

# ***Plaza at Aspen Village*** ***Property Owners Association***

P.O. Box 2832  
Pagosa Springs, CO 81147

## **Board of Directors Meeting MINUTES**

**Date:** June 11, 2020  
**Time:** 3:02 PM  
**Location:** ZOOM MEETING  
(Keller Williams Realty SW Associates Conference Room)

**Attendance:** John Ranson, Juana Park, Wen Saunders  
**Members:** Donald Haywood

### **1. Call to Order.**

### **2. Approval Minutes February 28, 2020 BOD Meeting**

**Motion:** J Ranson: *Approve February 28, 2020 BOD Meeting Minutes*  
**2<sup>nd</sup>:** Saunders  
Motion passed unanimously.

### **3. Financial Report**

**Money Market Balance (May) \$37,322**  
**Checking Account Balance (May) \$28,894**

### **4. Report on Building Maintenance**

Ranson presented building breakout as estimated by contractor with actual break out on EACH owner costs. Discussion pursued whether to use 2020 Reserves for Building Maintenance Project and to add Re-Surfacing Parking Lot project. Further discussion that parking lot will need re-surfacing in 2021 to protect the integrity of the parking lot material. Additional discussion regarding the actual repairs to parking lot to prevent further weather damage and to preserve when re-surfaced. As there were no firm bids on the parking lot, Saunders expressed concern to address as a project in 2020. John Ranson volunteered to contact contractors for guidance and pricing options and present to BOD at next meeting.

**Motion:** Wen Saunders:  
*Not to use 2020 building reserve monies for Building Maintenance Project,*  
**2<sup>nd</sup>:** Juana Park  
**YES:** J Park & Saunders  
**NO:** J Ranson

Further discussion regarding building maintenance project timeline. J Ranson will re-work expense of project minus the 2020 Building Reserves as a Special Assessment to owners. J Ranson will email owners the breakout by July 1, 2020 with the assessment due in 90-days.

**Motion:** J Ranson  
*Move forward with Building Maintenance project as described in proposal, using \$36,269.84 Reserves. Owners will be emailed Special Assessment with breakout and invoice by July 1, 2020 for the remaining repair balance, with assessment due in 90 days,*  
**2<sup>nd</sup>:** Saunders  
Motion passed unanimously.

**JOHN:** Will contact contractor for scheduling and timeline of work and report at next meeting,

## **5. Design of POA Web Site (\$1,000.00 Budget Item)**

Don Haywood reported web site is live. Reviewed site with directors. He needs items to place on web site.

**JOHN:** Will email budget items & Reports

**WEN:** Will email HOA Covenants, CCRs, Minutes

## **6. New Business**

### **(A) Proof of Insurance from Owners & Emergency Tenant Contact Info.**

Wen Saunders reported only 3 Owners have complied to request. COVID probably was an issue for compliance as most businesses were either closed or operating under reduced staff and hours.

**SAUNDERS:** Will send notice again with a response Deadline of August 1, 2020. A Tenant Form should be included with letter.

### **(B) Trash Receptacle.**

Reports of over flowing bin and unlocked. Lock is missing. Directors discussion to have 2 separate bins.

One bin with lock for restaurant and other bin with lock for other owners.

Building a fence to enclose trash receptacles is required by CCRs.

**J RANSON:** Will contact building maintenance project contract for costs to build. He will also contact trash contractor for second trash bin (bear proof) and add locks.

### **(C) Restaurant Outside Seating.**

Due to COVID restrictions, restaurant has expanded to outside seating. However, seating on front left of building blocks handicap access for businesses. Restaurant could access more outside seating on the street side. Carboard and restaurant items siting outside on side exit door should be removed.

**J PARK:** to contact restaurant to remove tables from handicap access and remove items from side door.

## **7. Next BOD Meeting: July 23, 2020 3pm (ZOOM MEETING)**

## **8. Adjournment. 5:00pm**

**Motion: Saunders:** *Adjourn meeting.*

**2<sup>nd</sup>: Ranson**

Motion passed unanimously.