

**Plaza at Aspen Village Property Owners Association
Board of Director's Meeting
Tuesday, April 16, 2024**

The meeting was called to order at 4:09pm by president Eric Hittle. Directors present: Eric Hittle, Jason Peterson. Owners present: Laurie Anderson.

A motion to approve the minutes of the March 19, 2024 Board meeting as written was made by Eric Hittle, seconded by Jason Peterson, and approved by a vote of Eric-Yes, Jason-Yes.

Financial Reports through March 31, 2024 were reviewed. 1) The A/R Aging Summary indicated most owners/tenants were current; previously past-due payments are getting up-to-date. One past-due balance may be cleared as uncollectible. 2) The Balance Sheet shows the Checking Account balance as \$26,335.70 and the Reserve Fund balance as \$40,419.30. The Owner's Reserve total is \$16,566.82, Retained Earnings is \$44,379.32, and Net Income is \$3,951.28. 3) The Profit and Loss Statement includes the latest dues and rental income collected. A motion to approve the financial reports as presented was made by Eric Hittle, seconded by Jason Peterson, and approved by a vote of Eric-Yes, Jason-Yes.

Old Business:

The timers on the outside lights will be adjusted to come on earlier in the morning due to the recent time change.

A new Janitorial crew completed their first deep cleaning on April 16 and did a thorough job on the downstairs communal areas of Building B1 and Building A (excluding the Sears property). They prefer using natural cleaning agents which Jason has ordered for them. Eric will order other supplies and shelving; he will ask Jack to install the shelves. Eric suggested a twice a week cleaning schedule at \$60 - \$75 depending on location. Extra pay would come out of dues which is within budget.

The Fire Department is expected to schedule inspections with PAV owners as business licenses are renewed. Inspections could be extensive. Laurie said he corrected any issues in his building in preparation for the PAV inspection based on an inspection completed at one of his other businesses in town. Proactive work included checking the batteries on fire exit sign lighting, replacing cracked wall plates, fire extinguishers, etc. Eric will order the 4" address sign with reflective lettering for all buildings not already labeled. There are Knox Boxes at the back of the building but need to ensure the Fire Department has current keys to access them. Laurie noted the Knox Box at his other location is near the front entrance. The PAV's Comm Closet needs to be checked for safety issues.

Maintenance tasks that need to be taken care of include taking the OSB off the condenser units. Jack Hittle will be asked to do that job. Reinforcement of the tops is still necessary. Eric will also solicit a quote to replace the rotted wood railings with metal railings, especially around building B2.

New Business:

The May agenda will include reviewing a list of Spring maintenance projects compiled by Eric, Jason, and Drew.

The Sears building, which is still for sale, may soon be vacant as the Food Bank will be moving out.

Backflow testing was done by Keith; he will be asked to confirm if he was able to access the Sears building.

Jack Hittle will be leaving the area and may no longer be available to do future PAV mowing. He has dropped his insurance and may be closing his business. Eric felt the PAV needs a riding mower to do the job efficiently. The lawn areas need mowing only every week or two. The bushes may need trimming but no other major landscaping work is planned for this year.

Maintenance efforts will focus on having the buildings stained and the necessary work of resealing the parking lot. Jason spoke with Kip of Strohecker Asphalt to have the PAV added to his schedule.

Initial discussions on Xeriscaping the areas behind the buildings began. The cost of materials and labor is an issue and PAV owners may have to be asked if they wish to contribute for that. A proposal from a landscaper should be pursued. Laurie is willing to haul in necessary gravel with reimbursement to him for gravel and fuel. He is willing to help put a plan together with cost estimates. Some sprinkler lines exist but the condition and whether they are salvageable is unknown (sprinklers have not been used in some time). A full lawn is excessive and water too costly. Xeriscaping is the best way to improve the aesthetics of the grounds. Existing reserves are intended for the eventual roof repair and/or replacement along with required parking lot maintenance and repair.

Adding a parking area at the back of buildings B1 and B2 to augment employee parking will be added as an agenda item for a future meeting. Curbing, concrete or asphalt surfacing, and a ramp would be needed.

The next board meeting will be Tuesday, May 21st at 4:00pm via Zoom online.

The meeting was adjourned at 4:57pm.

Sharon Jennings/Recording Secretary

Minutes approved May 28, 2024 as written.