

BRITTANY PLACE OF BRECKENRIDGE ASSOCIATION  
ANNUAL HOMEOWNER MEETING  
SEPTEMBER 9, 2017

I. Call to Order and Roll Call

The meeting was called to order by Sharon Kassanoff at 2:10 p.m. on Saturday, September 9, 2017.

Board Member Present Was:  
Sharon Kassanoff, Vice President

Owner Joseph Draves was present and Ernie Blake, Beth and Nick Lombardo participated via teleconference.

Representing Basic Property Management were Gary Nicholds and Eric Nicholds. Erika Krainz 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

Nick Lombardo made a motion to approve the September 10, 2016 Annual Meeting minutes as presented. Sharon Kassanoff seconded and the motion carried.

IV. Financial Report

A. *Year-to-Date as of June 30, 2017*

Gary Nicholds reviewed the Balance Sheet:

1. Total Checking/Savings – \$23,231.
2. Accounts Receivable - \$1,160 for one delinquent owner. Several unsuccessful attempts have been made to contact the owner.
3. Total Liabilities & Equity - \$26,752.

Nick Lombardo made a motion to authorize Basic Property Management to engage a legal firm to pursue collection of the past due amount from the delinquent owner if necessary. Sharon Kassanoff seconded and the motion carried.

Gary Nicholds reviewed the Income Statement:

1. Total Income – \$108 favorable to budget.

2. Total Expenses – \$913 favorable to budget. Insurance was \$627 unfavorable to budget and Snow Removal was \$196 unfavorable to budget.
3. Net Income – \$1,531, which was \$806 unfavorable to budget.

Joseph Draves said there was a charge of approximately \$500 listed on an email he received that appeared to be for an anchoring system for roof snow removal. It did not appear on the transaction detail report in the meeting packet. Gary Nicholds will research this item.

Joseph asked why there was so much fluctuation of the landscaping expenses from year to year. Gary Nicholds said it may have been due to irrigation system repairs. He will request an explanation from Greenscapes.

Sharon Kassanoff made a motion to accept the Financial Report as presented. Nick Lombardo seconded and the motion carried.

V. Management Report

Gary Nicholds reported that it had been a good year for the Association. There continue to be problems with unauthorized use of the dumpster, especially with abandoned furniture. The heavy snowfall last winter was a management challenge.

Joseph Draves questioned the \$2,000 charge for the loader and dump truck to remove snow accumulation. He said he was living at the property full time and never saw that type of equipment. He suggested requiring someone to sign off when this type of service is provided to confirm it has occurred. Gary Nicholds will follow up with the contractor on this issue.

VI. Old Business

Sharon Kassanoff said unauthorized parking is still an issue. She has put stickers on unidentified cars and they have been moved. Gary Nicholds said he could assist with towing vehicles that are stickered but not moved.

VII. New Business

A. *Landscaping*

Joseph Draves said all the Aspen trees on the property are infested with aphids. He suggested spraying them in the spring. Eric Nicholds will obtain a bid. Joseph will provide the contact information for the contractor he used in the past.

B. *Snow Removal*

Sharon Kassanoff commented that the sidewalk shoveling was better this year.

VIII. Board of Directors Election

The current Board members are Jonathan Heroux and Sharon Kassanoff and their terms did not expire this year. The Bylaws call for three Board members.

Joseph Draves made a motion to self-nominate and elect himself to the Board for a three-year term. Nick Lombardo seconded and the motion carried.

IX. Set Next Meeting Date

The next Annual Meeting was scheduled for Saturday, September 8, 2018 at 2:00 p.m.

X. Adjournment

Sharon Kassanoff made a motion to adjourn at 2:42 p.m. Nick Lombardo seconded and the motion carried.

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

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