



TOWN OF ALPINE

STAFF REPORT

TO: Mayor and Town Council

FROM: Monica Chenault, Town Clerk

DATE: February 17, 2026

RE: Resolution No. 2026-010 – Designation of Authorized Representative for Alpine Meadows Property Owners Association

Purpose Of Staff Report:

The purpose of this staff report is to outline the process by which the Town of Alpine authorizes representation at meetings of the Alpine Meadows Property Owners Association (POA) and to clarify that the Mayor shall serve as the Town's Authorized Representative unless the Mayor designates another individual in writing.

Background:

Town of Alpine owns two (2) parcels within the Alpine Meadows subdivision. Ownership of property within the subdivision confers membership in the Alpine Meadows Property Owners Association.

Under the Association's governing documents, when a property owner is an entity rather than a natural person, that owner may act through a designated Authorized Representative.

As a municipal corporation, the Town must act only through duly authorized officials or representatives. Adoption of this Resolution establishes a clear and consistent process for representation and ensures that no individual may appear or act on behalf of the Town without proper authorization.

Governing Document Authority:

The Alpine Meadows Property Owners Association Bylaws provide that:

1. Membership in the Association is appurtenant to ownership of property within the subdivision.
2. Each parcel carries membership rights as defined in the governing documents.

3. When the owner is not a natural person, the owner may appoint an Authorized Representative.
4. The Authorized Representative must be designated in writing.
5. The designation may be changed or revoked by written notice to the Association.

The Declaration of Covenants, Conditions, and Restrictions (CC&Rs) establishes the Association and membership framework but defers representation procedures to the Bylaws.

Representation Structure Under the Proposed Resolution:

The proposed Resolution provides the following structure:

1. The Mayor shall serve as the Town's Authorized Representative by default.
2. The Mayor may designate another individual to serve as Authorized Representative; however:
 - The designation must be in writing.
 - The designation must be signed by the Mayor.
 - The designee must possess written authorization and provide it upon request to the Association.
3. No person may represent the Town before the Association without written authorization from the Mayor.

This structure ensures clarity and protects the Town from unauthorized representation.

Effect of Owning Multiple Parcels:

Ownership of two parcels does not require appointment of multiple representatives. However:

1. A single Authorized Representative may act on behalf of all Town-owned parcels within Alpine Meadows.
2. Each parcel constitutes a separate membership interest under the Association's governing documents. Therefore:
 - Voting rights, if allocated per parcel, may apply to each parcel separately.
 - The Authorized Representative may exercise those rights on behalf of the Town, subject to any direction provided by the Town Council.
3. Assessments, fees, or obligations associated with each parcel remain distinct and unaffected by this Resolution.

Scope And Limitations Of Authority:

The Authorized Representative may:

1. Attend POA meetings on behalf of the Town.
2. Speak on matters affecting Town-owned property.
3. Receive notices on behalf of the Town.
4. Exercise membership or voting rights associated with the Town's parcels, consistent with governing documents and Council direction.

The Authorized Representative may not:

1. Bind the Town to contracts or financial obligations without prior Town Council approval.
2. Act beyond the authority granted by the Town Council.
3. Serve on the POA Board of Directors unless separately elected or appointed pursuant to POA governing documents.

Administrative Implementation:

Upon adoption of the Resolution:

1. If the Mayor designates another individual to serve as Authorized Representative, that designation shall be made in writing and signed by the Mayor.
2. The written designation shall identify:
 - o The Alpine Meadows Property Owners Association;
 - o The Town-owned parcels to which the designation applies;
 - o The name and title of the Authorized Representative;
 - o The effective date of the designation.
3. The written designation shall be transmitted to the Association and retained in the Town's official records.

Fiscal Impact:

There is no fiscal impact associated with this Resolution. Parcel-specific assessments or obligations remain unchanged.

Recommended Action:

Staff recommends that the Town Council adopt a resolution allowing for the appointment of an authorized Representative to the Alpine Meadows Property Owners Association.