

CORRECTED MINUTES
 Aspen Cove HOA Board Meeting
 Friday, April 14, 2017
 Bob Conner's Office, Pleasant Grove, Utah 6:30 pm

1	Meeting started 6:40 pm	Mark
2	In Attendance: Mark Page, Bob Conner, Jared Edwards, Rick & Bonnie Seastrand, Daniel Allen, Curtis Steele	
3	Minutes approved from 3/10/17 meeting Motion to accept: Bob Conner 2nd Motion: Curtis Steele/Jared Edwards? All Approved—by all in attendance	Mark
4	Financial Report: <ul style="list-style-type: none"> • Bank statement has been reconciled. After some struggle with statement, it has been reconciled. Current as of 4/10/2017 • Received another check for dues, fight now there are still • Bill for liability insurance given to mark for address change and payment. • Spread sheet not in HOA computer, was on Daniels computer at work • \$10000.00 transfer to money market done by Daniel. Should have been a board decision. • Would like a copy of paid invoices for Curtis' files. Will be put in quick books. Drop box would like bills put in drop box by month that is paid. • Daniel will work with Pritchards, Herdsman's , Johns, Pritchett's, Shrenks • Curtis is taking...Barrensen, Trotter, Rogers, Henderickson, Ruble. • Invoice sent for late charges • Board is questioning money market? Interest? • 	Curtis Steel
5	Snow Removal/Road Maintenance & Gates: <ul style="list-style-type: none"> • Follow up—dust busters scheduled for June 5 thru 7, with Tuesday June 6th application date. • Advertise these dates in the newsletter and post on face book? • Discussion on road paving...cost, methodology, • Road damage to roads past Steele's, mark put cones to mark damage. • Aspen Cove Drive in Unit 6, the donut area will only cost about \$100.00 to repair according to James. 5/6 loads of road base will be needed to repair the roads and put them all in good condition . • Ruts...Contact Miller Paving...for front gate. Cost approx. \$147,200.00 \$177,100.00 for 2 phases. Call and get breakdown of bid. • Concern was expressed about traffic with spot lights at 3:00 am by the back gate...possibly trying to get in. Call police dispatch to express concerns. They can investigate. • We have a negative balance of \$3400.00 in the snow removal category of the budget. We need to consider a special assessment. 	Dan Allen
6	Water: <ul style="list-style-type: none"> • The lock at the storage shed has been changed. 	Mark Page

	<ul style="list-style-type: none"> • Make a check list for booster/fire pumps and fire hydrant inspections. Erkkila's will charge \$60.00/hr for this work. We also need metal tags for each hydrant. This will aid in the inspection process. • James and Mike turned off 3 taps that were left on during the winter to circulate the water in the storage tank. • Water Manager's responsibilities includes the nitrate and sulfate sampling and providing them for testing. 	
7	Member Services/Common Area: <ul style="list-style-type: none"> • Work party and annual meeting, June 24th, 10 am with lunch at 12:30 with pot luck, and the association members meeting will follow lunch. • Paint pavilion—who is buying paint & supplies? • Tag fire hydrants • Have blue stakes mark the power and telephone lines coming out of the utility boxes so that the t-post marking their locations will not interrupt service. Also need them to check for utility lines near the fire hydrants that will also be marked with t-posts. • Ask Mr. Sorenson to make arrangements for the building at UVU for the 2nd association members meeting to vote on the special assessment and the incremental increase in the annual dues, if a quorum is not voted at the first meeting. This meeting will be held on July 15. A meet and greet gathering will begin at 6:30 pm with the meeting being called to order at 7:00 pm. This will be a short meeting. All members are encouraged to come and participate in the association business. • The repairs at the developed common area needs to be made as soon as possible. Jared will call to get our contractor on site. He will also document the work with pictures and make them available to the members This work must be done before the June 26th work meeting. 	Jared Edwards
8	Member Services/Security: <ul style="list-style-type: none"> • Change gate code every 6 months. • Change both gate codes to be the same? Going in and back gate. I am not sure this can be done! The front exit and back gate can be the same. • We should approach Clay to see if he would be our go-to-guy for the front gate. Mark will contact him to see if he will be our point man on the gate and teach some of us how to deal with minor problems that arise from time to time. • We need a security camera at the back gate. However, it may be more advantages to install one at the common area first. Our funds are so limited that one new camera this year is probably all we can afford. Bob will contact the company we are working with and get a bid. 	Bob Conner
9	Architectural Committee: <ul style="list-style-type: none"> • Talked with Randy Webster about their garage project. It has been approved. We still need to collect the road impact fee. • Nothing else to report. 	Rick Seastrand
10	New Business: Goals:	Mark Page

	<ul style="list-style-type: none"> • Paint and stain around the common area and front gate ** • Security camera for the common • Mark fire hydrants with brass tags and t-posts** • Mark power boxes with t-posts in phase 6** • Remove weeds from common area and along community roadways** • Improve roads/add additional concrete barriers for guardrail coming down from the top. • Website • Financial-security, generate sufficient funds for annual needs. • Visual results • Message board by gate keypad—kind of an eyesore <p>**Work projects to be done at the June work party**</p>	
11	<p>Other Concerns:</p> <ul style="list-style-type: none"> • Be Courteous to other cabins. Lights, noise. • Drop box owned by Dan Heugley. Should be board owned, so that the board can manage it. • Website---Bob will talk to his tech guy • \$3400.00 in hole from snow removal for 2017. Consider a special assessment to recoup this overrun and sufficient additional funds for later this winter. We would bill for the special assessment now, if it is approved at the June association meeting. We need to raise \$12,000. The money collected under the special assessment will only be used for snow removal. If more money is collected than needed for 2017 it be rolled over to the 2018 budget. • We will also try to get the incremental raise in the annual dues passed at the June meeting. The increase in dues would begin in 2018. It would be helpful to try to increase the dues by 5% to 10%/year for a few years. As the cost of living goes up, so does the cost of doing business at Aspen Cove. 	
12	<p>Assignments:</p> <ul style="list-style-type: none"> • Dan will get price for additional concrete barrier for placement on the hill by John's. 	
13	Meeting adjourned.	

MONTH March
 YEAR 2017
 INSPECTOR MK Erkkila, L.C.

GALLONS USED FOR MONTH
 AVERAGE DAILY USAGE
 AVERAGE GPM USED

404900
 14460.71
 10.04

INSPECTION SHEET FOR PUMP HOUSE

DATE	TIME	PUMP RUNNING	METER READING	Gallons Used	GPM	LEVEL IN TANK %	Temp	COMMENTS
1								
2								
3								
4								
5								
6								
7								
8								
9	9:37		45781000	138700	9.63	85	52	
10								
11								
12								
13								
14	8:00	5hp	45858100	77100	10.71	84.5	46	
15								
16								
17								
18	10:00		45922000	63900	11.09	85.6		
19								
20	10:15		45955600	33600	11.67	87.4		
21								
22								
23								
24	10:30		46008300	52700	9.15	87.2		
25								
26								
27	9:43		46047200	38900	9.00	87.5	48	Turned running water off

MK ERKKILA, L.C.
HC 35 Box 280
SCOFIELD, UT 84526

Invoice

Date	Invoice #
4/3/2017	3824

P.O. No.

Phone #	435-448-9477
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Bill To
Aspen Cove 1410 West 620 North Price, Utah 84501

*PD 4-4-16
#979*

TERMS OF SALE AND PERFORMANCE OF WORK. The herein designated purchaser and/or customer and it's duly authorized agent and/or principal agrees to pay the following account at Scofield, Utah, on or before the 10th day of the succeeding month and if not paid when due to pay interest thereon from date hereof at the rate of 2.5% per month both before and after judgement until paid and if this account is placed with a collection agency or an attorney for collection either with or without suit to pay all collection costs including a reasonable attorney's fee.

Serviced	Description	Quantity	U/M	Rate	Amount
3/1/2017	Aspen Cove Snow Removal	2	hr	116.00	232.00
3/2/2017	Aspen Cove Snow Removal	2	hr	116.00	232.00
3/6/2017	Aspen Cove Snow Removal	5	hr	116.00	580.00
3/7/2017	Aspen Cove Snow Removal	2.5	hr	116.00	290.00
3/9/2017	Aspen Cove Snow Removal	2	hr	116.00	232.00
3/31/2017	Equipment Standby Fee - Backhoe			400.00	400.00
Total					\$1,966.00
Payments/Credits					\$0.00
Balance Due					\$1,966.00

ASPEN COVE HOA WATER MANAGER JOB DESCRIPTION

March 30, 2017

- Collect 1 monthly water sample to be tested for harmful bacteria by the Utah Department of Health lab in Price. The water samples must be drawn from the approved Bacteriological Sample Site Plan approved by the Utah Department of Environmental Quality, Division of Drinking Water. Forward copies of the test results to the designated Board member over the water system.
- Collect the annual samples for nitrate testing and sulfate samples every three years for testing by the Chem-Tech Ford lab in Salt Lake City. A separate sample is required for each well. The lab will provide the sample bottles and a small cooler to send them back in. The samples must be kept on ice until they are received at the lab.
- Inspect the controls and electronic devices in the well pump house weekly. If any concerns are found contact the designated board member. Gather the data contained in the "Inspection Sheet For Pump House". Provide a copy of this report monthly to the Board member for review by the HOA Board.
- Each quarter inspect the booster/fire pumps vault to determine if any problems have occurred. Verify that each pump is operating properly. Report any problems or concerns to the Board member.
- Semi-annually inspect the water storage tank. Check the seal on the lid to determine that it is providing the necessary seal to keep pollutants out of the water supply. Make a visual inspection of the inside of the tank to determine if rusting is occurring or if other concerns are evident. On one of these inspections exercise the outlet valve(s) to verify they are operating properly.

- **Inspect each fire hydrant during the second quarter of each year. Exercise each hydrant and determine that it is operating satisfactorily. If problems are observed contact the board member, especially if extra financial expense will be involved in equipment and/or labor for necessary repairs.**
- **Monitor the water system to identify if leaks/breaks may have occurred. Seek them out and make the required repairs. Prior to significant repairs being made contact the board member. If an emergency occurs take immediate action to resolve the issue and contact the board member as soon as possible.**
- **When any of the above tasks are accomplished they should be reported on the back of the Inspection Sheet For Pump House that is provided to the board member monthly along with any helpful explanation.**