

**Plaza at Aspen Village
Property Owners Association**

P.O. Box 2832
Pagosa Springs, CO 81147

Board of Directors Meeting

May 19, 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, Stephen Giesen, Dan Park.
2. Owner Open Forum – 1) John noted that the air conditioner at the restaurant was not working. When fixing the siding an electric line was punctured. Mike Kraetsch (siding contractor) will fix at his cost (under warranty). 2) Wen said that the outside lighting was coming on too early; the timers need to be reset. 3) John shared his appreciation of Wen and Eric for working through the policies while he was out of state. 4) A suggestion to address parking lot issues this year was made. Materials needed seem harder to obtain this year. A special assessment will hopefully not be needed. A work session will be planned between June and July to get this project on the books and will be included on the June agenda. 5) John volunteered to continue doing the mowing, trimming, and weed mitigation for the PAV. In the future, having an all-PAV workday to take care of some of this necessary work was made. It could include a post-workday happy hour/BBQ/potluck. This will be included on the June agenda. 6) Eric, who is also a Chamber member, suggested having a business after-hours event for members of the PAV.
3. Minutes – A motion to approve the minutes of the March 17, 2021 meeting as written was made by Wen Saunders, seconded by John Ranson, and approved by a vote of Wen-Yes, John-Yes, Eric-Yes.
4. Treasurer's Report – Wen presented the combined financial reports for March-April. A motion to approve the reports was made by Eric Hittle, seconded by John Ranson, and approved by a vote of Eric-Yes, John-Yes, Wen-Yes. Discussion: Snow removal expenses were slightly higher than budgeted. Wen emailed an owner assessment summary and statements to the Board and will send statements to each affected owner. Further discussion will be tabled until the Executive Session. QuickBooks was changed from an internet version to a desktop version as suggested by outside accounting personnel. John commended all PAV owners who gave investment funds for projects.
5. Insurance Policy Renewal Quotes – Wen has not received policy renewal documents. Nationwide sent an invoice for \$996.74 covering the balance of the year. She will contact them for renewal information. John noted that insurance for the Plaza renews yearly in November/December. He received an estimate from Travelers and will send that to Wen and Eric. Estimated savings is expected to be about \$3,500. Further discussion was tabled until the June meeting when all insurance estimates have been received and then they will be compared.
6. Board Policies – 1) Eric and Wen reviewed all the policies; John reviewed most of them. The .pdf versions of all ten policies were made by Eric; Wen will upload them to the website for 30-day owner review and email a notice to all owners. Approval and adoption are expected to be made at the June meeting. 2) The Reserve amount was set in the reserve policy. The Operating account minimum balance should be six months or approximately \$25,000 (in case several tenants miss sending payments on time). Unallocated Reserves have a three-year cap. Reserves can be changed in the future if deemed to be too high.
7. Old Business –
 - a. Siding Repair/Buildings A & B: Mike Kraetsch was not available to attend this meeting. The Representative for the siding will come out the week after Memorial Day (probably around June 3 or 4) and check the property with Mike to determine where replacements need to be made. John said the walk-about will be open to the Board and any Owner/Tenants. Stephen said a long-term solution is necessary.
 - b. Building A Damage Repair: Mike Kraetsch's cost estimate was \$950. The Board had previously given approval for the work to be scheduled. Mike will mail his certificate of insurance to Wen.

c. Outsourcing Accounting: Wen contacted Wilson, Rea, and Beckel Associates who gave a monthly cost of \$100-\$110 for services to the POA. A motion to approach Wilson, Rea, and Beckel for contract accounting services was made by Wen Saunders, seconded by Eric Hittle, and approved by a vote of Wen-Yes, Eric-Yes, John-Yes. Discussion: The CPA's will prepare the financial documents and supply them to Wen for presentation at the meeting.

d. Trash Receptacle: Eric observed the current trash situation for a month. The chain previously installed helped reduce unwanted access though it was noted that someone continued to bring their personal trash to the dumpster. New padlocks were put on both ends of the chain. The cover/lid was being left partially open at times, which continued to draw crows, but it was somewhat better. The situation will be monitored for another thirty days. Some tenants complained that the dumpster was often too full so they could not get their trash into it. It may be necessary to have the disposal company come on different days or another pick-up day may have to be scheduled. Currently pick-ups are made on Friday and Monday. John will contact the disposal company to change the days to Mondays and Thursdays. Receptacles need to be parked on the concrete pads and not pushed into the grass. A suggestion to have the restaurant rent their own bin was made. A sign can be made asking tenants not to overload the bin as the cover must be able to shut and lock to deter birds and bears. A suggestion to use an existing parking space as a dumpster pad for the restaurant was made which would separate it from the rest of the PAV trash however, it was noted that trash truck must be able to access the receptacles during the day and with the public parking in that area it may not be feasible. A project to install fencing around the trash receptacle(s) should be considered this year or next. It was decided it would not be wise to allow an outside POA to bring their trash to the PAV receptables for disposal as it might set a precedent for unauthorized or excessive use.

8. New Business – Nothing was presented on the agenda.

9. The next regular meeting will be via Zoom on Wednesday, June 16 beginning at 5:00pm.

10. The regular meeting was adjourned at 6:15pm.

The Board moved into Executive Session at 6:16pm to discuss the summaries for past due owner accounts. The executive session was adjourned at 6:31pm.

Sharon Jennings/Recording Secretary

Minutes approved June 16, 2021 with correction to spelling of name.