

**Plaza at Aspen Village**  
**Property Owners Association**  
P.O. Box 2832  
Pagosa Springs, CO 81147  
**Board of Directors Meeting**  
**July 29, 2021 - 5:30pm**

1. The meeting, held via Zoom online conferencing, was called to order at 5:32pm by John Ranson. Present were John Ranson, Eric Hittle, and Jason Peterson. Jason was welcomed to the meeting.

2. Owner Open Forum –

a) Eric brought up an issue with the Sears building having a rain leak which Mike Kraetsch was going to investigate.

b) John noted that Forge also had a roof leak.

c) Bryan Looper spoke to Eric about two leaks coming through to his ceiling tiles which may be caused by a plumbing leak. John said a water tank under the sink was leaking. This will be referred to a plumber.

d) Eric noted the padlock from the dumpster was missing after Friday's trash pick-up. He left a message for At Your Disposal to see if a driver might have it.

e) Insurance information is needed from each owner/tenant to ensure they have liability coverage. Jason suggested that the PAV POA be shown as a loss payee on each tenant's insurance policy and ask each tenant for a copy of said policy. Once added, the POA should automatically receive a copy of a policy if changes or cancellations are made. Eric spoke with the POA insurance agent who said there is no insurance liability issue for the POA with tenants using outdoor spaces. The Board feels okay letting tenants use outdoor common spaces for eating or conducting general business. Until such time as usage becomes an issue, there is no need to require a letter or policy on outdoor use.

f) The outdoor condensers need to be added as an agenda item for a future meeting. Eric spoke with the POA insurance agent. Though units are outside of the building, maintenance, or replacement is the tenant's responsibility (like furnaces). John volunteered to put language together to document responsibility for an addendum to the CC&Rs and will send a draft by email to the Board.

g) Jason asked if Board meetings could be moved to 4:00pm; held during business hours. After discussion it was agreed to change the meeting time. If owner/tenant conflicts arise, times can be readdressed.

3. A motion to approve the minutes of the June 16, 2021 Board meeting was made by Eric Hittle, seconded by John Ranson, and approved by a vote of Eric-Yes, John-Yes. A motion to approve the minutes of the special meeting from July 8, 2021 and the special meeting from July 15, 2021 was made by John Ranson, seconded by Eric Hittle, and approved by a vote of John-Yes, Eric-Yes.

4. The new POA accounting firm of Wilson, Rea, Beckel (W/R/B) was discussed. John met with Mike Beckel and his assistant, Kalei to confirm procedures and reassigned Board duties. They agreed it was better if checks from POA tenants were delivered to them rather than mailed to the Post Office box. Jason volunteered the drop box outside of his business as a POA drop-off location. When outgoing checks need signatures, they will advise the Board by email and then approved signers can go to the W/R/B office and sign them. Jason felt it was more appropriate for the Board to assess late fees rather than having W/R/B do it. It was also decided that the Board Treasurer should be the one to notify Wilson, Rea, Beckel of any changes to the POA's financial procedures. W/R/B found an issue with QuickBooks Desktop which was showing unreconciled since late 2019. Due to the rather small number of entries, it was agreed that the missing statement data be entered manually. The intent is to continue using the Desktop version as long as possible; Online version doesn't have all the features or the ease of use. Compiled Financial reports were supplied to the Board via email.

5. Jason Peterson of Cornerstone Accounting was welcomed. John expressed his appreciation to both Jason and Eric for their ability and expertise, and for stepping up to take on Board roles.

6a. TBK Bank signature authority will be given to Jason Peterson, along with John Ranson and Eric Hittle. Wen Saunders will be removed from signature authority. All officers will go to TBK Bank to get the account passwords changed (existing codes are unknown) or Jason will get them reset once he is on the accounts.

6b. Jason Peterson accepted the interim position of Board Treasurer. He suggested that no change be made to the financial duties handled by W/R/B at the present time. The Board would support Cornerstone Accounting taking over financial services for the POA in the future. This would not be considered a conflict of interest. The monthly cost for financial services would run about \$120 a month; special projects including keying missing statement data would be special project on a fee basis.

Reassigned Board officer roles will begin now and extend through December 31, 2021; Eric did not see any requirements to the contrary in the Bylaws. A motion to accept the amended slate of officers as President: Eric Hittle; Vice President & Secretary: John Ranson; Treasurer: Jason Peterson was made by John Ranson, seconded by Jason Peterson, and approved by a vote of John-Yes, Jason-Yes, Eric-Yes. The President will take over review of the Bylaws and CCRs; the VP/Secretary will create/email the agenda and run the meetings; the Treasurer will be the contact person between the Board and W/R/B and review and present all financial reports at meetings.

A motion to add Jason Peterson to all TBK association bank accounts, with signature authority, was made by Eric Hittle, seconded by John Ranson, and approved by a vote of Eric-Yes, John-Yes, Jason-Yes. John will email Michael and Kalei at W/R/B the new slate of officers.

Guidelines do not currently exist that specify a dollar amount that any Board officer could spend on a particular urgent project. In the past, the Board has agreed to an upper spending limit for a project with the caveat that if expenses are higher, it must be brought before the Board again for approval. This discussion will be moved to a future agenda to review for any conflicts and to set a discretionary amount. For urgent needs, an email could be sent to all Board members for an informal authorization to pay.

7. The sealing of cracks and striping of the Parking Lot will be completed by the end of August. The costs involved were reviewed. The same number of handicap parking slots should be kept.

A discussion of Snow Removal issues will be put on the next meeting agenda. This is a necessary project that should be addressed soon, and bids solicited. Review of current figures show costs are rather high; looking into various options is necessary.

If building were to be done in the triangle at the end, losing a few parking spaces shouldn't be a major issue. John said construction was stopped during the economic turn-down.

8. The next meeting will be Wednesday, August 18<sup>th</sup> at 4:00pm. Eric will continue setting up the Zoom online link; even if in-person meetings are started, having a Zoom option may enable other tenants/owners access to the meeting.

9. A motion to adjourn the meeting at 6:43m was made by Jason Peterson and seconded by Eric Hittle.

Sharon Jennings

Minutes approved August 18, 2021 as corrected.

Recording Secretary  
for Plaza at Aspen Village POA