

BRITTANY PLACE OF BRECKENRIDGE ASSOCIATION  
ANNUAL HOMEOWNER MEETING  
SEPTEMBER 21, 2019

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

The meeting was called to order by Gary Nicholds at 10:02 a.m. in the Basic Property Management Office.

Board members present were:

Sharon Kassanoff, President	Joseph Draves
Brad Blacketor (via teleconference)	

Owners present were:

Beth & Nick Lombardo	Sara Swanson (via teleconference)
Ben Kassanoff (via teleconference)	

Proxies were received from Robert Wahl Jr. and Stephen Stinski.

Representing Basic Property Management was Gary Nicholds. Kate Willis 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:** Nick Lombardo moved to approve the September 8, 2018 Annual Meeting minutes as presented. Sharon Kassanoff seconded and the motion carried.

IV. Financial Report

A. *Year-to-Date as of June 30, 2019*

Gary Nicholds reported that the Total Checking/Savings balance was \$9,796. The Profit & Loss reflected a \$4,184 net deficit, which was \$3,560 unfavorable to budget, mainly due to a \$4,539 overage in Snow Removal.

Brad Blacketor mentioned that Patty Vande Zande projects that the cash balance at the beginning of next year should be approximately \$16,000. Collections from the delinquent owner would add another \$7,000.

**Motion:** Nick Lombardo moved to accept the Financial Report. Sharon Kassanoff seconded and the motion carried.

B. *2020 Fiscal Year Proposed Budget*

Gary Nicholds reviewed the proposed fiscal year 2020 Budget. The Association is projected to finish the current year with a \$155 net loss. This could change depending on snowfall. There will be a 5% increase in dues. Gary Nicholds has requested a 5% increase to the Management Fee, subject to negotiation.

**Action Item:** Gary Nicholds will forward a copy of the management contract to the Board for review.

There was discussion about the expense for the concrete work. Gary Nicholds said it was not included in the Operating budget. This type of expense is usually paid from Reserves, funded through a Special Assessment or a combination of the two. Nick Lombardo suggested a larger dues increase to fund Reserves but after further discussion this was deemed unnecessary.

Joe Draves was concerned that the dumpster door might hit a car. Gary Nicholds said this could be solved with a spring-loaded chain.

Sharon Kassinoff expressed a desire for the Association to spend money on improving the appearance of the property. She noted that there is not enough space for the parking expansion project.

**Action Item:** Patti Vande Zande will be asked to add Reserves as a line item in the budget.

**Motion:** Sharon Kassinoff moved to accept the 2020 Budget as presented. Beth Lombardo seconded and the motion carried.

V. New Business

A. *Radon Detection*

Sharon Kassinoff reported that radon is known to be an issue in the area. Her home was tested and had a reading of 4.7. She is having mitigation done. She said owners can hire a contractor to test at a cost of \$30 or owners can get a free testing kit from the Frisco Environmental Affairs Office. The cost for mitigation by a certified contractor ranges from \$1,700 - \$5,000.

B. *Rules and Regulations*

Sharon Kassinoff said the Association does not have Rules and Regulations, which makes enforcement impossible. Gary Nicholds and Sharon Kassinoff compiled applicable rules from other Associations into a first draft and requested Board feedback. Nick Lombardo recommended including the entire membership in the process by scheduling a conference call before adoption.

**Action Item:** The Board will send in their feedback via email by October 31<sup>st</sup>.

C. *Fence Work*

Sharon Kassinoff mentioned that a section of fence in front of Ernie Blake's and Bob Wahl's houses is in poor condition and the landscaping has died. There is a need to add a fence and gates to discourage use of the thoroughfare from the alley for safety and snow

removal. There was general discussion about where to put the fence, possibly refinishing the existing fences and matching new fences with the old ones.

**Action Item:** Brad Blacketer will look up the name of the fencing company he used.

General discussion followed regarding responsibility for the fence. Sharon Kassanoff commented that according to the Town and the most recent map, each owner's property ends at the foundation of the home. Nick Lombardo said he did not accept that he does not own his front yard and he will seek legal advice for clarification. Sharon Kassanoff stated that it was not the Board's intention to take away anyone's property, but it is something that needs to be known for logistical reasons like this one. Gary Nicholds suggested re-platting the property.

**Action Item:** Nick Lombardo will research the property lines and ownership with an attorney.

D. *Concrete Repair*

Sharon Kassanoff reported that a section of sidewalk has collapsed by Kendra Stinski's house and water and snow runoff is pushing into the window well. Sidewalks are an Association responsibility. Gary Nicholds reviewed a bid to make repairs that included removal and replacement of the piece of sidewalk, the addition of pillars to prevent further sinking, repair of the retaining wall and putting plywood over the area during for the winter to cover the gap. There will also be repairs made to several uneven spots of sidewalk around the property. This project will cost about \$8,000. Sara Swanson reported an additional area near her home where the sidewalk needs to be repaired.

**Action Item:** Sara Swanson will send the Board a picture of the sidewalk.

E. *Nine Responsible Governance Policies*

Gary Nicholds presented the policies dictated by CCIOA with an explanation of the specific need for a Collection Policy. The only policy currently in place is the Collection Policy because of a fines issue with one owner, but the others are drafts for review. Nick Lombardo requested that in the future, the Board should inform the ownership when such things are enacted. Gary Nicholds explained that these policies are separate from the Declarations so they can be more easily revised.

**Action Item:** The owners will send feedback on these policies by October 31<sup>st</sup>.

VI. Management Report

A. *Signage*

Gary Nicholds is in the process of creating signs to post in the alleyway to warn of the high alpine environment and slipping hazard. He will make them easily removable in case the fences are put in. He will provide a draft to the Board for comment before installation. Nick Lombardo thanked management for replacing the damaged "No Parking" sign.

B. *Owner Comments*

1. Snow Removal - Sharon Kassanoff requested the phone number of the snow removal company since there are still some issues with plowing the correct areas.

- Gary Nicholds will walk the property with the snowplow contractor and attach the map to the agreement.
2. Irrigation System - Sharon Kassanoff asked who is paying for the irrigation water and who blows out the irrigation system. Gary Nicholds will research the water bill. Greenscapes blows out the irrigation system on an automatic schedule.
  3. Fence Damage - Nick Lombardo said his fence was damaged by a snowplow and asked who to contact about repair. Gary Nicholds said if it was marked, the snow removal company would be responsible for repairs. Gary will put in stakes by the fences by Nick Lombardo's and Sharon Kassanoff's homes.
  4. Ice on Garages - There was general discussion about the ice that comes off Joe Draves's garage and possible solutions. Joe will research a better solution for his roof and the Association will make sure the snow removal company takes care of it when he is not at the property.
  5. Tree Care - Joe Draves brought up the issue of leaf removal versus spraying. There was general agreement that spraying was more effective for reducing the sap issue and raking had damaged the flowers. Nick Lombardo commented that the trees next to his house were trimmed without notification. Sharon Kassanoff said the Association did not authorize or pay for trimming.  
**Action Item:** Gary Nicholds will ask the landscaping contractor to provide separate bids for spraying and raking. He will ask her to preserve the flower beds.
  6. Dumpster - There was discussion about unauthorized use of the dumpster. Signage or a security camera could be added to discourage poaching.
  7. Parking - There was general discussion of how to identify illegally parked cars. Owners can send a photo to management or put a sticker on the window.

VII. Board of Directors Election

The current Board members are Joe Draves, Brad Blacketer and Sharon Kassanoff and their terms expire next year and the following year respectively. The Bylaws call for three Board members. Joe Draves resigned from the Board.

**Motion:** Sharon Kassanoff moved to appoint Beth Lombardo to fill the vacancy with a term ending in 2020. The motion was seconded and carried.

VIII. Set Next Meeting Date

The next Annual Meeting was scheduled for Saturday, September 12, 2020 at 10:00 a.m.

IX. Adjournment

The meeting was adjourned at 12:11 p.m.

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

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