

**AUTUMN BROOK TOWNHOMES ASSOCIATION
ANNUAL HOMEOWNERS MEETING
September 5, 2025**

I. Call to Order/Introductions

The Autumn Brook Townhomes Annual Homeowners Meeting was called to order at 1:04 p.m. via videoconference.

Board Members Participating Were:

Matthew Allen, President, #26

Hoang Nguyen, Vice President, #18

Greg Zynda, Director, #22

Owners participating were:

Melissa Zynda, #22

Rob Murray, #24

Representing Summit Resort Group was Noah Orth. Monique Dabrowsky of Summit Management Resources transcribed the minutes from recording.

With four owners participating, a quorum was confirmed.

II. Approval of Previous Annual Meeting Minutes

Motion: Matthew Allen moved to approve the August 16, 2024 Annual Meeting minutes as presented. Hoang Nguyen seconded and the motion carried.

III. President's Report

Matthew Allen reported that the Board finalized a long-standing process for scheduling and approving exterior work. A clear approval path now exists, though decisions about acceptable wall designs are still pending. As the President, Matthew Allen tried to minimize unnecessary spending while leaving flexibility for owners to make changes, provided they do not negatively affect other units or the community aesthetics. He is willing to step aside from the President position and take another role.

IV. Treasurer's/Financial Report

A. *June 2025 Balance Statement*

The balances were \$797 in Operating and \$21,729 in Reserves for a total of \$22,525.

B. *June 2025 Profit & Loss Statement*

Total Operating expenses were \$18,860 against a budget of \$19,918, resulting in a surplus of \$1,058. There were significant overages in Insurance (\$4,642) and Trash Removal (\$502) and savings in Repairs & Maintenance (\$515), Roof Snow

Removal (\$1,500) and Landscaping (\$1,434). Some of the surplus is due to how expenses were distributed throughout the year or timing of projects.

C. 2025 Approved Budget

All monthly Reserve contributions of \$667 were made in as of June. Noah Orth suggested increasing dues in 2026 to ensure monthly Reserve contributions can be made.

D. 2025 Monthly Expense Worksheet

The 2025 Monthly Expense Worksheet indicated that the Association operated under budget every month in January through June. Noah Orth pointed out that fluctuations are common due to the timing of expenses. It will be used as a tool in the preparation of the 2026 Budget.

Motion: Matthew Allen moved to approve the 2025 Financial Report. Hoang Nguyen seconded and the motion carried.

V. Managing Agent's Report

Noah Orth reported it had been a very quiet year. There was a frozen pipe in Unit 24 that burst and resulted in an insurance claim. Unit repairs have been completed, and the claim has been closed. The Association continues to make progress with notification to the ownership regarding individual unit deck repairs based on the recommendations of Cona Engineering.

VI. Old Business

A. Open Flame Policy Follow Up

As of April 1, 2025, gas grills and all open flame devices are prohibited on decks. Electric grills are allowed if they do not have a source of combustion.

B. Unit Decks Updates (Cona Engineering Report)

Matthew Allen confirmed all owners had received the new deck work request process and noted that the main unresolved issue is whether to allow pony walls, bar railings, or alternative panels. The Board is currently weighing privacy and aesthetics against cost and engineering recommendations. It was suggested to schedule a separate call to come to an agreement on this. Rob Murray raised concerns about consistency and suggested using one contractor for all units to avoid confusion. He noted that the decks have different issues, but consistency in railing and contractor selection would help. The Board agreed that consistency is important but would like to give homeowners the flexibility to get the job done themselves.

VII. New Business

There was no new business.

VIII. Owner Education & Reminders/Owner Forum

A. *Owner Education & Reminders*

1. Emergency access to units must be provided to Summit Resort Group.
2. Only electric grills are allowed as the Association has a No Open Flame Policy.
3. Autumn Brook is a smoke free Association. Please be aware that unit windows are open during the summer and not all owners appreciate the smoke and smell. Please be neighborly.
4. Owners should make sure guests are aware of the House Rules.
5. It is advised that all owners exercise their unit's water shut offs behind sinks, toilets and vanities. Summit County's hard water can cause corrosion and seizing of shut offs.
6. The dumpster is for household trash only. Large items and construction debris must be taken to the landfill and management can help facilitate removal for a fee.
7. Owners must remove snow from decks to prevent leaks, per the Association Declarations.

B. *Homeowner Forum*

1. Hoang Nguyen asked about dumpsters. It was confirmed that contractors must supply their own dumpsters.
2. There was further owner discussion about the deck repairs. Some owners were in favor of keeping the old pony walls instead of open railings. Rob Murray commented that one contractor indicated they were not interested in the project due to a history of leaks and the lack of air flow. They would only make the repairs as specified by the engineer. Noah Orth said the existing pony walls were saturated with moisture and another material might be a better option. He has asked the engineer to clarify his recommendation for airflow. There was agreement to continue discussions and explore paneling or other compromise options, pending the engineer's response.
3. Greg and Melissa Zynda raised concerns about the landscaping and asked about the irrigation system. Matthew Allen explained that the irrigation system runs through his garage and there have been repeated leaks into his owner closet wall. It would be ideal if it could be redone and taken out of his unit, but this would be expensive. Noah Orth recommended considering xeriscaping alternatives that utilize native plants that do not need watering or hardscaping with rocks. The Board will evaluate further.
Action Item: Noah Orth will investigate having the irrigation system assessed to determine if it can be made operational again.
4. There was a request to trim back trees touching units. Noah Orth stated this is a safety and fire-prevention measure and should be pursued before winter.

5. There was a suggestion to add signage warning about the high altitude environment and update fire lane and pet waste signage. Noah Orth clarified signage does not limit liability but can provide awareness.
6. Both Matthew Allen and Greg Zynda have closed up holes but confirmed continued rodent activity in crawl spaces. Greg Zynda suggested hiring a professional exclusion contractor. Noah Orth agreed to note this for Board follow-up before winter.

IX. Election of Directors

All three Board terms expired. The three incumbents were nominated and re-elected via acclamation.

X. Next Annual Meeting Date

The next Annual Meeting date will be posted on the website.

XI. Adjournment

Motion: Matthew Allen moved to adjourn at 1:49 p.m. Hoang Nguyen seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature