

Plaza at Aspen Village
Property Owners Association

P.O. Box 2832
Pagosa Springs, CO 81147

Board of Directors Meeting

Date: December 10, 2020

Time: 5:00 PM

Location: (Zoom Meeting)

1. Call to Order. 5:03pm

Present: J Ranson, W Saunders, J Park, E Hittle, D Haywood

2. Approval Minutes September 1, 2020 BOD Meeting.

Motion to Approve (J Park)

2nd (W Saunders)

YES (J Park, W Saunders, J Ranson)

Motion Passed Unanimously

3. Approval Minutes September 23, 2020 BOD Meeting.

Motion to Approve (J Park)

2nd (J Ranson)

YES (J Park, W Saunders, J Ranson)

Motion Passed Unanimously

4. Approval Minutes October 5, 2020 BOD Special Meeting.

Motion to Approve (J Park)

2nd (W Saunders)

YES (J Park, W Saunders, J Ranson)

Motion Passed Unanimously

5. Financial Report (October, November 2020)

Quickbooks P&L (Year-to-Date 2020)

(John Ranson)

Checking Account Balance \$26,765.45

Owner's Reserve Fund Balance \$14,425.79 (Money Market Balance)

J Ranson reported there was an overage on the building maintenance (siding) project of \$1740.00. The overage was due to additional sign to remove and replace signage on buildings (not included in project proposal. This amount was paid from the operating account (Building Maintenance).

Motion to Approve Financial Report (J Park)

2nd (W Saunders)

YES (J Park, W Saunders, J Ranson)

Motion Passed Unanimously

6. Building Maintenance Project

a. Siding Alpen Haus front update

J Park requested the excess steel wainscoting to be used on the front of Building A (extending beyond Sears) along Alpen Haus side. J Ranson indicated he would consult with project contractor as to the amount of excess material and obtain a cost for installation. He will present at next BOD Meeting. J Park also reported a gap in the wall at Sears needed finishing. J Ranson estimated the repair at no more than \$200.00 and would consult with contractor who did building siding project for work.

Motion to Approve \$200.00 for Repair (W Saunders)

2nd (J Park)

YES (J Park, W Saunders, J Ranson)

Motion Passed Unanimously

J Ranson reported Abba Eye Care reported mice in kitchen area. J Park indicated Abba staff using area as additional office and not cleaning after eating. Discussion as to whether the POA should pay for any further Orkin at \$75.00 per month. Discussion concluded with owners would set traps. Any Orkin would be the expense of individual owners/tenants and would not be an expense of the the POA. Owners should clean area after eating. Kitchen area should NOT be used as additional office space and should have limited access, due to COVID restrictions.

7. Old Business

a. Lien Placement Unpaid 2020 Building Maintenance Assessment

J Ranson reported assessments have been paid, thus requiring no liens. Outstanding \$70.00 in interest from one owner has not been paid as of meeting. J Ranson shall report at next BOD of whether the amount has been paid.

Motion to Approve \$200.00 for Repair (W Saunders)

2nd (J Park)

YES (J Park, W Saunders, J Ranson)

Motion Passed Unanimously

b. Update on HVAC Outside Covers

E Hittle reported he had contacted a contractor, Jared Martin regarding covers. Hittle is working with contractor to provide a quote for a more permanent structure solution. He will present update at next BOD meeting.

8. New Business

a. Hiring Recording Secretary for Minutes

(Wen Saunders)

W Saunders indicated a necessity to hire a recording secretary for the association whose sole purpose shall be to take minutes for the association. This would allow the three board members to focus on the meeting (verses one member taking minutes). Saunders indicated it was difficult to participate fully in discussions when also taking

accurate and detailed minutes. Saunders indicated the 2021 Budget allowed for such an expenditure. The position could start January 2021. Saunders contacted 3 individuals. One responded with an interest, Sharon Jennings. Jennings is currently Recording Secretary for the Loma Linda HOA and the Archuleta County Fair Board. Jennings is capable of the position and would charge \$25.00 per hour. Board members agreed there was a need for such a position.

Motion to Hire Recording Secretary at \$25.00 per Hour (J Ranson)

2nd (J Park)

YES (J Park, W Saunders, J Ranson)

Motion Passed Unanimously

Saunders will contact Jennings and inform the January BOD Meeting Date.

b. Board Policies

(Wen Saunders)

Discussion regarding Board Policies needed for POA. D Haywood suggested the BOD review a set of policies he had helped Loma Linda POA implement. W Saunders will present draft at next BOD for Bank Account & Reserve Fund. Further discussion on policies needed (with goal of implementing in 2021) will be on January BOD agenda.

Saunders also questioned the \$10,000 set by a motion in previous meeting for parking lot maintenance in 2020 that could not be done due to contractor indicating equipment not available. Her concern the money in in the operating budget and should be moved to the reserve fund for that particular task. Item tabled until January meeting when final P&L for 2020 is available. J Ranson requested one of first policies be Bank Account & Reserve Fund.

c. Juan Lee Park Board Departure. Eric Hittle as BOD in January 2021

(Wen Saunders)

The BOD thanked Juana Lee Park for her numerous years as a board director and hard work to help the association become the grand association it is today. The BOD welcomed incoming director Eric Hittle.

9. NEXT BOD (January 2021) ZOOM Meeting Date January 20, 2020, 5:00pm

10. Adjournment 6:16 pm

Motion To Adjourn Meeting

(W Saunders)

2nd (J Ranson)

YES (J Park, W Saunders, J Ranson)

Motion Passed Unanimously

Approved January 20, 2021 as written