

**STONEHAVEN AT BRECKENRIDGEASSOCIATION
BOARD OF DIRECTORS MEETING
February 13, 2020**

I. CALL MEETING TO ORDER

The Stonehaven at Breckenridge Association Board of Directors Meeting was called to order by Gary Sawkins at 10:09 a.m. at 25 North Road.

Board Members Participating (*via teleconference) Were:

Gary Sawkins, President

Rae Anderson, Vice President*

Stuart Walsworth, Secretary*

Gary Gallagher, Member

Tom Cassidy, Don Clark and Drew Slavin of Neils Lunceford were guests at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

II. NEILS LUNCEFORD PRESENTATION

Don Clark recommended eliminating some of the original irrigation system. The above ground portions have broken down due to UV. The trees that are established do not need to be irrigated. The new system should be buried and should be aligned to focus on flowerbeds and any new areas that are being established. There is no accurate schematic for the existing system since it has been reworked so many times. Once the irrigation system is installed by the Association, the Board will need to decide if they want to allow owners to do their own landscaping and tap in to the system. Part of the project will need to be identifying and mapping the common areas and existing lines. It may be possible to re-use some of the pop-up micro jet heads. Neils Lunceford will need to determine how many clocks are on the property before they can provide pricing for reworking the system. The initial cost will be about \$2,000 - \$3,000 for a couple of technicians for one day to do the initial review of the system and provide a rough map of the zones and irrigation heads. They should be able to provide a bid for additional work to be done for review at the Annual Meeting.

Action Item: Management will send Neils Lunceford a copy of the plat map.

Motion: Gary Gallagher moved to approve a Reserve expense up to \$3,000 to initiate a study by Neils Lunceford. Rae Anderson seconded and the motion carried.

The Neils Lunceford representatives left the meeting at 10:44 a.m.

III. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Gary Gallagher moved to approve the September 6, 2019 Board Meeting minutes as presented. Stuart Walsworth seconded and the motion carried.

Motion: Gary Gallagher moved to approve the April 27, 2018, August 31, 2018 and April 24, 2019 Board Meeting minutes as presented. Stuart Walsworth seconded and the motion carried.

IV. FINANCIAL REPORT

A. *Balance Sheet and Profit & Loss as of December 31, 2019*

1. Reserve Cash - \$69,114
2. Operating Cash - \$36,147
3. Total Cash - \$ 105,260
4. Snow Removal – \$3,995 unfavorable to budget
4. Combined Operating/Reserve Net Income/(Loss) – \$4,647, which was \$1,561 favorable to budget.

Motion: Gary Gallagher moved to accept the financial report as presented. Rae Anderson seconded and the motion carried.

V. MANAGEMENT COMPANY REPORT

A. *Tree Pruning*

Rick Herwehe looked at the trees and provided a summary of the health. He recommended pruning and some tree removal but could not provide a cost. Gary Sawkins was concerned about doing work on trees on private property. The next steps will include clarification of the property lines, identifying the trees that need to be pruned or removed, obtaining a cost estimate and determining how the cost will be allocated between the individual owners and the Association. The focus should be on appearance, safety and fire prevention.

Action Item: Eric Nicholds will ask Rick Herwehe to provide a cost estimate.

B. *Stonehaven Crack Sealing & Seal Coating*

Bruce Yankee looked at the roads last fall. His opinion was that the asphalt was in great condition.

C. *Patch Asphalt Areas with Alligatoring Pattern*

Bruce Yankee recommended crack filling and seal coating this year. He estimated the cost would be around \$5,000.

Motion: Gary Gallagher moved to approve crack filling and seal coating of the asphalt at a cost not to exceed \$5,000. Rae Anderson seconded and the motion carried.

Action Item: Eric Nicholds will ask Bruce Yankee to put the property on the schedule for the spring.

D. *Cleaning Out Culverts*

Eric Nicholds said the vendor looked at the property. The initial cost would be \$400 for the site visit but he could not provide a bid until they know how much obstruction there

is and how long clearing it will take. It is assumed that the culverts have never been cleared. The Board authorized culvert cleaning at a cost not to exceed \$3,000.

Action Item: Eric Nicholds will schedule the project in the spring.

E. Erosion

Management added some stones to redirect the drainage to reduce erosion.

F. CD Investment

Gary Gallagher asked Gary Nicholds to determine the CD maturity date and to ensure it does not automatically roll over.

VI. OLD BUSINESS

A. Houses to be Stained

At the last Annual Meeting, there were six homes identified as needing to be stained. Per the Rules & Regulations, owners need to be notified and given a reasonable amount of time to have the work completed. Owners must obtain ARC permission for staining. If owners do not comply, the Association is authorized to have the work done and bill the owner. Stuart Walsworth said he had his home painted by Doug Smith from Breckenridge Builders at a cost of about \$7,000.

Action Item: Management will send notification to the six owners who need to stain this summer and to the other seven who should plan to stain in the next two years.

