the Executive Board.
- III. Homeowner Maintenance Responsibility Chart is on the website. Used to coordinate responsibilities of the HOA versus a homeowner. Please email RMCM with questions.
- IV. Liability and Property Insurance – covered by personal insurance, HO6, and HOA insurance. HOA asks you to be responsible for first \$25K deductible/personal property and loss assessment.
 - a. Ensure no gaps in coverage and review with your agent
- V. Executive Board has 5 members and is the governing body of the Angler Mountain Ranch HOA. 3 Members are selected by the neighborhood. 2 “AtLarge” positions. One of the “At Large” positions is up for election this year.

- a. Each of the AMR Neighborhoods has their own executive committee. The Townhome has 5 members. These are 3 year terms. Each year the TH Committee elects its officers and appoints the Executive Board Rep and Alternate Rep.
 - i. Neighborhood creates and manages expenses and budget
 - ii. Identify issues such as painting, asphaltting as well as homeowners responsibilities and any specific rules of the TH.
- VI. Discussion: THNC Future – Defer to Alan Hale

Treasurer's Report and Financial Review – Alan Hale

- I. TH account - \$136K in the account. However, within the next month, over \$100K is going towards painting. This account has its' highs and lows.
- II. Reserve Study completed by external reserve specialist. Assigned cost to items such as replacing, refurbishing, and repairing (such as roof replacement, garage door overlay replacement, heat tape maintenance, etc.)
 - a. Obligated as a community to invest in these issues to be able to afford them in the future.
- III. Budget has 3 chief components:
 - a. Common Dues - Last Year \$15, This year \$15
 - b. Reserves – Replacement cost to gradually finance lump sum items in the future. There is a large spreadsheet that captures all of these variables (such as construction, materials, etc.) This is resulting in \$6/month increase to \$165/month
 - c. Maintenance - Insurance, landscaping, snow removal, plowing, etc.
- IV. If interested in more detailed information about the accounting, please reach out to Alan Hale with questions. If Alan unable to answer, he will find the answer. V. Questions submitted via email to Alan:
 - a. Why did Landscape costs increase \$18K?
 - i. 60 trees have been identified as an issue – Cottonwoods planted too close to hard surfaces. The surfaces will eventually buckle due to root system. Allowed for \$10K to address these 60 trees. Likely this will be a 3-year effort. The THNC will go out for bid and come up with most responsible and cost-effective approach. Including variables such as replanting trees, caring for irrigation within the area, roots management, etc.
 - ii. Weed management – owners of land responsible for containing and addressing noxious weeds. This is \$5K per year
- VI. Painting 4-year program. \$13K increase. The contract is still not fully negotiated and working on cost management for next season. Upcoming agenda item on THNC Meeting.
- VII. Community Management = \$10K when TH converted from Declarant controlled to member controlled and the service management contract originally put in place relied on volunteer members from subcommittees to do work such as soliciting vendors, walking through project, analyze bids, etc. That model relies

- on volunteers is not a long-term and sustainable model. Decision made to utilize outside community management services which led to \$5K increase. The other \$5K is an accounting management fee for new accounting service provider.
- VIII. Building repairs and maintenance – services and materials are increasing. Some buildings are 10 years old and need repairs.
 - IX. Asphalt Maintenance Contracts and Snow Removal Contracts – expect increases.
 - X. Reserve Study determined that increase in reserve dues are required
 - XI. Operating dues - \$445 previously and changing to \$485 July 1st. Fiscal year 2022 determined there are more needs and thus higher dues.
 - XII. Accounting Service Conversion:
 - a. The community financial statements had issues. Fixes to the problems were beyond capacity of RMCM.
 - b. A discussion was held with over 7 accounting services candidates. Criteria based selection process and we selected one company. They are taking over on July 1 with the accounting.
 - c. All cash, disbursements, receipts, etc. are up-to-date and correct. The problems stemmed from balance sheets.
 - XIII. Alan plans to transition OFF the treasury role next year – if interested please let THNC know.

2021-2022 Budget Ratification

Due to new CCIOA law in 2019, owners do not vote to approve budget but instead have option to veto it by majority.

The owners present were asked if there are any objections to the budget as presented. Two (2) vetos were voiced and with no other objections, by majority, budget was moved to ratify.

Bob moved to ratify budget, duly seconded and majority approved. The fiscal year 2021-2022 TH Budget is ratified as presented.

