

# Plaza at Aspen Village

## Property Owners Association

P.O. Box 2832

Pagosa Springs, CO 81147

### Board of Directors Meeting

October 20, 2021

1. The meeting, held via Zoom online conferencing, was called to order at 4:09pm by Eric Hittle. Present were Eric Hittle, John Ranson, Jason Peterson.

2. Owner Open Forum – John will begin adding the Zoom link to each agenda, so all owners receive it prior to the meetings. He plans to send out advance notices of the meetings two weeks and one week prior to all owners/tenants.

3. Minutes – A motion to approve the minutes of the September 22, 2021 Board meeting as written was made by Jason Peterson, seconded by John Ranson, and approved by a vote of Jason-Yes, John-Yes, Eric-Yes.

#### 4. Treasurer's Report –

a) Wilson, Rea, Beckel sent the reports. Accounts Receivable shows a negative balance of over \$6,000; Jason will contact Kalei. Income is shown at \$41,734. Current Cash Flow is at \$13,509 and should be about \$33,000 at this point. A question was raised on whether funds need to be moved from reserves. A motion to approve the financials as supplied was made by John Ranson, seconded by Eric Hittle, and approved by a vote of John-Yes, Eric-Yes, Jason-Yes.

b) The question of changing banks has been tabled indefinitely.

5. 2022 Budget – John emailed the Budget worksheet to the Board; he noted that Column K-Projected 2021 year-end figures are doubled using Column I-Actual thru June 30.

#### Expenses:

Bank Service Charge – \$0

Building Insurance – \$11,500

Errors/Omissions – \$900 Was combined with Building Insurance.

Janitorial – \$4,800 Jason and Eric are checking into possible new companies for quotes on twice a week service to include Building B (common space and restrooms) and Building A (restrooms, but not the kitchen).

Licenses/Permits – \$50 State fees

Postage/Delivery – \$80 Includes PO Box rental. John will check into using the

existing Cluster box at the Plaza. There is a cluster box unit stored in the closet which should be sold or installed to have extra tenant boxes available.

Accounting & Rec Secy- \$1,000 For Wilson, Rea, Beckel and Sharon Jennings

Building Maintenance – \$1,000 Small item purchases like Light Bulbs; fix paver stones on

#### Light Posts.

Landscaping – \$900 Timmy would mow bi-weekly for \$70 per instance in June,

July, August. Shelly has a service to weed and trim bushes/hedges once a year for \$285.

Parking Lot Maint – \$750 Patching

Snow Removal – \$10,000 (See Section 6 below) Building Repair – \$

Repair and Maintenance will be changed to a single category.

Supplies – \$600 Cleaning

Supplies – \$0 Office

Electric – \$6,500

Water – \$2,500

Garbage Disposal – \$1,800 Without the restaurant, the Plaza fee is now \$150 per

month with once a week pick-up (either Monday or Friday). A dumpster for cardboard recyclables could be rented at \$150 a month, but it may not be worth the cost and there is no location for it presently so this will be tabled.

Website Development – \$300 Includes the domain service. Website is presently hosted by Bill Hudson's company. Eric could move to his Vulture system which could cost less, but this will be up for future discussion.

Reserve Contribution – \$4,340 Leave as it is, for now.

Member's dues will be adjusted based on 2022 estimated expenses. John will add the new figures and email a draft to the Board. The draft budget and member dues allotment will be presented at the November meeting for formal adoption. Dues data may need to be mailed to each owner.

6. Snow Removal – The estimate is expected to include roof snow removal. Current cost for lot plowing is about \$1,200 per occurrence through Tonya's husband. A flat fee for plowing seems implausible in a worst-case scenario. John Ranson (or Mike Kraetsch) proposes to take over the plowing in November and do the work at \$1,000 per month for November and December 2021 and at \$1,000 per month for January through April 2022. John has all the equipment and will store it at The Cottages except for a snow blower which would be stored at The Plaza. This would be a significant cost savings that would appeal to the owners. Plaza POA fees would be reduced for each owner due to the lower snowplow cost. Eric believes it is acceptable to use companies within the Plaza for POA business and does not feel there is a conflict of interest in having John do the snowplowing or Jason take over the accounting functions. A motion to accept the Snow Removal proposal from John Ranson/Mike Kraetsch of \$1,000 per month for November/December 2021 and January/April 2022 was made by Eric Hittle, seconded by Jason Peterson, and approved by a vote of Eric-Yes, Jason-Yes. John Ranson recused himself from the vote.

7. Reserve Analysis – Jason is working on this project and will send a spreadsheet to John. A PAV Walk-Around will be done Wednesday, November 3 at 11:30am to identify capital needs.

8. Budget Preparation – (See Section 5 above)

9. Dumpster – Previously discussed and action taken at a prior meeting.

10. Next Meeting – The next regular Board meeting will be Wednesday, November 11<sup>th</sup> at 4:00pm.

11. A motion to adjourn the meeting at 5:22 pm was made by John Ranson, seconded by Jason Peterson.

Sharon Jennings

Recording Secretary

for Plaza at Aspen Village POA

Minutes approved November 17, 2021 as written