B. Neils Lunceford Presentation

This agenda item was discussed at the beginning of the meeting. Gary Gallagher commented that the leaf clean-up was not very well done this year. They blew the leaves from the sides of the road only and did not clear the grassy areas.

Action Item: Gary Nicholds will clarify the expectations with Neils Lunceford.

Action Item: Gary Nicholds will follow up with having the landscaping maintenance contract for the coming summer signed.

VII. NEW BUSINESS

There was no New Business.

VIII. SET NEXT MEETING DATE

The next Board Meeting was tentatively scheduled for Thursday, May 21, 2020 at 10:00 a.m.

IX. ADJOURNMENT

Motion: Gary Gallagher moved to adjourn at 11:43 a.m. Stuart Wadsworth seconded and the motion carried.

Approved By: _____

Board Member Signature

Date: _____

**STONEHAVEN AT BRECKENRIDGEASSOCIATION
BOARD OF DIRECTORS MEETING
May 21, 2020**

I. CALL TO ORDER

The Stonehaven at Breckenridge Association Board of Directors Meeting was called to order by Gary Sawkins at 10:22 a.m. via teleconference.

Board Members Participating Were:

Gary Sawkins, President

Stuart Walsworth, Secretary

Rae Anderson, Vice President

Gary Gallagher, Member

Owner Elaine Gort was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Gary Gallagher requested addition of an Action Item that a notice will be sent to owners about doing a water study and asking owners not to tap into the irrigation.

Motion: Rae Anderson moved to approve the February 13, 2020 Board Meeting minutes as amended. Gary Gallagher seconded and the motion carried.

III. FINANCIAL REPORT

A. Balance Sheet and Profit & Loss as of March 31, 2020

1. Operating Cash - \$36,964

2. Reserve Cash - \$69,255

3. Total Cash - \$106,219

4. Combined Operating/Reserve Net Income/(Loss) – \$863, which was \$3,704 favorable to budget.

Motion: Gary Gallagher moved to accept the financial report as presented. Rae Anderson seconded and the motion carried.

IV. MANAGEMENT COMPANY REPORT

A. Irrigation

Neils Lunceford will start up the irrigation on Thursday, June 4th.

B. Staining

The staining letter was sent to affected owners on March 3, 2020.

Action Item: Gary Nicholds will send a follow up note and request confirmation from all owners who need to stain this summer.

C. *Culvert Cleaning & Tree Pruning*

Eric Nicholds has identified a company, Clear Water, that can do the culvert cleaning. He is working with the company to confirm the cost and schedule the work.

Motion: Gary Gallagher moved to increase the budget from \$14,000 to \$17,000 for items such as seal coating, tree pruning and culvert work, in order to get all work done in 2020. Rae Anderson seconded and the motion carried.

Action Item: Eric Nicholds will ask Rick Herwehe to mark any trees that need to be cut down so owners can provide feedback. He will inform the Board of the schedule so any available Board members can try to be on site during the cutting.

D. *Asphalt*

A-Peak has the Stonehaven crack filling and seal coating on their schedule for early June.

Action Item: Eric Nicholds will inform the Board of the schedule once finalized.

E. *Liability Waiver*

Gary Nicholds recommended requiring Elaine Gort to sign a liability waiver when she does the volunteer landscaping work. The Board agreed this was a good idea.

Action Item: Gary Nicholds will contact Elaine Gort.

V. **OLD BUSINESS**

A. *Landscaping*

Elaine Gort reviewed her plans for landscaping, which include a few plants, flowers and mulch in the common areas. Rae Anderson suggested addition of some rock instead of mulch in some areas. Gary Gallagher noted that the culverts will be flushed. Nothing should be planted in areas that will be damaged when that occurs.

Action Item: Gary Nicholds will approach the owners of the first house on the right about covering the visible area of their foundation.

The Town is offering a free irrigation system inspection. Gary Gallagher will contact Laura Lynch from the Water Department for clarification of what the inspection includes. Neils Lunceford should be involved.

Motion: Gary Gallagher moved to approve a budget of up to \$1,000 for landscaping improvements in the entrance and common areas. Rae Anderson seconded and the motion carried.

B. *Basketball Hoop*

Elaine Gort said she would like to place a basketball hoop across the street from her house. The Board agreed to approve the request for the period during the COVID-19 restrictions.

VI. NEW BUSINESS

There was no New Business.

VII. SET NEXT MEETING DATE

The Annual Meeting was scheduled for Friday, September 11, 2020 at 3:00 p.m.

VIII. ADJOURNMENT

Motion: Gary Sawkins moved to adjourn at 11:24 a.m. Rae Anderson seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____

**STONEHAVEN AT BRECKENRIDGEASSOCIATION
ANNUAL HOMEOWNER MEETING
September 11, 2020**

I. CALL TO ORDER

The Stonehaven at Breckenridge Association Annual Homeowner Meeting was called to order at 3:10 p.m. via videoconference.

