

**Plaza at Aspen Village Property Owners Association  
Board of Director's Meeting  
December 19, 2023**

The meeting, held via Zoom online, was called to order at 4:10pm by president, Eric Hittle. Board members present: Eric Hittle, Jason Peterson, Drew Mackey. There were no public comments.

A motion to approve the minutes of the November 14, 2023 meeting as written was made by Jason Peterson, seconded by Eric Hittle, and approved by a vote of Jason-Yes, Eric-Yes, Drew-Yes. The notes taken at the December 12 Budget work session will be posted on the website.

**Financial Reports:**

Jason reviewed the Profit & Loss Statement and the Balance Sheet through November 2023. Total Expenses were approximately \$41,000; the largest invoices were for Insurance at \$9,000, Snow Removal \$7,000, Utilities \$6,300. There was a surplus of \$8,300. Checking balance \$25,000; Savings \$40,000. A motion to approve these reports was made by Eric Hittle, seconded by Drew Mackey, and approved by a vote of Eric-Yes, Drew-Yes, Jason-Yes.

The proposed budget for 2024 was shared. By the end of the year, a surplus of \$6,000 would be taxable income but the board can elect to apply that surplus to the 2024 dues. Estimated costs based on historical numbers for building insurance, janitorial, bookkeeping, parking lot maintenance (there is a \$4,000 credit with Strohecker Asphalt due to postponing overlays). Building maintenance is set at \$2,800; not all was spent in 2023 but should be used in 2024. Jason reviewed the budget spreadsheet and explained how the budgeted costs of \$33,185 and dues of \$19,500 were calculated out to each owner depending on square footage, common expenses, and the building to get a monthly total. Most dues were decreased due to the allocation of the surplus. Some funds were set aside for Roof and Parking Lot repairs. A motion to approve the assessed dues and contribution to reserves and the proposed budget for 2024 was made by Drew Mackey, seconded by Eric Hittle, and approved by Drew-Yes, Eric-Yes, Jason-Yes.

Jason will send invoices for Dues/Assessments to all owners in January.

**Old Business:**

a) Sam Gingrich of Circle G Roofing came to the PAV, met with Eric, and checked into several issues. There is still a leak at the soffit in Building B, so they will be asked to come out for that. Drew had not noticed any leaks in his area though there was a leak near Alpen Haus which may have been a missing screw. There are areas where the wood is rotting along the ends which may need to be removed or replaced; what needs to be done now as an immediate fix and what can be staved-off/postponed as part of a long-term fix of the roof. If possible, fixes should be made now rather than a full replacement as the reserves are not at a level to fund a full replacement. They will be asked to come out before the next snow to replace the missing screw at Alpen Haus or provide the board with extra screws which we could use if they do not have time to do it. Eric suggested having the Board walk-around with Sam when he is available.

b) The parking lot overlay is the next best action to be taken per Strohecker (sealing may be a waste of funds).

c) Eric sent the invoice for the condenser covers on Building A to Jason. Eric plans to ask Tad, Tim, and Jack to put sides especially on the side where the snow piles up. Frames were originally not put around the condensers around Sears so he may have them build a fence-frame to cover with OSB.

d) Eric has been questioned about the lift stored outside. He will talk to John to contact Yvonne to move the lift into the warehouse space. The POA has the doorways and sidewalks cleared of snow for customers but there is some ice melting that drips and freezes around the loading dock which is not part of clearing the parking lot and may be the responsibility of the Sears owners. Jason and Eric would like to walk back and look at that area.

e) Numerous lights are out in the walkway soffit areas. LED or equivalent replacements need to be ordered from Amazon or Wal-Mart (if they have stock) when wattage and size are determined. Eric offered to check Wal-Mart.

f) There have been no nominations for the open director position. Eric is willing to serve as president for another year and will self-nominate himself. Board terms are for three-years though officer roles can be changed. A motion to nominate Eric Hittle for another three-year term on the PAV POA board was made by Eric Hittle, seconded by Jason Peterson, and approved by a vote of Eric-Yes, Jason-Yes, Drew-Yes.

g) A motion to maintain the current slate of officer assignments on the board and elect Eric Hittle as President, Drew Mackey as Vice President/Secretary, and Jason Peterson as Treasurer for 2024 was made by Eric Hittle, seconded by Jason Peterson, and approved by a vote of Eric-Yes, Jason-Yes, Drew-Yes.

The next meeting is scheduled for the third Tuesday, January 16<sup>th</sup> at 4:00pm and will be via Zoom online or Call-In.

The meeting was adjourned at 4:43pm.