Committee Updates

Landscaping Committee – Mary Harmeyer

- I. Landscaping Design Review
 - a. Any outside changes such as gardening, shading, etc. needs to go through Landscaping Design and Review Form on the website. The application, rules, process are all online. Larger designs applications, pics, may be emailed to the committee. If the design extends into common areas, will need permission from TH and from Executive Board.
 - b. Committee does CHANGES, not maintenance. Can also provide expertise and ideas when asked.

- c. New common area landscaping ideas can be sent to Landscape Committee sent as well.
- II. The monthly landscaping maintenance is through the landscape contractor. Sheila manages this and notes when items are completed: Irrigation, weeds, etc. should be sent to Sheila, not the Landscape Design Committee
- III. **Reminder to Homeowners:** Do NOT change or touch the irrigation system in any way.
- IV. **Reminder to Homeowners:** Do not bother Nick when he is here doing work. There is a process for concerns or questions through RMCM. Send comments/questions/concerns to RMCM.
- V. Native Areas: These are not considered lawns and not mowed weekly. They are established but not watered. Lack of water will slow down growth. Maintenance should focus on other areas. These areas are used for snow storage also. No watering will decrease root structures and decrease cost. Exception that will be watered: Evergreens. Common areas that are mowed are areas in between houses. This notice is posted on the website.
- VI. Private Gardens – The list is on the website. Refer to this list see if you have a private garden. If you believe the list is wrong, please communicate with RMCM. The TH Neighborhood was created in phases, so the private gardens are a challenge to review and a work-in-progress going forward.
- VII. Tree Removal – Every time one cottonwood has to come down = 4 steps (Drop tree, haul it, grind it, and inject trunk to kill roots). Not all trees will need to be replaced. However, Town of Silverthorne requires tree plan to be registered with the town. The THNC is required to maintain certain elements and numbers such as deciduous, shrubs, etc. in the TH. List of all effected trees exists.
 - a. Question from Group: How do we know if tagged tree is now or in the 3 year plan? Answer from Mary: Depends on THNC and deciding which trees are coming down. The list will be prioritized to those already creating issues.
- VIII. Opportunity for Questions.
 - a. Mulching – LCE Areas. When is mulching be replaced? Defer to later agenda item.

Social Committee Updates – Mary Harmeyer

- I. Focus on building community.
- II. Thoughts to get involved; read emails, volunteer for events, go to events, share your voice at meetings, participate in the directory.
- III. The TH Newsletter is in its infancy but working well. Please send topics to Mary. The next newsletter should be in June.
- IV. There is a chalk board outside of Yacht Club and inside to tell you of upcoming events
- V. The K9 4K is coming up in July and other July 4th events.
- VI. The social events are not funded with dues or HOA funds.
- VII. If interested in funding a concert please let committee know
- VIII. The Executive Board may create a committee for larger community wide events
- IX. If you have ideas for events please let the committee know.

- X. Sign up for Facebook page for more communication

Old Business – Sheila

- I. Maintenance Overview
 - a. Building Maintenance Issues – Let Sheila, RMCM know and must send pictures of the issue. There are severe labor issues in Summit County which are impacting the ability to get contracts and get projects completed. It is very difficult to get responses for new projects from vendors. RMCM is working on bids for things such as paving, roofing, etc.
 - i. If a repair request is not an emergency we can hopefully schedule something within a couple of weeks but might be longer depending on the workload of the vendor.
- II. Asphalt – Crack filling and sealcoating is on a yearly cycle for scheduled service. Will start with Crack Filling and Seal Coating on June 21st and will go into July. An email will come with details to all homeowners
- III. Painting – completed last week by Peak Paint. They are now working on Cabins.

New Business – Sheila

- I. Executive Board (EB) Annual Meeting after our THNC meeting today starting at 3pm
 - a. Important election occurring – One position for “At Large” position is open and will be described but not voted on at the EB Meeting. Due to the election being contested, secret ballots will occur and sent after the Annual Meeting.
- II. Lawn Damage / Damselfly Dirt Pile – Brian Kuske
 - a. Snowplow damage to lawns due to Town of Silverthorne plowing. I spoke with Town of Silverthorne and they are unable to fix the issue due to right-of-way passage. The Town of Silverthorne is letting plow drivers know to help change and improve their plowing. The HOA landscaper is reseeding some of the areas.
 - b. Damselfly Dirt pile on west side of TH. It was put by developers of Waters of Silver Trout and the land is owned by developer. They cannot build on the land because it is considered wetlands. Dirt pile will be moved to Osprey Landing Development this summer and developer stated they will restore the area.
- III. Adjacent new developments – Bob Cardwell
 - a. Osprey Landing – 6 Triplexes (18 units total)
 - b. Top of AMR North- Angler Mountain Vistas – 26 Single Family Home Units

Election of members to Townhomes Neighborhood Committee (THNC)

2 candidates running for the new positions: Jeff Cooper and Chauna Carne

Election by acclimation due to two (2) candidates running equaling the two (2) open positions.

