

**ASPEN COVE AT SCOFIELD**  
**HOMEOWNER'S ASSOCIATION**  
**Board of Directors**  
**Minutes of Meeting – May 11, 2002**

A meeting of the Aspen Cove Homeowner's Association Board of Directors was held on Saturday, May 11, 2002, at 4:00 p.m. at Steve Caldwell's mountain home in Aspen Cove. The following members were present: Melody Ashman, Dennis Blackburn, Steve Caldwell, Doug Cloward, Sandra Green and Mark Nelson.

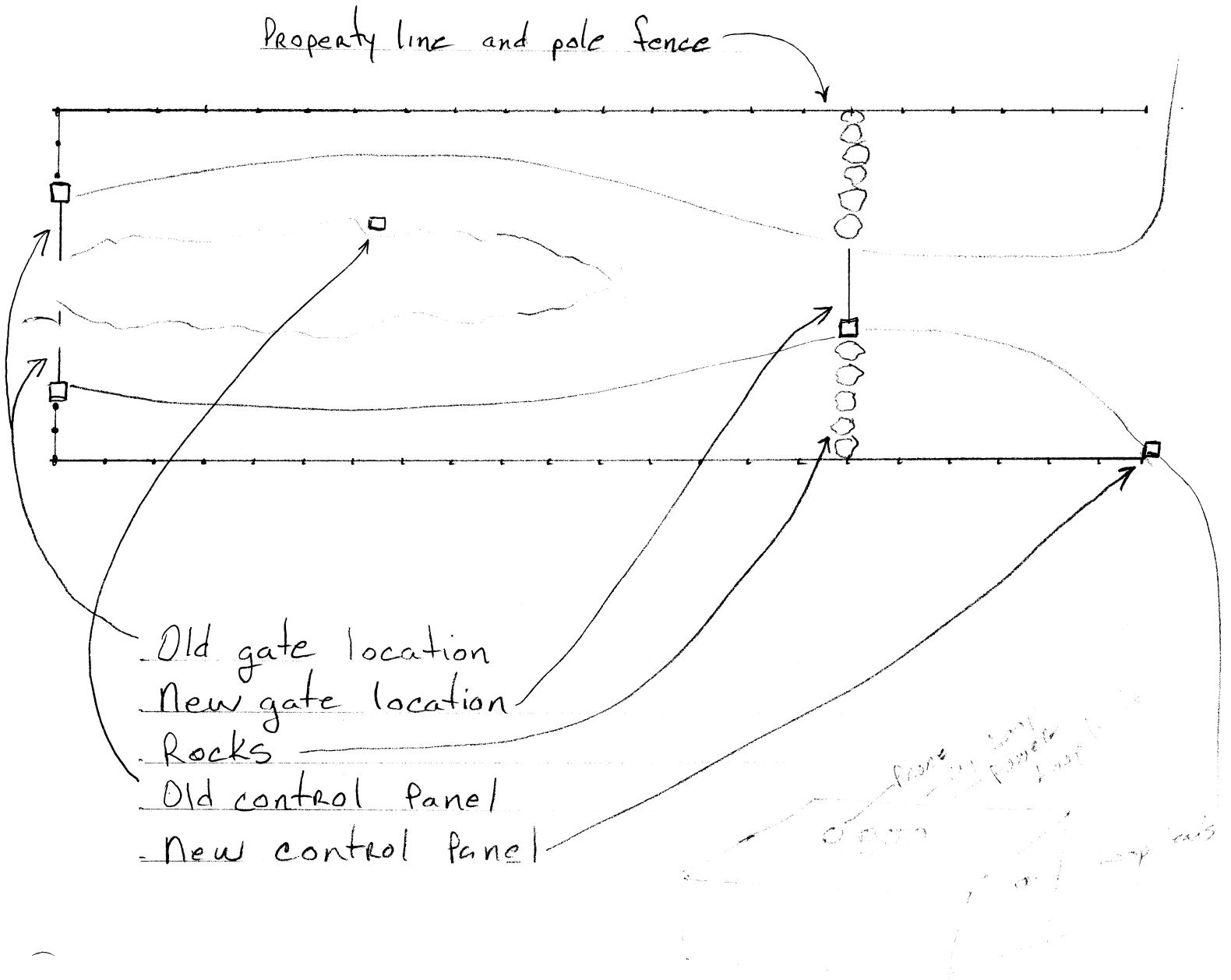
- I. **WELCOME** ..... *Mark Nelson*  
Mark Nelson welcomed the Board members and conducted the meeting.
- II. **RELOCATION OF ENTRANCE GATE**  
A drawing of the proposed gate relocation was reviewed and approved. Mike Green will coordinate work with Mike Erkkila and Todd Olsen for relocation of gate. Doug Cloward made a motion to approve a budget not to exceed \$2,000 (see attached cost estimate). Dennis Blackburn seconded the motion.
- III. **REVIEW OF WATER SYSTEM (frozen waterlines)**
- A. The main waterline in phase II has frozen in two areas within approximately a 300 foot area each. Developer will check depth of main waterline and correct deficiencies. Code requires a minimum of 5 feet of cover.
  - B. Some of the laterals on west side of phase III have not been buried at the proper depth to lot line. Developer will check depth of main waterline at lots 82 – 94 and correct deficiencies. The deadline for Developer to have the waterline depth corrected in both phases II and III is July 31<sup>st</sup>, 2002.
  - C. Waterline in close proximity to Allred's (lot 34) became frozen even though it was installed at 6' depth. The Association paid \$1,700 for excavation to verify that waterline was buried at code depth.
  - D. If the waterline is frozen from the stub-in to the cabin on private lots, the lot owner is responsible for dealing with the problem. In these cases, the Association is not obligated to determine location or apply remedy.
  - E. Steve Caldwell expressed concern about liability of Association for waterlines if they have been properly installed and still freeze. After discussion of how to eliminate freezing pipes in the future, it was suggested that a mainline end drain be kept open to create a weeping. Another suggestion was for homeowners to leave a tap on during severe winter conditions to keep the lines open and thereby avoid a freeze up.
- IV. **MIKE ERKKILA – WATER RESPONSIBILITIES (compensation)**  
Mike Erkkila has agreed to accept responsibility for the water system effective June 1<sup>st</sup>. His compensation will be \$10 per hour with a two-hour minimum. Mark Nelson will review the water system and guidelines with Mike Erkkila.

