

## **Alpine Basin HOA, Inc. Board of Directors Meeting Agenda**

**Date:** April 16, 2025

**Time:** 7 PM

**Location:** 2 Alpine Basin Trail, Red Lodge, MT 59068

**CALL TO ORDER:** On April 16, 2025, at 7:02 pm, the HOA members of Alpine Basin held its quarterly meeting both virtually and at The Alpine Basin Clubhouse. Andy Skatvold called the meeting to order with HOA Board Members Adam Quick, John Logan, Sam Merrick, and Kjersten Skatvold in attendance. **ACTION:** *Quorum confirmed by A.Skatvold, seconded by A. Quick, to approve confirmed quorum.*

**PROOF OF MEETING:** The agenda was presented to the HOA Board and Members. No additions were suggested by the participants present.

**ACTION:** *A. Skatvold moved, seconded by A. Quick, to approve the agenda as presented.*

**APPROVAL OF PREVIOUS MEETING MINUTES:** Previous Alpine Basin HOA meeting minutes from December 17, 2024 were reviewed and accepted.

**ACTION:** *S. Merrick moved, seconded by A. Quick, to approve previous meeting minutes from the Alpine Basin HOA on December 17, 2024.*

**OFFICER REPORTS:** The current financials, account balances and 2024 tax return were discussed. HOA Board Members A.Skatvold, J.Logan and Alpine Basin Accountant S.Eichelberger have been working on financials, account balances and tax returns. J. Logan reported that there is not much to share at this point. Items to note was what is in the current account (\$10,513), maintenance reserves (\$39,000), for a total of \$49,513. New statements with adjusted numbers will be sent out next week (Week of April 21, 2025) to all homeowners by Alpine Basin Accounting staff. A.Skatvold shared that the balance of financials and HOA tax returns were filed 4/15/25. A.Skatvold shared that the copies of financials and tax returns will be kept in the clubhouse if any homeowners would like to review in further detail.

**ACTION:** *J.Logan moved, seconded by A.Quick, to approve the officer reports of the current financials and 2024 tax returns on behalf of Alpine Basin HOA.*

**COMMITTEE REPORTS:** No committee reports as of the 4/16/25 Alpine Basin Board HOA Meeting.

### **UNFINISHED BUSINESS:**

#### **NWE Street Lights Update**

A.Skatvold has spoke to NW Energy regarding the request for streetlights to include restricted hours. NW Energy is unable to honor this request at this time. NW Energy owns the light poles on a 20 year contract. A.Skatvold did let them know that many homeowners are displeased about the current light placements. NW Energy will be

coming down to Alpine Basin to place shields over the lights. Discussion ensued regarding having the streetlights removed and replaced at the cost of the HOA. Discussion was also had about the safety use of the lights, shape and the function of the shade, the brightness of the bulbs, and other possibilities for lighting in Alpine Basin.

A.Skatvold will be following up with NW Energy to find a lower wattage alternative for future use.

### **Clubhouse Completion Update**

A. Quick shared that the siding will be done on the clubhouse and occupancy will be approved at the end of the week of April 25 with landscaping and concrete completion to follow. Plans for the pool to be open by June 1st was shared by A.Skatvold. Each home will get two key cards for the facility for the gates and doors. Each home has their own key cards \$75 per card, and will be able to get new cards from R.Jacks, Alpine Basin Office Manager. Key cards will be for 24-hour access. Key cards will either be dropped off at homeowners homes or mailed to homeowners. Discussion ensued regarding fencing around the pool. Discussion among HOA Board Members expanded to discuss the need of a list of people to contact for if a key card is not working, key card issues, etc. Discussion ensued regarding HOA needs to monitor the usage of clubhouse, needs that arise, and keep tabs on HOA-related operations versus short-term rental operations. S.Merrick. requested that this list be sent out to the homeowners to ensure that everyone knows who to contact in case of an emergency or general need.

A.Skatvold let the board know that there is a property manager, maintenance manager and A.Quick on site daily if needs arise on site. A.Skatvold will get a list of people to contact for each homeowner for needed

### **Party Room-Proposals**

A.Skatvold shared that without a full time staff running the party room, it is open 24 hours per day. The past board discussion have been in favor of a full time cleaning one time per week. There will be a \$70 per hour cleaning fee to maintain cleanliness and orderliness to provide consistency to ensure equality for all. There is not an hourly use fee.

Question: does the key cards show who was in there? Answer: Yes

Question: Are we talking renters only or owners only? Answer: Last meeting we discussed owners and renters having full access, just needing to use the reservation system. It is on the owner for the cleaning

Question: Is there access to cleaning supplies there? Answer: Good idea, don't see why we can't supply with the checklist.

Question: Are there any cameras in there? Answer: No there are not any cameras in at this time. Discussion was had about cameras possibly being installed.

A.Skatvold shared that current insurance coverage will be included in the clubhouse. Discussion ensued regarding the amount of people that are in the room, which is the maximum currently at 30. The HOA Board will monitor the space and needs and report at quarterly board meetings. A.Quicks shared that cameras are already wired for outside. Discussion was had that they are at least used as a deterrent to thwart off negative behavior. A.Skatvold will accomplish the following items: create a list of "to

dos” and materials stocked to clean the clubhouse by HOA members, share the current website for all HOA members, and pursue a quote for indoor camera system.

