

AUTUMN BROOK TOWNHOMES ASSOCIATION
ANNUAL HOMEOWNERS MEETING
August 16, 2024

I. Call the Meeting to Order

The Autumn Brook Townhomes Annual Homeowners Meeting was called to order at 9:02 a.m. via videoconference.

II. Introduction of Those in Attendance & Determination of Quorum

Board Members Participating Were:
Matthew Allen, President, #26
Hoang Nguyen, Vice President, #18
Tyler Jordan, #20

Owners participating were:
Melissa & Greg Zynda, #22

Representing Summit Resort Group were Kevin Lovett, Noah Orth and Armani Zangari. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

With four owners participating, a quorum was confirmed.

III. Approval of Previous Annual Meeting Minutes

Motion: Matthew Allen moved to approve the August 18, 2023 Annual Meeting minutes as presented. Tyler Jordan seconded and the motion carried.

IV. President's Report

Matthew Allen reported that the most significant project has been the engineering report and the work required to address the leaking decks. The main issues are grading and the under deck heating. The engineering report will be forwarded to all owners.

V. Treasurer's Report

A. *June 2024 Balance Statement*

The June 2024 Balance Statement reflected \$1,334 in Operating and \$24,075 in Reserves for a total of \$25,409.

B. *June 2024 Profit & Loss Statement*

The June 2024 Year-to-Date Profit & Loss Statement reflected total Operating expenses of \$17,405 against a budget of \$17,325, resulting in a deficit of \$80. There were significant overages in Insurance (\$1,261) and Trash Removal (\$583) and

savings in Repairs & Maintenance (\$500) and Landscaping (\$1,289). The Trash overage was due to a rate increase.

C. 2024 Approved Budget

All monthly Reserve contributions of \$662 have been made through June 2024. The Association's fiscal year end is December 31st.

D. 2024 Monthly Expense Worksheet

The 2024 Monthly Expense Worksheet indicated that the Association operated over budget three months and under budget three months. Noah Orth pointed out that fluctuations are common due to timing of the expenses. It will be used as a tool in the preparation of the 2025 Budget.

Motion: Matthew Allen moved to approve the 2024 Financial Report. Hoang Nguyen seconded and the motion carried.

VI. Managing Agent's Report

Noah Orth reported that 2024 has been fairly quiet. There have been some parking issues in Three Peaks Lodge. Owners should remind their guests that parking in Three Peaks Lodge is prohibited and vehicles could be towed. Snow plowing was provided by Hood Landscaping last winter. When the contract was put out to bid for the coming winter, Hood declined to provide a per plow rate. A new contractor was signed at a higher monthly rate. The average premium increase for insurance is 35% - 40%. The Board will be increasing the budget line items for snow removal and insurance for 2025. Owners and guests should be aware of snow and ice cornices that build up on roof lines. Ice melt buckets are located outside of each unit.

VII. Old Business

A. Homeowner Reminders

1. Homeowner insurance is required of all individual owners.
2. Any planned changes to units must receive prior approved from the Board of Directors.
3. The dumpster is for household trash items only. Construction debris and furniture must be taken to the landfill.

VIII. New Business

A. Bylaws Amendment

Matthew Allen said the Bylaws need to be amended to clarify owner versus Association responsibility for repairs of various elements. The Board has previously discussed having the decks be an owner responsibility. The Bylaws state that if repairs are done that are only beneficial to one owner or less than the full Association, those who are benefited are the ones who should reimburse the Association for the work that is being done. The Board has been told by attorneys

that the Bylaws should be clearer. This topic will be discussed further by the Board.

B. Unit Decks Cona Engineering Report

The Board is working with Matt Hickey of Montauk on the condition of each unit concrete patio. The Board has indicated that concrete patio grading correction and snowmelt systems being operational are required. The Cona Engineering report indicated that the ice and water shield behind the siding and the knee rail and knee walls should be addressed. Each unit will have specific things that should be completed to prevent leaks. The Association Bylaws require all owners to keep their decks clear of snow. The water shield should be higher but the Board has decided that as long as the grading and the under deck heating are being used appropriately, water should not be standing up against the home and the sheathing is not as important. The Board will be requesting railing recommendations so owners who want to switch from the wall to a railing can install something that will be approved for all units.

Hoang Nguyen said he would like to add more holes under his railing to allow water to drain. Noah Orth noted that the knee wall height is not code compliant, so any work to the knee walls will require a County permit and they will have to be brought up to code. The Board will schedule a meeting with Montauk to review the proposal they submitted. Owners can work with a contractor of their choosing but the project will require Board approval.

IX. Owner Education/Owner Forum

A. Insurance Open Flame Equipment Prohibited

As of February 4, 2025, the Association must adopt an Association policy that prohibits all open flame and combustible equipment within 10' of all structures. Non-compliance may result in policy non-renewal. Underwriting will be inquiring 55 days in advance of the renewal date to ensure the Association is in compliance. Electric grills will be allowed.

B. Unit Sale

Hoang Nguyen said the owners of #24 are trying to sell their unit and are asking \$1.325 million. The unit has the same deck problems as the other units.

Greg Zynda asked if the Board would prevent the sale of a unit if it was not in compliance with the Association rules. Matthew Allen said the Board would make sure the seller informs the buyer of any issues. As long as the buyer is aware and willing to take on the responsibility, he did not think the Board would interfere. Hoang Nguyen said this should be part of the disclosure report.

X. Election of Directors

The terms of Matthew Allen, Hoang Nguyen and Tyler Jordan expired. All three incumbents were nominated, along with Greg Zynda and all four accepted the nominations. Since there were more candidates than open Board seats, a secret ballot will be sent to the ownership and the votes will be tabulated by a third party.

XI. Next Annual Meeting Date

The next Annual Meeting date was not scheduled.

XII. Adjournment

Motion: Matthew Allen moved to adjourn at 9:50 a.m. Hoang Nguyen seconded and the motion carried.

Approved By: _____ Date: _____

Board Member Signature