

BRITTANY PLACE OF BRECKENRIDGE ASSOCIATION  
ANNUAL HOMEOWNER MEETING  
SEPTEMBER 8, 2018

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

The meeting was called to order by Gary Nicholds at 10:12 a.m. in the Basic Property Management Office.

Board member Sharon Kassanoff, Vice President, was present.

Owners Beth Lombardo and Kendra Stinski were present. Sarah Swanson participated via teleconference.

Proxies were received from Robert Wahl, Jonathan Heroux and Ernie Blake.

Representing Basic Property Management were Gary Nicholds and Jason Blarjeske. Andrea Kriegler 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

Sharon Kassanoff motioned to approve the September 9, 2017 Annual Meeting minutes as presented. Beth Lombardo seconded and the motion carried.

Sharon Kassanoff followed up on Joseph Draves' question from the minutes regarding the \$2,000 snow removal equipment charge, since he did not see the loader and dump truck on the property. Gary Nicholds confirmed with Early Bird Plowing that they were onsite at that time and, if needed, are available to answer any questions.

IV. Financial Report

A. *Year-to-Date as of June 30, 2018*

Gary Nicholds reviewed the Balance Sheet:

1. Total Checking/Savings – \$20,331.
2. Restricted Reserves - \$18,342. Gary Nicholds explained that this money is designated for both planned and unplanned common element expenses. Gary will find out how much is deposited into this account either monthly or quarterly. Gary stated that based on the plat map, some Brittany Place homes and garages are considered condominiums. The Board discussed what the Association would be responsible for if this is accurate and if the Association's insurance cost would change. Gary will check with Steve Dorado and research why these buildings were designated as condominiums.

3. There was one owner delinquency and the account is now in collections. The management company has had numerous conversations with the owner, sent letters of delinquency and the owner agreed to a payment plan. The owner fell behind during the payment plan, so the account was turned over to the attorneys.

The Income Statement indicated that the Association had net income of \$3,830, which was \$4,905 favorable to budget.

Beth Lombardo motioned to accept the Financial Report as presented. Sharon Kassanoff seconded and the motion carried.

*B. 2019 Fiscal Year Proposed Budget*

Gary Nicholds reviewed the fiscal year 2019 proposed Budget and projected that the Association will finish the current year with net income of \$4,830. This could change depending on snowfall. There will not be an increase in dues. Sharon Kassanoff wanted to ensure that the legal fees are the responsibility of the delinquent owner and asked how the Reserves that are used next year are reflected in the budget. Gary Nicholds provided an explanation.

Sharon Kassanoff motioned to accept the 2019 Budget as presented. Kendra Stinski seconded and the motion passed.

V. Old Business

Sharon Kassanoff asked when the new snow removal contract will be signed. Gary Nicholds replied that the new contract will be signed by the end of October. The snow shoveling rate will remain the same. It was noted that an area of snow next to Ernie Blake's garage was not plowed last year. Sharon Kassanoff highlighted on a map where the plowing should occur. Gary Nicholds will present the highlighted map to the shoveling and plowing companies, clarify that the shoveling and plowing need to occur even if the property is not occupied and to leave two to three feet in front of the dumpster and garage doors to avoid damage. Sarah Swanson stated that the snow was not plowed in front of the garbage dumpster last year.

Sarah Swanson reported that there is a clogged drain in front of Jonathan Heroux's garage in the alley. Gary Nicholds responded that plowing the alley is a town responsibility.

Gary Nicholds reported that a new dumpster door was installed last year. The old door is still in the dumpster enclosure. Jason Blarjeske will coordinate disposal with the sanitation company since the door is heavy and needs to be lifted by the garbage truck forks. Gary Nicholds requested that the piles of branches be put in the dumpster if they have not already been picked up by the county-run chipping program.