### **Overall Development Update**

A.Skatvold shared that winter development has been slower than anticipated. There is one month left to build and complete within this calendar year. A.Quick shared that slower development work has been a current trend locally and statewide. Discussion ensued regarding Alpine Basin landscaping, completing the front entrance and finishing concrete work which will be done this spring. Other items included: new trees which will be placed in with sod this spring, west wall will be planted with wild flowers and general clean up of construction around the development. If there is an unfinished home there, it will be left unfinished. The back third phase will store the construction based trailers and trucks. Discussion was had about snowplow damage and sodding that will need to be replaced due to winter damage. Discussion was had about the HOA needing to pay for sprinkler heads that are broken. A.Skatvold shared that he will create an HOA Maintenance request tied into the website and share out to HOA members. The HOA Board reviewed the amendment to change parking from the December 2024 meeting. Discussion took place regarding parking during large events. Instructions will be placed in all books with new pool rules, clubhouse rules and parking rules. Discussion included private drive sign, signage placed on boulevard. A.Skatvold shared that signage will need to be added. Discussion for ideas to enforce one sided of the street parking included: one sign at front of the drive, sidewalk side of the street parking only.

A.Skatvold will email out few templates of parking signs to the board for approval.

**ACTION:** *A.Quick moved, K.Skatvold seconded, to approve the decisions made for the unfinished business from the December 2024 meeting.*

### **NEW BUSINESS:**

#### **Snow Removal Contract Overages**

Alpine Basin HOA had a discussion was had about overrun with costs due to increased snow amounts with a total of 21 snowplows at the beginning of February. The per plow rate was expensive and the business owner acknowledged that fact. He was willing to take doubled snow fees. J.Logan shared that billings were already over at that point when we were approached by the snow removal overage. The HOA needs to cover these costs through: 1) Special Assessments that were discussed or 2) against the reserves of the HOA. The snow removal contract will need to be relooked at and budgeted differently in the future. A.Quick shared that the other two bids were extremely high in comparison. Still at 2” removal and discussion was had about how the substantial amount of snow involved. Discussion was had regarding needing better budget number needs to be reviewed for next year. J.Logan shared that The special assessment would run approximately \$450 per unit or 20-30 cents per sq ft.

**ACTION:** *K.Skatvold moved, J.Logan seconded to apply special assessment to HOA Homeowners*

- Vote: Passed 5-0

### **Budget Update and Dues Revisions**

The revised budget was shared with HOA Board which shows breakdown of individual square footages per unit and the why certain budget items were amended. Going forward, A.Skatvold shared that with the hard numbers from the 2024 year were adjusted for the amount of square footage for this year and correcting for the unfinished clubhouse time, the sprinkler system blow out had a typo. Cleaning fees are moving around some but not substantially. An increase for 2 bedrooms: \$724, 3 bedrooms: \$1300 and 5 bedrooms: \$1700. Discussions from board members included: noticed there are no real estate taxes for clubhouse, no clubhouse fees yet; substantially more cleaning fees for summer months when more people are utilizing the clubhouse with the restrooms, pool areas, etc. If due revisions are not approved, we will be \$15,000 short at the end of the year. The HOA Board discussed the possibility of another revised budget may be needed at the Fall 2025 HOA Board Meeting to continue to seek actualized numbers.

**ACTION:** *A.Quick moved, S.Merrick seconded to approve 2025 budget as revised*

- Vote: Passed 5-0

### **Set up Committees**

The HOA Board had a discussion on possible committee ideas which included: clubhouse committee, social committee, safety committee, potluck committee, and welcoming/events committee. A.Skatvold will send out a survey to HOA Members to gauge those who are interested in participating in a committee. A.Skatvold will include descriptions of each committee.

**ACTION:** *S.Merrick moved, K.Skatvold seconded to move forward with setting up committees for the HOA members to participate in.*

- Vote: 5-0

### **HOMEOWNER FORUM:**

Q: A resident commented that they have had a hard time in Alpine Basin Trail with addresses given for maintenance workers and package deliveries.

A: A.Quick replied that concerns with addresses and package delivery goes through Red Lodge Post Office and is out of the control of Alpine Basin Management.

Q: 5 bedroom rentals may need more trash cans than the one that is allotted per house.

A: A.Skatvold agrees, 5 bedroom rentals should have two trash cans. It has also been noticed on property management side that this is a recurring issue.

Q: Is the sprinkler/lawncare service doing any raking or spring clean up of yards?

A: A.Skatvold shared, there was a fall clean up as part of the sprinkler blow out. A.Skatvold did add that as an HOA, members will need to figure out how far members want to go with

dethatching, flower beds, etc.

Q: A homeowner was concerned that not all gutters are getting cut out at the right spots.

A: A.Skatvold noted that the HOA Maintenance worker will be contacted through HOA Maintenance site to manage gutter concerns from homeowners.

#### **Next Meetings**

- Date: Thursday, June 26, 2025
- Location: Alpine Basin Clubhouse
- Time: 7 pm

#### **Adjournment**

- Motion to adjourn by A.Skatvold
- Second: J.Logan
- Meeting adjourned at 8:48pm