Motion: Bob Cardwell, President, motioned, duly seconded, and unanimously approved, by acclimation, Jeff Cooper and Chauna Carne are elected to the Townhomes Neighborhood Committee for three year terms ending in 2024.

After the annual meeting, the THNC committee will meet to appoint officers.

Homeowner/Open Forum – Please keep comments to 3 minutes

- I. Chris Jacobson Question: Heat Tape and Homeowner Responsibility
 - a. Understanding when it gets cold we should then leave it on all Winter.
Concern: Not environmentally conscious, uses a lot of energy and cost to the homeowner.
 - b. Response from Sheila: It must be turned on; it is there to help prevent ice dam issues and roof water leaking issues. Some heat tape was installed by homeowners and those self-installed are responsibility of homeowner. Builder installed heat tape is HOA responsibility. If you turn the tape off and get water damage the HOA is not liable for damages. The trade-off is damage to roof, water, ice damage, damage to interior.
- II. Susan Boarman Question: Asking for clarification on porch and outdoor lights. Need to be turned off by 10PM? Is this Silverthorne or neighborhood and is this information given to new homeowners?
 - a. Sheila Answer: Dark Sky Compliance comes from County, Town of Silverthorne and Townhomes guidelines. These are conveyed to new owners through real estate agent and posted on the website. If there are light problems, please let RMCM know and Sheila can send them a reminder note and guidelines. Pictures and times are helpful.
 - b. Lisa Rice – was not aware of outside lights timing. Concern about walking without lights or streetlights. Feel like this is a safety concern.
 - i. Answer: this is due to being a Dark Sky Neighborhood and preserving the nature surrounding. Another member recommended light up leash and collar, night viz clothing, and using headlamps.
- II. Mulching – request for quotes have been sent out and the Townhomes Committee is reviewing options, but a current solution is not decided.
 - a. Thanks to Pat Wenzel for measuring and getting a quote. Quotes came back as high as \$96K. Do we only mulch common areas, etc? Have had at least 5 quotes, many uninterested companies, etc. The THNC Is trying to figure out best solution while keeping dues down.
 - b. In the past, mulching was volunteer and the homeowner's duty. Homeowners had too much, too little, etc. and it was unsuccessful.
 - c. Homeowners can do their own mulch if the right color is used at this time. Please work with Landscaping Design Committee.
 - d. Idea from Pat: Maybe purchase bags of mulch and associating each home a certain # of bags to keep owners from taking too much or getting too little.

The problem would be storage and when? A homeowner commented that mulching needs to be included in reserves budget.

****Next Annual Meeting Date: June 4, 2022**

Management: Thank you from RMCM – Thankyou for letting us service your community and enjoy working with you all and please have a great year!

Adjournment

Motion: Upon motion made by Bob, duly seconded, and unanimously approved, the meeting was adjourned at 2:34PM

Attendees

These owners attended in person:

1. Michael and Betty Gorsage , 331 BE
2. Chris Jacobson , 232 FL
3. Tom Andrus, 330 FL
4. Carole Sutherland , 311 BE
5. Dorothy Augustine , 375 BE
6. Elaine Lowery , 483 BE
7. Karen Powers , 315 BE
8. Kathi Collins, 349 BE
9. Mike Acres, 243 FLY
10. Pat Wenzel , 320 FL
11. Al Concordia, 190 FL
12. David Nuernberger , 468 FL
13. Doug Patterson , 93 Damselfly
14. Gayle Harris, 37 Spinner Pl
15. Jeff & Camille Cooper, 385 FL
16. Jim Harmeyer, 379 FL
17. Karl Grunwald, 99 Dragonfly
18. Marguerite Miller , 355 BE
19. Mary Lou Fowler , 179 FL
20. Mary Pierson , 379 BE
21. Randall Schaeffer , 217 FL
22. Susan Boarman, 216 FL
23. MaryBeth and Chris Urbina, 141 FL
24. Stan Carne, 14 Damselfly

25. Sonja Donelan, 179 FL
26. Lisa Rice, 215 FL
27. Chris Baumgardner, 463 FL
28. Stephan Horlak, 361 BE
29. Peyton and Amanda Trask, 408 FL
30. Tony & Coleen Hogie, 55 Spinner
31. Joel High, 329 FL
32. Reid Storch, 76 FL
33. Sandra Grogan, 194 FL
34. Dan Peters, 155 FL