

BRITTANY PLACE OF BRECKENRIDGE ASSOCIATION  
ANNUAL HOMEOWNERS MEETING  
SEPTEMBER 11, 2021

I. Call to Order/Roll Call/Certifying of Proxies

The meeting was called to order at 10:06 a.m. via teleconference.

Board members present were:

Sharon Kassanoff, President	Beth Lombardo
Brad Blacketor	

Owners present were:

Darrin & Sarah Schertz	Kristin Kirby
Ben Kassanoff	Jim Hoffmann

Representing Basic Property Management were Gary Nicholds and Eric Nicholds. Sarah Woodward of Summit Management Resources transcribed the minutes from recording.

II. Proof of Notice/Quorum

Notice of the meeting was sent in accordance with the Bylaws. With properties represented in person or by proxy a quorum was confirmed.

III. Approve Previous Meeting Minutes

**Motion:** Beth Lombardo moved to approve the September 12, 2020 Annual Meeting minutes as presented. Sharon Kassanoff seconded and the motion carried.

IV. Financial Report

A. *Ratification of Budget*

Brad Blacketor reviewed the budget with Patti Vande Zande. He mentioned that for the last five years, the Board has been running an Operating deficit. A dues increase will be necessary to cover next year's expenses. The recommendation is for a dues increase of 17.7% starting on October 1, 2021. Even with the increase, the 2022 Budget will have a deficit and there will likely be another dues increase required in 2023.

Brad pointed out that trash removal has been an increasing expense. He suspects non-residents have been using the dumpsters and causing a need for more frequent pickups. He noted that recent forest fires might lead to an increase in insurance payments. Management fees are constant while snow removal fees are unpredictable.

The forecasted cash balance on December 31, 2022 is \$2,900. There are no reserves for Brittany Place, so unexpected events would have to be covered through a Special Assessment or dues increase.

Ben Kassanoff asked about the goal for the Reserve Fund balance. Gary Nicholds recommended having a 80% - 100% funded balance for items in the Reserve Study. Gary recommended that the Board determine the desired level of funding.

Sharon Kassanoff reminded owners with autopay to adjust for the dues increase.

**Motion:** Beth Lombardo moved to ratify the 2022 Budget as presented. Ben Kassanoff seconded and the motion carried.

V. Old Business

A. *Dumpster Security*

Gary Nicholds discussed different options to secure the dumpsters. The least expensive option would be a padlock on the door. Gary will meet with a welder who can fabricate metal bars for a combination padlock. He mentioned that the dumpster is only 2 yards, which is very small, and it would be difficult to add a second dumpster. He will distribute the padlock code and schedule additional pickups as needed.

Sharon Kassanoff addressed the broken wooden panels on the dumpster garage, which will be repaired.

B. *Iron Fencing*

Sharon Kassanoff discussed the construction of the wrought iron fencing and gate at Ernie Blake's and Bob Wahls' properties. She confirmed that while they are Association property, the Board has agreed that the owners will be responsible for the fencing and gates. Sharon said this construction will create a uniform fence that should reduce foot traffic near the units.

VI. New Business

A. *Parking*

Sharon Kassanoff discussed the possibility of constructing new parking spaces between the dumpster and the Woodwinds building. The Board is exploring options to pave the space, which may require a paid survey.

B. *Parking Placards*

Sharon Kassanoff expressed interest in owners having hanging tag parking passes to easily identify the vehicles that should be parked in the Association spots. Beth Lombardo asked if parking passes could be included in rental welcome packets. Sharon will look into distributing new passes.

C. *Sprinter Vans*

Gary Nicholds noted that Sprinter-style vans are too large to fit in the garages. These types of vans must be parked in the driveway, unplugged and cannot be used as additional housing for guests.

*D. Sidewalk*

Gary Nicholds reviewed the Town of Breckenridge rules regarding the Main Street sidewalk. He spoke with the insurance carrier about possible liability and learned that Brittany Place has a standard liability insurance limit of \$1 million. There is no umbrella excess policy because it is a small complex without amenities. Hazard signs will be installed, which will offer more liability protection. Beth Lombardo suggested discouraging pedestrians and keeping the area clean. The Board discussed owners including waivers in rental agreements.

There is an ongoing issue with ice build-up around the building. Sharon Kassaroff recommended making a map of the paths and noting where ice build-up occurs. Sharon asked owners to report areas of ice build-up.

*E. Architectural Review Committee*

Gary Nicholds reviewed that the Board acts as the Architectural Review Committee and owners must submit property changes, such as exterior painting, for approval. He reminded owners that outdoor furniture is not permitted on common ground.

VII. Board of Directors Election

The terms of Sharon Kassaroff and Brad Blacketor expired. There were no other nominations from the floor and both Board members were willing to run again.

**Motion:** A motion was made to re-elect Sharon Kassaroff and Brad Blacketor. Beth Lombardo seconded and the motion carried.

VIII. Set Next Meeting Date

The next Annual Meeting was scheduled for Saturday, September 10, 2022 at 9:00 a.m.

Gary Nicholds asked owners to confirm their contact information. Sharon Kassaroff encouraged owners to share their phone numbers with the membership to facilitate communication.

IX. Adjournment

The meeting was adjourned at 11:03 a.m.

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

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