VI. New Business

A. *Rentals and Parking*

Sharon Kassanoff proposed creating a rule that after thirty days of nonpayment of dues, the Association can tow the delinquent owner's vehicle(s). She commented that some owners

use their garages for storage instead of their vehicles and then use two exterior spots for parking. Gary Nicholds said he had discussed this issue with Ernie Blake, who stated that the governing documents do not assign parking spaces to specific owners. The Board will need to discuss which regulations and restrictions they should implement. Sharon proposed moving forward with limiting the number of parking spaces an owner or their guests can use since the Association only has eleven surface parking spots for all the units. Gary suggested allowing the parking of no more than two vehicles per unit. Sharon said renters should be required to display either the Association orange parking sticker or a rental company permit in their car.

Sharon Kassanoff would like to ensure that if a property is rented, the owner's vehicle is not parked in the lot or stored outside at the same time as the renter's since the owner can use their garage.

Gary Nicholds will review the Declarations to determine if the Board has the legal authority to create rules and regulations and if parking in the outdoor spots can be defined as a privilege that can be revoked if an owner is delinquent. He suggested forming a Parking Committee of Sharon and two other owners to make recommendations to the Board. He recommended having the owners either vote on the proposed rules or allowing a comment period.

The space between Brittany Place and Val D'Isere was discussed as a potential location for tandem parking. There could be three to four spaces specified as tandem. A retaining wall may be necessary. Sharon Kassanoff suggested using some of the Reserves to fund this project, although the cost is not yet known. Gary recommended that she bring the map to the Planning Department to discuss this project. A survey might be required. He noted that the tandem spaces might block access for snow storage.

*B. Tree Trimming*

Gary Nicholds stated that the trees around the property have grown and some limbs are close to the buildings. Alpine Tree submitted a bid of \$2,000 to perform the trimming, and another company will be submitting a bid. Gary recommended that the trees be trimmed to prevent formation of ice dams. Sarah Swanson thought most of the trees were on private property and trimming should be an individual owner responsibility. The Board directed Gary to confirm the property boundaries and to send a letter to the owners with a recommendation to contact the arborist to trim the tree limbs.

*C. Leaf Raking*

Gary Nicholds stated that the Board directed Basic Property Management to rake up the Aspen leaves last year to prevent disease from spreading to the trees.

Sharon Kassanoff motioned to approve raking up the Aspen leaves after they have fallen. Beth Lombardo seconded and the motion carried.

*D. Gates and Shrubbery*

Sharon Kassanoff commented that the wrought iron gates and shrubbery around some of the homes need improvement and asked what the procedure is to notify the owners. Gary

Nicholds suggested that the Board do a walk-through of the property and send pictures and a letter of repair recommendations to the owners. If owners notice items that need improvement, they can send pictures to Basic Property Management.

In response to a comment by Sharon Kassanoff, Gary Nicholds suggested that a letter be sent to all owners stating that as the property starts to mature, plants and trees are continuing to grow, some owners are taking steps to beautify their property and increase curb appeal, and owners should ensure the improvements made are done within the confines of their property boundary. Owners should communicate with each other about any improvements that might encroach on a neighboring property. Owners should be reminded to submit landscape and painting plans for approval.

Beth Lombardo volunteered to head the Architectural Review Committee, which will be tasked with creating landscaping rules and regulations.

Kendra Stinski noted that the fences around her property will be repaired as soon as weather permits in 2019. Kendra commented that there is a drip hose located on the left side near her front entrance that is running and she is not sure where it is connected, and there is a hose that was clamped and needs to be fixed. Gary Nicholds will contact Greenscapes to make the repairs.

*E. Snow Removal*

Sharon Kassanoff commented that the sidewalk shoveling improved this year.

VII. Board of Directors Election

The current Board members are Jonathan Heroux and Sharon Kassanoff and their terms expire this year. The Bylaws call for three Board members.

Kendra Stinski motioned to re-elect Jonathan Heroux and Sharon Kassanoff to the Board by acclamation. Beth Lombardo seconded.

VIII. Set Next Meeting Date

The next Annual Meeting was scheduled for Saturday, September 21, 2019 at 10:00 a.m.

IX. Adjournment

Sharon Kassanoff motioned to adjourn at 11:55 a.m. Kendra Stinski seconded and the motion carried.

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

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