

**Plaza at Aspen Village Property Owners Association**  
**Board of Director's Meeting**  
**Tuesday, June 18, 2024**

The meeting was called to order at 4:07pm by treasurer Jason Peterson. Directors present: Jason Peterson, Drew Mackey, Eric Hittle; Member present: Launie Anderson. Jason turned over the meeting to Eric upon his arrival.

Launie mentioned that the A/C compressor at his business was out for the week. A new unit was being installed.

A motion to approve the minutes of the May 28, 2024 Board meeting as written was made by Eric Hittle, seconded by Drew Mackey, and approved by a vote of Eric-Yes, Drew-Yes, Jason-Yes.

Jason reviewed Financial Reports through May 31, 2024. 1) The Profit and Loss Statement showed the main Income from owner assessments and rental income. Expenses included insurance, snow removal, utilities, and repairs. Upcoming repair costs will be for parking lot maintenance using Stohecker Asphalt. A bill from Circle G Roofing will be coming in for recent maintenance work on the roof. Additional maintenance expected will include work on masonry areas and the replacement of the wooden railing on Launie's building. Jason noted that expenses are being managed appropriately. 2) The Balance Sheet shows the checking account is at \$30,316.25 and the Reserve account is at \$40,419.30. A goal was set to get the Reserves up to \$110,000 for costs for the roof and parking lot. 3) The Accounts Receivable report shows a credit due to Visionary's prepayment. One tenant has a balance due; Cindy at Cornerstone Accounting had talked with them. The Wendy Saunders Companies should be removed from the list, Skywerkx should be removed if possible, and Aspen Plaza ProSuites LLC should be added. A motion to approve the financial reports as presented was made by Eric Hittle, seconded by Drew Mackey, and approved by a vote of Eric-Yes, Drew-Yes, Jason-Yes.

**Old Business:**

Sam Gingrich of Circle G Roofing did several repairs including work on Launie's roof and repairing the wind-damaged roof panel putting silicone over the holes where it was leaking into ABBA's office. Until more rain arrives, it is not known if the leak into Drew's office was fixed. Sam was asked to come back regarding prep work for winter.

Launie will get estimates on obtaining gravel as part of the xeriscaping in the back of his building, specifically between the Restaurant and the Dumpsters. Labor to spread it will be needed. The weedy area in front of that building needs to be addressed and Eric will ask Jack Hittle to assist trimming and/or weed spraying before the end of the month.

**New Business:**

Eric added a couple more cameras to cover the entrances on the back of his building, one toward the dumpster, one toward Jason's entrance and toward the parking lot. Any issues may be caught on tape and be available to owners. History is being kept for about thirty days.

The covers to the condenser units on Building A were moved due to heat build-up when they were running which would shorten the lifespan. The covers will be removed prior to winter snows. If permanent covers are added the lids should be removable or hinged. Launie noted that his new unit has a different profile; it is much higher and wider than the old units and should be more efficient.

Eric is contacting a plumber to look at Brian's unit that uses the communal area drain near the backflow. His sink does not drain properly and backs up. This may be a design issue rather than a clog.

Most of the lower-level businesses in Building B1 had their fire inspections and they went well; the inspector felt the buildings were in better shape than expected. Batteries for the Exit sign lights have been received and replaced in the hallway and some other areas. Drew and Launie have replaced batteries in their areas as well. The address signs on the back of the building are acceptable so signs on the front are not required. Access to the boxes is limited; only four keys are held by the Fire Department. The Fire Department cannot force tenants to put keys in the Knox boxes. Eric will reach out to owners and tenants to see if they want their door keys added to the Knox box to avoid having their door or window broken to access the office in the event of an emergency.

The next board meeting will be the third Tuesday, July 16<sup>th</sup> at 4:00pm via Zoom online.

The meeting was adjourned at 4:43pm.

Sharon Jennings/Recording Secretary

Minutes approved July 22, 2024 as written.