- V. DUST CONTROL (Dust-Chem application to Phases II and III)  
Doug Cloward made the motion to approve a budget of \$3,500 to apply Dust-Chem to phases II and III. This work will begin after Developer has potholed the main waterlines and buried them at code depth (August 1<sup>st</sup> or earlier). Any leftover material will be used to rework phase I with a light application. The motion was seconded by Steve Caldwell.
- VI. CHANGES TO BOARD OF DIRECTORS
- A. Mark Nelson resigned as President but desires to remain on the Board.
  - B. Sandra Green resigned as Secretary after serving two years. She has volunteered to chair a committee to review bylaws for consistency with CC&R's and make recommendations to Board for any additions or changes. Mark Nelson made the motion to authorize review of the bylaws. Doug Cloward seconded the motion.
  - C. Dennis Blackburn will resign from the Board.
  - D. A discussion followed with recommendations of Association members who could fill these positions.
- VII. TREASURER
- A. Melody Ashman has accepted the position as Treasurer of the Board.
  - B. Invoice approval is required by the Board member assigned to that area of responsibility, i.e., Steve Caldwell must authorize and approve all expenditures associated with grading and plowing of roads, etc.
  - C. Melody also suggested that two signatures be required on checks for expenditures over \$5,000.
  - D. The purchase of Quickbooks 2002 software was approved.
- VIII. RESPONSIBILITIES OF BOARD MEMBERS (see attached list)
- IX. HOMEOWNER'S ASSOCIATION MEETING (Saturday, June 1<sup>st</sup>)  
Agenda items were reviewed.
- X. DISCUSSION ITEMS
- A. Recommendation that Board Meetings be held on a quarterly basis.
  - B. Mark Nelson will provide Board members with plot plan of future phases.
  - C. Lock combination on back gate needs to be changed (code to be announced at the June 1<sup>st</sup> Homeowners Meeting). The lock combination for the water tank, storage shed and water pump house will also be changed.
  - D. Lot 7 – Mark Nelson mentioned that past due Association fees cannot be collected.
  - E. Doug Cloward recommended the budget for a new swingset be rescinded and put on hold until 2003 (approximate cost is \$1,500). Steve Caldwell seconded the motion.
- XI. ADJOURNMENT  
The meeting was adjourned at 7:00 p.m.

Note: Changes to front entrance gate were put on hold until after June 1<sup>st</sup> Association Meeting.

# Aspen Cove Gate Relocation

- (1) Relocate exit gate 160' east
- (2) Relocate control panel to southeast corner
- (3) Run new power and control wire
- (4) Place large rocks between gate and fence



## ASPEN COVE AT SCOFIELD

### ENTRANCE GATE

Estimated cost to relocate gate:

• Automatic Gate Installers Inc. (Todd Olsen)	\$ 460.00
• Erkkila Excavating	350.00
• #10 Wire (power)	53.00
• #16 Wire (sensor)	30.00
• Phone Wire	30.00
• 1" Conduit – 200' (electrical)	28.10
• ½" Conduit – 200' (sensor)	16.63
• ½" Conduit – 350' (phone)	29.11
• Glue and Miscellaneous	57.00
• Concrete (3 yards)	350.00
• 6" Pipe – 4 (bollards)	<u>184.00</u>
	<u>\$1,587.84</u>

Note:

- Labor needs to be donated to form and pour the concrete and install conduit and wire for Todd Olsen.

## AREAS OF RESPONSIBILITY ASPEN COVE BOARD MEMBERS

- **WATER SYSTEM – *Mike Erkkila***
  - Maintenance
  - Emergencies
  - Chlorine flush
  - Other flushing
  - State
  - Water quality tests
  - Wellhouse and two wells
  - Underground booster station
  - Distribution levels
  
- **ROADS – *Steve Caldwell***
  - Maintenance
  - Snow plowing
  - Dust control
  
- **ENFORCEMENT OF CC&R's – *To Be Announced***
  
- **COMMON AREA MAINTENANCE – *Doug Cloward***
  
- **SPRINKLER SYSTEM – *Mike Erkkila***
  - Maintenance
  - Spring turn-on and set
  - Fall turn-off
  
- **WEED CONTROL – *Doug Cloward***
  - Spring
  - Summer
  - Fall
  
- **ENTRANCE GATE**
  - Maintenance – *Mike Erkkila*
  - Computer programming – *Mark Nelson*
  
- **ACCOUNTING (Budget) – *Melody Ashman***
  
- **COLLECTION OF ASSOCIATION DUES – *Melody Ashman***
  
- **AGENDAS, NOTICES, MAILERS, ETC. – *To Be Announced***