

**AUTUMN BROOK TOWNHOMES ASSOCIATION**  
**ANNUAL HOMEOWNERS MEETING**  
**August 19, 2022**

I. Call the Meeting to Order

The Autumn Brook Townhomes Annual Homeowners Meeting was called to order at 1:03 p.m. via teleconference.

II. Introduction of Those in Attendance & Determination of Quorum

Board Members Participating Were:

Hoang Nguyen, President, #18

Matthew Allen, Secretary, #26

Owners participating were:

Tyler Jordan, #20

Greg & Mel Zynda, #22

Erin Allen, #26

Representing Summit Resort Group were Kevin Lovett and Noah Orth. Sarah Woodward of Summit Management Resources transcribed the minutes from recording.

With five owners participating, a quorum was confirmed.

III. Approval of Previous Meeting Minutes

Erin Allen requested clarification of Section 7.e. She believes decks should be an individual owner responsibility.

**Action Item:** Mr. Orth will review the Bylaws to confirm that decks are an individual owner responsibility.

Matthew Allen noted that Section 7.f. should reflect that there was a leak from a faucet behind their washing machine and they replaced the faucet.

**Motion:** Matthew Allen moved to approve the August 20, 2021 Annual Meeting minutes as amended. Hoang Nguyen seconded and the motion carried.

IV. President's Report

Hoang Nguyen highlighted the importance of communication and collaboration among homeowners to support the community.

V. Financial Report

A. *Balance Sheet*

The June 30, 2022 Balance Sheet reflected an Operating balance of \$2,989 and \$30,692 in Reserves for a total of \$33,681 in checking and savings.

*B. Profit & Loss Statement*

As of June 30, 2022, the Association was operating \$1,015 favorable to budget. Repair & Maintenance was \$286 unfavorable to budget. There were favorable variances to budget in Snow Removal Shoveling (\$650) Snow Removal Plowing (\$594) and Landscaping (\$343).

**Motion:** Hoang Nguyen moved to approve the financials as presented. Matthew Allen seconded and the motion carried.

*C. 2022 Approved Budget*

Noah Orth displayed the actuals and projections for the 2022 Operating Budget.

*D. Capital Reserve Plan*

The \$5,000 for heat tape and gutter for Units 18 and 20 and \$600 for mulch scheduled in 2022 were deferred to 2023. The 2023 plan includes \$1,500 for stone and siding repairs, \$20,000 for exterior painting of all units and \$6,000 for deck repair and railing for Units 22, 24 and 26. Hoang Nguyen commented that a one-time Special Assessment could be collected from owners to cover these types of larger expenses.

**VI. Managing Agents Report**

*A. Completed Projects*

1. Removed the exterior wire from Unit 18.
2. Repaired the heat tape on Units 18 and 20.
3. Replaced some siding on Unit 26.

*B. Items to Discuss*

The owner of 3 Peaks Lodge notified Noah Orth that renters are parking in his lot. Owners were reminded to communicate parking boundaries to avoid being towed. Hoang Nguyen said that he has not had neighborly interactions with the 3 Peaks owner and that Autumn Brook owners should communicate with the owner through SRG. Matthew Allen had similar interactions with the 3 Peaks owner. Noah Orth said the 3 Peaks owner has the right to tow and there have been instances when he has put invoices on windshields of cars parked on his property. There is no obligation to pay those invoices.

**VII. Old Business**

*A. 3 Peaks Dumpster*

Matthew Allen said that there have been incidents of a bear getting into the 3 Peaks dumpster.

**Action Item:** Noah Orth will contact the 3 Peaks owner about safety concerns.

**VIII. New Business**

*A. Legislative Passed Bills/Updated Policies*

Noah Orth reviewed new Colorado legislation that went into effect on August 9<sup>th</sup>.

1. Collection of Unpaid Assessments Policy - Late charges and delinquency installments are currently \$100. Altitude Law recommends setting them at \$20.00.

The interest rate is set for a maximum of 8% and there is a statutory cap of \$20 for a returned check fee.

2. Enforcement Policy – There is a \$500 statutory cap on penalties. The current Declarations state \$100 per day, which is no longer allowed. The Association could lower the daily amounts per day. The new policy includes a first notice (warning letter with 10 days to fix), a second notice (\$250 fine with 30 days to fix) and a third notice (\$250 fine with an additional 30 days to fix). After 60 days, the Association attorney can take legal action
3. Conduct of Meetings Policy – For Board actions without a meeting, the Bylaws require unanimous consent. This would have to be amended in the Bylaws if the Association would like to have it changed. There was agreement not to pursue an amendment. Notice of meetings must be posted at least three days before a meeting and will be displayed on the back of the Autumn Brook sign.

#### IX. Owner Education

Noah Orth presented a flow chart that explains the process for water-related insurance claims. He asked owners to notify him if they file a claim for water damage. Claims should be filed on both the Association and the owner's H06 policies.

#### X. Owners Forum

1. Noah Orth reminded owners that Autumn Brook does not have mailboxes and they should avoid sending packages to their physical address. The address is Razor Drive, not Razor Court, per the Country website.
2. Matthew Allen said the irrigation system is leaking. Noah Orth requested more details about the leak so it can be investigated.
3. Matthew Allen requested better gutter cleaning.

#### XI. Election of Directors

There were three Board seats up for election. Hoang Nguyen nominated Melissa Zynda. Matthew Allen nominated Hoang Nguyen and self-nominated.

**Motion:** There was a motion to re-elect Hoang Nguyen as Board President, Matthew Allen as Vice President and to elect Melissa Zynda as Director. The motion carried unanimously.

#### XII. Next Annual Meeting Date

The next meeting date was not scheduled.

#### XIII. Adjournment

The meeting was adjourned at 1:56 p.m.

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