

Alpine Basin HOA, Inc. Board of Directors Meeting Agenda

Date: June 26, 2025

Time: 7 PM

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

CALL TO ORDER: On June 26, 2025, at 7:02 pm, the HOA members of Alpine Basin held their 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 on June 17, 2025. 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 April 16, 2025, were reviewed and accepted.

ACTION: *J. Logan moved, seconded by A. Quick, to approve the previous meeting minutes from the Alpine Basin HOA on April 16, 2025.*

OFFICER REPORTS: There were no current officer reports to share as of the 6/26/25 Alpine Basin Board Meeting.

ACTION: *N/A*

COMMITTEE REPORTS: HOA President, A. Skatvold, shared that a request for volunteers to form committees has been made three times with no volunteers thus far. At the 4/16/2025 HOA Board Meeting, three committees were discussed as needed for the HOA, including: clubhouse committee, safety committee, and social committee. Discussion among board members ensued regarding the general idea of each subcommittee. The following ideas of focus for the committees were suggestions made by the HOA Board Members. The Clubhouse Committee will focus on the cleanliness of the space, functionality of the clubhouse, and overall use of the clubhouse. The Safety Committee will focus on the security of the neighborhoods, neighborhood lighting, and overall protection for HOA members and their guests. The Social Committee will focus on gathering contact information of HOA members, welcoming new owners, and notifying HOA members of social events in Alpine Basin. A. Skatvold will be sending out another committee sign-up for volunteers who are interested in participating.

UNFINISHED BUSINESS:

CLUBHOUSE CAMERA BID

A. Skatvold shared that currently, he is setting up the clubhouse camera systems using the Google Nest product. The total cost of the cameras is \$150 per camera, with remote saving

of data if needed for archival data. A.Skatvold and A.Quick did explore other camera systems, which ranged in price from \$1000 to \$3000 per system for a basic system. Currently, A.Skatvold has six cameras, three inside and three outside. This system does require some electrical work to be done to make it fully functional. A.Skatvold shared that currently \$2667 will need to be spent to get the cameras up and going fully. The HOA can add more cameras in the future if warranted by need.

CLUBHOUSE OPERATIONS/MEETING ROOM BOOKING

A.Skatvold shared with the opening of the clubhouse and pool a few weeks ago, the two spaces have not had a lot of time to run yet. He felt that so far, everything seemed to be going well, with feedback from staff and homeowners on the few events. The facilities have not required outside cleaning yet, beyond the regular cleaning team's visit on Mondays, and it has been going well thus far. A.Skatvold shared that for the clubhouse, the meeting room reservation for the system is online and urged homeowners not to call in but to complete the booking online with a credit card. There is a fee of \$10 (minimum fee), which will be refunded at the end of the month. There will be a non-refundable fee of \$0.70, which will not be returned, and this amount will be allocated to the HOA. Discussion among the HOA Board Members includes that there has been positive feedback. A.Quick shared that he is waiting on a fireplace cap to complete the fireplace installation. The television in the clubhouse has live TV and supports screen sharing. A.Quick will need to find a central location for the clubhouse TV remote with a holster. The HOA Board discussed the current location of cleaning supplies. A.Skatvold shared that the workout room rules were posted and will be modified as needed. HOA Members have questioned the positioning of equipment, which A.Quick shared will need to stay where they are due to safety concerns. S.Merrick discussed the possible future need for an AED defibrillator unit placed in the workout space. A.Skatvold will look into the costs and bring them to the next HOA Board Meeting.

POOL OPERATIONS

A.Skatvold shared that the pool is up and running. The June 2025 utility bill has not been seen yet, nor has the heating bill. The Alpine Basin Clubhouse facilities manager has stabilized the pool chemicals. The start-up costs of the chemicals were more than anticipated. The towel hamper has been taken care of in the pool area; however, a need to figure out another idea for towels in the locker situation, and keeping pool toys in the pool area between visits was discussed. The current hours of the pool are 9:00 a.m. to 9:00 p.m. The HOA Board Members did discuss earlier hours, which may be looked at, but the 9 pm closing time is solid and will not be moved. S.Merrick brought up the idea that homeowners can use the pool after 9 pm if they have reserved the space. The HOA Board has determined that the pool area, even when in use during a reserved time, will be closed at 9:00 p.m. The HOA Board discussed the use of the holiday (4th of July) after 9 pm, which they felt was appropriate due to the one-time-of-year nature of the holiday. Overall, the HOA Board will continue to monitor the feedback from homeowners regarding the needs and use of the pool.

MAINTENANCE OPERATIONS

A.Quick noted that deer have eaten a handful of trees since the late spring, which will need

to be replaced. A.Skatvold directed the HOA Board Members and Homeowners to the Alpine Basin website to check out the button on the website for maintenance. Once a homeowner places a maintenance request, an email is sent to all board members and the Alpine Basin Management staff outlining the necessary repairs in common areas, roads, the pool, and/or the clubhouse. A homeowner posed a question about whether each homeowner is responsible for their rock garden weeding. A quick response was that yes, homeowners are responsible for their own rock garden weeding. The management company is responsible for grass trimming throughout the HOA.

PARKING SIGNAGE

A.Skatvold shared that the parking signs discussed at the 4/16/25 HOA Board Meeting are up throughout the development. HOA Board members discussed that drivers throughout the development (homeowners and renters), as well as construction workers, are driving quickly through the streets. A discussion was held due to safety concerns and possibly needing a speed limit. The topics of speed bumps, suggested speed signs, and “kids at play” signs were taken into consideration. A. Quick shared that sod comes next week to the development to finish off the common areas. Alpine Basi will be sweeping and cleaning after the sod comes.

ACTION: *J.Logan moved, K.Skatvold seconded, to approve the decisions made for the unfinished business from the April 16, 2025, meeting.*

NEW BUSINESS:

The new business item of replacing dead trees was referred to earlier in the meeting by HOA Board Member A.Quick.

HOMEOWNER FORUM:

Q: What is the plan for posting events in the clubhouse and online, for example the HOA Meeting dates and times? Also, who do the homeowners contact about bringing up items at an HOA Meeting?

A: A.Skatvold replied that Robin *** in the front office at Alpine Basin Clubhouse is the person who is posting events online and in the clubhouse. Robin can also be contacted about adding items to the HOA Board Meeting agenda. A discussion was had between the HOA Board Members and multiple HOA Members regarding their concerns with Robin’s negative interactions with HOA Members. The discussion focused on the future possibility of hiring an HOA manager that the HOA pays for as currently Robin is employed by the Property Management company with only a percentage of her time spent with the HOA.

Q: The current budget sent out in June stated that the street lighting for \$16,000 for 20 years was in the ongoing budget. Why was this not brought to a vote, and why was this not brought to everyone in transparency?

A: A.Skatvold shared that streetlights have been part of the dues and a line item in the HOA budget since the inception of the development and the HOA. A.Skatvold has continued discussions with Northwest Energy about getting lighting shields on. Northwest Energy has not provided a firm installation date.

Q: Do we need to have lights in the development? Can we choose as an HOA to have less lights in the last phase?

A: A.Skatvold shared that we would need to revisit the possibility with Northwest Energy. A discussion of potential safety risks, particularly for homeowners with a lack of lights, versus those who want to see the stars and have less light pollution, ensued.

Q: A homeowner brought up his concerns that the HOA dues per house are unfair due to the square footage of each house. However, he noted that none of the items on the budget correlate with the square footage.

A: A.Skatvold and J.Logan agreed that this concern should get looked into further. Originally, due were subbed out due to an insurance structure, the per square foot structure was found by the attorney to be fairer. A.Skatvold shared that now that the insurance has moved back to homeowners, this concern should be revisited. A.Skatvold will talk to the Alpine Basin attorney and have them give the HOA Board options for alternative structures for the HOA due structures.

Q: A homeowner is concerned about the HOA financial reports. They felt that getting a packet 9 days ago was reasonable; however, too much personal detail was given within the budget.

A: A.Skatvold shared that quarterly reports with financial updates were sent out individually. Alpine Basin Management agrees that each person's information should be kept more confidential. The idea of having two different mailing HOA billings (one for the board and one for homeowners) was discussed among all HOA members.

Q: Why was the square footage and different yard sizes assessed the same \$1,800 through an invoice dated 1/15/25?

A: J.Logan shared that a special assessment for snow removal was assessed due to snow removal costs increasing. This topic was discussed at the 4/16/25 meeting.

Q: Why are we (HOA members) not getting monthly invoices?

A: A.Skatvold shared that Alpine Basin Management is not doing monthly invoices but opting to email out each person's financial packet. Currently, the bookkeeper is working on an auto-pay option. Homeowners were encouraged to email bookkeeper Samantha Eichelberger, and she will talk through your credits and your invoice if you have any specific questions.

Q: Why is there a note payable to Zorin Development in the 2024 budget?

A: A.Skatvold shared that it was the way the CPA has set up the dollar amount that has carried the note of the clubhouse and pool for the HOA. Zorin Development is not pursuing interest in carrying the note for the HOA. Zorin Development already paid for the building, but the HOA owns the building.

Next Meetings

- Date: Wednesday, September 24, 2025
- Location: Alpine Basin Clubhouse
- Time: 7 pm

Adjournment

- Motion to adjourn by A.Quick
- Second: S.Merrick
- Meeting adjourned at 8:14pm