

Plaza at Aspen Village
Property Owners Association

P.O. Box 2832
Pagosa Springs, CO 81147

Board of Directors Meeting

February 17, 2021 - 5:00pm

1. The meeting, held via Zoom online conferencing, was called to order at 5:03pm by John Ranson. Present were John Ranson, Wen Saunders, Eric Hittle, Don Haywood.
 2. Owner Open Forum – Nothing presented.
 3. Treasurer's Report –
 - a. John reviewed January financials including the Profit/Loss Comparison and Balance Sheet. He shared the TBK Bank statements with the Money Market as of December 31.
 - b. The snow removal budget (including pushing snow from the roof) was discussed. At this time, approximately 50% of the 2021 budget has been spent. An estimate and scope of work description for further work performed should be received (in this case: clearing eaves vs. clearing the whole roof). A motion to accept these reports was made by Wen Saunders, seconded by Eric Hittle, and approved by a vote of Wen-Yes, Eric-Yes, John-Yes.
 - c. Outside Services: A suggestion was made to hire an accounting service for day-to-day actions (writing checks, preparing financial reports through Quick Books, collecting/depositing monies, checking mailbox, etc.) to provide consistency in reports and activities should the Treasurer be away or the Board changes. Past due account holders would deal with the Accountant rather than a Board member. There is a 2021 budget item for the expense. Trish McInnelly was suggested; she is a local accountant who does accounting for other local POA's. A motion to engage Trish McInnelly as our outside accounting service, at an estimated cost of \$ 75.00 per month, was made by Wen Saunders, seconded by Eric Hittle, and approved by a vote of Wen-Yes, Eric-Yes, John-Yes. Discussion: It will be easier to hand-off treasurer duties from year-to-year as officers change. Don can help get Trish up-and-running; he has worked with her on another HOA. She will be given the mailbox key, Quick Books backup file, etc. John will get the backup drive to Don within a week.
 4. Minutes – A motion to approve the minutes of the January 20, 2021 Board meeting as written was made by Wen Saunders, seconded by John Ranson, and approved by a vote of Wen-Yes, John-Yes, Eric-Yes.
 5. Board Policies –
 - a. Drafts of nine required HOA policies were emailed to members with Wen providing a red-line version. A Special Board meeting has been scheduled for March 11 at 4:00pm to focus on review of these policies. After allowing all the Board time to review and make comments, policies will be posted on the website for 30-day member review and be adopted at the next meeting. The Board is the first level of filter on policies.
 - b. A motion to add Eric Hittle as a signer on the TBK Bank account and to remove Juana Park as signer was made by Wen Saunders, seconded by John Ranson, and approved by a vote of Wen-Yes, John-Yes, Eric-Yes. The three officers on the account are Wen Saunders, Eric Hittle, and John Ranson.
 6. Old Business –
 - a. Damage to Building 'A' Repair: John Ranson and Building A owner (where damage occurred) are coordinating this project with Mike Kresch who will do the repairs. John will present an invoice to the Board via email for payment. A motion to approve up to \$1,000.00 for the repairs which will be submitted to the Insurance company was made by Wen Saunders, seconded by Eric Hittle, and approved by a vote of Wen-Yes, Eric-Yes, John-Yes. Discussion: If the cost exceeds \$1,000 the request must be presented to the Board for approval before any payment can be made.
 7. Next Board meeting is March 17 at 5:00pm. The Special Board meeting for policy review is March 11 at 5:00pm. A decision to move Board meetings to an earlier time was determined not to be necessary at this time.
 8. The meeting was adjourned at 5:46pm.
- Sharon Jennings/Recording Secretary Minutes approved 3/17/2021 as recorded