

Plaza at Aspen Village
Property Owners Association

P.O. Box 2832
Pagosa Springs, CO 81147

Board of Directors Meeting MINUTES

Date: February 25, 2020
Time: 4:00 PM
Location: 2800 Cornerstone Drive, Ste 211, Pagosa Springs, CO 81147
(Keller Williams Realty SW Associates Conference Room)

Attendance: John Ranson, Juana Park, Wen Saunders
Members: Dan Park, Angie Ranson, Donald Haywood, Steve Giesen

1. Call to Order.

2. Approval Minutes January 14, 2020 BOD Meeting

Motion: John Ranson: *Approve January 14, 2020 BOD Meeting Minutes*

2nd: Juana Park

Motion passed unanimously.

3. Financial Report

John Ranson presented financial report. Ranson presented he would contact both Cornerstone Accounting (owner) and Peggy Cotton (currently uses) for accounting quotes and present at next meeting.

PAVPOA treasurer, Ranson, shall transfer Owners Assessment monthly into Reserve account.

Snow removal budget on track. Juana to contact snow removal contractor or text before plowing for the month of March (to help monitor cost).

Money Market Balance (January) \$33,238

Checking Account Balance (January) \$17,917

4. Report on Building Maintenance

Ranson presented building breakout as estimated by contractor. Ranson will prepare actual break out on EACH owner costs and email to board members for their review prior to the next meeting. Other discussion from members regarding payment breakouts of assessment costs for owners. Any assessment will be split according to owner square footage, per the PAVPOA CCRs.

JOHN: Discussion with contractor of painting existing siding. It will need maintenance and if siding cracks, not really an option.

5. Report on Insurance Policy Renewal

Juanalee Park: Melanie Watson, Leavitt Insurance (Allied/Nationwide) yearly cost \$10,859.00 (w/ E/O Insurance). About a \$5,000 yearly savings.

Discussion of Owners' Proof of Insurance with PAVPOA listed as additional insurer.

Juana Park: To craft letter and will email to officers for their input and approval.

Wen will email letter to owners for compliance verification by April 10, 2020.

Letter to include:

- (1) to include PAVPOA as additional insurer.
- (2) Tenants in compliance with state, local, federal.
- (3) Industry Regulatory Certificate must be provided by each tenant

Wen Saunders: A Tenant Form should be included with letter.

Wen shall design form and email to officers for their input and approval.

Items to include on form:

- Occupation
- Tenant Name (Name & Company)
- Tenant Emergency Phone, Email Contact
- Landlord (Owner)
- Unit
- Lease Period (Start & End)
- Rental Insurance Carrier & Policy Number

6. New Business

(1) Design of POA Web Site (\$1,000.00 Budget Item)

Don Haywood volunteered to work with vendor to design site. Majority of costs is uploading documents. Discussion on what items to post. At a minimum, items should be compliant with items required for HOA documents as presented in Colorado Real Estate Commission Contract (CREC). Haywood indicated he could present a draft of the web site at the next meeting for Board comments and review.

Motion: Saunders: *Don Haywood to act as PAVPOA Web Ambassador*

2nd: Park

Motion passed unanimously.

7. Next BOD Meeting: March 26, 2020 4pm

8. Adjournment.

Motion: Saunders: *Adjourn meeting.*

2nd: Ranson

Motion passed unanimously.