II. INTRODUCTIONS

Board Members Participating Were:

Gary Sawkins, President

Rae Anderson, Vice President

Homeowners Participating Were:

David Nicoli

Peter Marcelli

Elaine & Allen Gort

Jay Moody

Aaron Duke

Jay Warner

Marc Lippitt

Pat Loftus

Debby & Mike Hruza

Representing Basic Property Management (BPM) were Gary Nicholds and Eric Nicholds. Erika Krainz of Summit Management Resources was recording secretary.

III. QUORUM CONFIRMATION

With properties represented in person and two proxies received a quorum of over 25% was confirmed.

IV. APPROVE MINUTES FROM 2019 MEETING

Motion: Rae Anderson moved to approve the September 6, 2019 Annual Meeting Minutes as presented. Jay Moody seconded and the motion carried.

V. RATIFICATION OF BUDGET

Motion: Pete Marcelli moved to accept the 2021 Budget as presented. Jay Moody seconded and the motion carried.

VI. PRESIDENT'S REPORT

Garry Sawkins thanked the owners for participating. He thanked Gary Gallagher and Stuart Walsworth for their service on the Board. Property values are increasing. The next large scheduled Reserve expense is asphalt overlay in 2024, which can probably be pushed out a few years. He thanked Elaine Gort for her work on the flowers.

VII. MANAGEMENT COMPANY REPORT

Gary Nicholds said all management items will be discussed under Old Business.

VIII. OLD BUSINESS

- A. *Projects*
Completed projects included tree pruning, flushing the culvert and sealcoating and crack sealing.
- B. *Patch Pavement Alligator Pattern*
The asphalt was inspected. Based on the recommendation from the asphalt contractor, the replacement of that section does not need to be done immediately. When the time comes to replace it, the entire section will be removed and infrared patched.
- C. *Cement Repair*
There is no repair needed at this time.
- D. *Houses to be Stained*
Three of the six houses identified as needing staining have been completed. The notice that was sent to the six owners failed to clarify that per the Bylaws, there is a six-month deadline for completing the work. Aaron Duke confirmed that his house is scheduled to be stained next week.
Action Item: BPM will send reminders to the remaining two owners (158 South and 65 North).
- E. *Sprinkler Study – Neils Lunceford Phase 1 Map*
Phase 1 will include mapping the zones, identifying the original sprinklers put in for the trees and providing a recommendation for removing them. The irrigation system will be blown out on September 30th and Neils Lunceford will try to complete the Phase I work. Elaine Gort said the study recommends tripling the amount of water used for irrigation, which would impact the water bill and necessitate more frequent mowing.

IX. NEW BUSINESS

- A. *Water Study*
The Board will review the Water Study at the October meeting.
- B. *Good Neighbor Rules*
Rae Anderson received a set of Good Neighbor Rules from another property that she will use as a template to draft a document for Stonehaven.
- C. *Culvert at Front Entrance – 2021 Project*
The culvert has been cleaned out. Eric Nicholds said one of the ditches at the front of the property is very deep. Roto Rooter would charge \$500/hour for about eight

hours of work to dig it out. He is still working on ideas to resolve the situation next summer.

Action Item: The Board will discuss this matter at the October meeting.

D. ARC Committee New Members

Pete Marcelli and Paige Beville have served on the ARC for several years and would like to step down, and there is one open position. The ARC tasks include ensuring the houses are stained using the approved colors, and regulating gardens, requests for house/garage expansions, deck expansions, roof replacements and installation of hot tubs. Rae Anderson, Al Gort and David Nicoli volunteered to serve.

E. Garth's Garden

Pete Marcelli noted that some of the Aspen trees on the mound are starting to block his view of Baldy. He was asked to flag the trees for possible removal.

Action Item: The Board will discuss this matter at the October meeting.

F. Recycling

Rae Anderson reminded owners that cardboard boxes must be broken down and should be recycled, not disposed of in the trash bin. Owners are reminded to inform their renters about the recycling and trash rules.

G. Bus Transportation

Jay Warner asked about the status of the transportation to the Clubhouse. Rae Anderson said it appears to have been put on hold due to COVID-19.

H. Parking in Driveways

Jay Warner said there was an old sports car parked perpendicularly in one of the driveways during the winter and it is an eyesore. Per the Bylaws, this is prohibited.

Action Item: BPM will contact the owner.

I. Landscaping

David Nicoli thanked Elaine Gort for the work she and her family have done around the property. The neighborhood looks great.

X. ELECTION OF BOARD MEMBERS

The candidates were Rae Anderson, Gary Sawkins, Mike Hruza, Pat Loftus and Jay Moody. There are two three-year terms and two one-year terms. There were no other nominations from the floor.

Motion: Marc Lippitt moved to elect the five candidates by acclamation. Jay Warner seconded and the motion carried

XI. SCHEDULE NEXT ANNUAL MEETING

The Board will meet on Monday, October 26, 2020. The next Annual Meeting was tentatively set for Friday, September 10, 2021.

XII. ADJOURNMENT

Motion: David Nicoli moved to adjourn at 4:16 p.m. Pete Marcelli seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature