

BRITTANY PLACE OF BRECKENRIDGE ASSOCIATION  
ANNUAL HOMEOWNER MEETING  
SEPTEMBER 12, 2020

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

The meeting was called to order by Gary Nicholds at 10:00 a.m. via teleconference.

Board members present were:

Sharon Kassanoff, President  
Brad Blacketor

Beth Lombardo

Owners present were:

Nick Lombardo  
Ben Kassanoff

Joseph Draves  
Ernie Blake

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

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

**Motion:** Nick Lombardo moved to approve the September 21, 2019 Annual Meeting minutes as presented. Sharon Kassanoff seconded and the motion carried.

IV. Financial Report

A. *2021 Fiscal Year Proposed Budget*

Gary Nicholds reviewed the proposed fiscal year 2021 Budget. It includes a 5% dues increase to build a Reserve Fund. Not having a Reserve Fund can be problematic when selling a property. The general rule of thumb is to fund Reserves at 80% of upcoming capital expenses. Gary recommended scheduling a budget review meeting prior to the Annual Meeting next year.

**Motion:** A motion was made to ratify the 2021 Budget as presented, subject to some clarification from Patti Vande Zande. The motion was seconded and carried.

B. *Year-to-Date as of June 30, 2020*

Gary Nicholds reported that the Total Checking/Savings balance was \$10,444. The 2020 year-end balance is projected to be \$10,500 - \$15,000. The 2021 year-end balance depends on approval of the dues increase and spending on Capital projects.

V. Management Report

A. *Dumpster*

There was discussion about illegal use of the dumpster. Gary Nicholds said it is a common problem and it is difficult to prevent given the location. Adding a lock or keypad lock on the main door and providing pedestrian access only through the man door might reduce some the use, but could result in trash being left outside the enclosure. Ernie Blake suggested locking the main door and installing a gate opener inside the man door. It was noted that there is no power in the shed and running power would be an expense. Ernie said power could be run from his garage. Another option might be to install a manual latch inside the gates or to increase the frequency of service.

**Action Item:** BPM will research gate opener and lock options, install signage on the enclosure, check on the service frequency and change the pickup day to Thursday or Friday. Gary Nicholds will explore the feasibility of adding more chicken wire under the door to prevent animal access.

B. *Tree Trimming*

There have been some owner requests to trim the trees. Gary Nicholds will not have trees trimmed unless directed to do so by the Board. There is one large tree on the Main Street side with a branch that leans and will hit a house if it breaks. He asked the Board to look at the trees and provide direction.

C. *Concrete*

Larwood Construction mud jacked some areas of sinking concrete. The cost for the project was about \$8,000. It looks very good.

D. *Pathway Signs*

Signs were created for installation at either end of the path through the property in response to concerns about ice and snowpack expressed at last year's meeting. They will be installed in October and taken down in April.

E. *Snow Shoveling*

Shoveling twice a day when necessary was discussed last year. The cost would be about \$50/hour. It was agreed that extra service can be requested as needed.

VI. Old Business

A. *Responsible Governance Policies*

The attorney was in favor of having the Responsible Governance Policies for clarification. The Association has a Collection Policy, which was adopted in order to proceed with collections for one owner. Some of the other policies are already included in the Declarations or Bylaws.

B. *Rules & Regulations*

Gary Nicholds can provide a template for a short list of rules for an Architectural Review Committee (ARC) with an application form that requires the signatures of the ARC, Board

and management company. Sharon Kassanoff and Beth Lombardo will fine tune the application for the property. It was noted that there need to be enforcement and fines for non-compliance.

C. *Fence Extension*

Last year, there was a proposal to extend the wrought iron fence from Brad Blacketor's and Nick Lombardo's property across the properties of Ernie Blake and Robert Wahl, with a gate, to improve the property appearance. The cost would be \$9,320. The fence would require Town approval. It could deter use of the path. There could also be a back gate added between Sharon Kassanoff's property and the Hoffman's. Ernie Blake will consider the proposal and respond to Gary Nicholds. He is willing to pay for the fence. Sharon Kassanoff will contact Robert Wahl about the proposal and obtain a bid for the back gate.

D. *Insurance*

Sharon Kassanoff noted that it needs to be confirmed that owners of Lot I purchase liability insurance for the common area per the agreement.

VII. Board of Directors Election

The term of Beth Lombardo expired because she was elected last year to fill an unexpired term. She was willing to run again and there were no other nominations from the floor.

**Motion:** A motion was made to re-elect Beth Lombardo for a three-year term. The motion was seconded and carried.

Sharon Kassanoff thanked Brad Blacketor and Beth Lombardo for their work on the financials and legal issues.

VIII. Set Next Meeting Date

The next Annual Meeting was scheduled for Saturday, September 11, 2021 at 10:00 a.m.

IX. Adjournment

The meeting was adjourned at 11:25 a.m.

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

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