

Aspen Cove HOA Board Meeting Agenda
 WITH EDITED MINUTES
 Friday, May 12, 2017 6:30 p.m.
 Jared Edwards Cabin Lot 83

1	Welcome--	Mark Page
2	Roll call—Mark Page, Bob Conner, Jared Edwards, Curtis Steele, Rick and Bonnie Seastrand. Doug Cloward not present.	Mark Page
3	Welcome visitors—no one present	Mark Page
4	Approve Minutes from 4/14/2017 Minutes approved: Motioned: Bob Conner, 2 nd ; Rick Seastrand, all in favor.	Bonnie Seastrand
5	<p>Financial Report: Curtis Steele</p> <ul style="list-style-type: none"> ○ Bank statement has been reconciled as of May 10, 2017. With \$6269.02 in checking, \$85,162.62 in money market. ○ Collected & deposited \$1010.00 in May including 1 late fee. 8 members have still not paid. Trotter's said they would pay ½ in May and ½ in June. ○ Do we have the ability to take credit cards? It is possible with SQUARE but they take a % as a fee. ○ Talked about Review of financial review that Dan Wagner is doing. Read over agreement for his services. The board agreed on the agreement. Agreement will be added to Drop Box. ○ Aspen Cove HOA Board motioned to have budget done, Bob Conner, 2nd motion Rick Seastrand, all in all in favor to go ahead with the audit having Dan Wagner reviewing the information provided by Curtis Steele. ○ Curtis handed out a up dated budget sheet—will be added to Drop Box. ○ Payment of bills: Mark ○ Bills to be paid in May were reviewed and Board motioned to approve them for payment. Motion to approve was unanimous. ○ Dan Allen would like to be informed before road work is done, and where it is being done. 	Curtis Steele
6	<p>Road Maintenance & Gates:</p> <ul style="list-style-type: none"> ● Erkkila's bid on road work <ul style="list-style-type: none"> ○ Dust Busters, June 5th, 6th and 7th, will begin at 8:00 on the 6th. Bid is \$9900.00 but will be billed on actual tonnage of materials the solution is delivered. ○ Signage is needed to advertise/remind of upcoming road project. There is a poster in the shed. Both front gate and 	Dan Allen

	<ul style="list-style-type: none"> ○ Thanked Jared for getting the most recent news letter prepared and sent to the members. ○ 2 Christmas trees were left at common area also ashes from a fire place. It was recommended we remind residents to take care of their own trash, and not leave it for someone else to take to the dumpster. ○ Tennis court coating is coming up in sheets. Curtis please research when this was redone and who did it. Ask Doug, he paid the bill. Paint tennis court? ○ Basketball court fence will be repaired before work party. ○ Jared will try to have the improvements done prior to the June meeting. This will help residents see what the Board is doing. Adding a barricade on the hill was suggested for future safety improvement, but the Board agreed to get other necessary items done now, and look at the barricade prior to next snow fall. ○ Each Board member was asked to add information to each newsletter. ○ Newsletter should contain items of concern such as theft, items of concerns. 	
9	<ul style="list-style-type: none"> ○ Member Services/Security: ○ Camera for common area surveillance. ○ Bob talked with the person who will be installing more security cameras in Aspen Cove. ○ Bid for common area for camera was \$2499.99. Security equipment for the back gate was bid at \$4650.00, which includes solar power. Some concern about vandalism to the solar equipment to be mounted on a pole. ○ It was discovered that the gate code have been on resident's invoices for services. Someone has given out these codes to contractors. Who gave out these codes? 	Bob Conner
10	<p>Architectural Committee:</p> <ul style="list-style-type: none"> ○ Nothing was discussed ○ In the future, all final approvals of the architectural committee will be sent by the Board. 	Rick Seastrand
11	<p>Work Party/Annual Meeting/Business:</p> <ul style="list-style-type: none"> ● June 26th @ 10:00 a.m. ● Work projects.... ● Call blue stakes ● Mark utilities in Unit 6, with 6' T-posts. ● Paint/stain pavilion—ladders are needed. ● Mark all fire hydrants —Rick will stamp tags 1-17, which will be attached with book rings. ● Cut weeds at front gate and common areas. <p>Lunch:</p> <ul style="list-style-type: none"> ● Sandwiches-condiments come with sandwiches--Mark ● Salads: Potato, green and frog eye--Bonnie ● Paper products, chips, table coverings--Jared 	Mark Page

	<p>back gate. Electronic message will be needed and have signage up before Memorial Day on gates.</p> <ul style="list-style-type: none"> ○ Erkkila's fee for ditch (borrow-pit) grading, 6 hrs. @ \$100.00= \$600.00, road grader hours, 15 hrs. @\$100.00= \$1500.00, water truck, 15 hrs. @ \$95.00= \$1425.00, road base (5 loads) total \$2354.00 for a total of \$5879.00. This work is being done to repair any damage that occurred during the winter and be ready for Dust Busters, mag chloride treatment. What portion of the roads will be treated? ○ Dan Allen would like to be informed by James before work on roads is done and where. This will help when payment of bills are reviewed. ○ Barricades are \$1300.00 each installed, as per bid from James. Possibly install 2 before meeting? Maybe do 1 now, and then add as needed. 	
7	<p>Water:</p> <ul style="list-style-type: none"> ● Review inspection sheet for pump house ● Aspen Cove booster/fire pump bunker inspection ● Review fire hydrant inspection results-the hydrants need to be painted. ● Numbering the hydrants (17 total) Rick <ul style="list-style-type: none"> ○ Fire hydrants are being check by James Erkkila. Not sure how many have been completed, as of today. Some problems have been found. He will report to us soon on the project. He has numbered with a sharpie for now. Brass tags will be stamped with the number for each hydrant and attached with a key ring. The hydrants need to be painted soon. The paint is coming off. Epoxy primer was used when they new. The paint did not adhere as it should have. ○ The Booster/Fire Pump Bunker Report will be added to Drop Box each quarter of the year. ○ Water usage went up for a short period of time during the month. Three hydrants that run water all winter, to keep the water fresh in the tank, were turned off. We are now using about 1 gallon per minute. ○ The water tank capacity was maintained at approximately 86% during the month. ○ The Board was asked to review the Aspen Cove Water Manager's Service Agreement. If we all agree, it will be sent to Erkkila's for their review. 	Mark Page
8	<ul style="list-style-type: none"> ○ Member Services/Common Area: ○ Schedule to meet with contractor on common area repairs. 	Jared Edwards

	<ul style="list-style-type: none"> • Drinks? Who is in charge of getting this—Jared • Every board member bring a dessert. 	
12	<p>Business meeting:</p> <ul style="list-style-type: none"> • Next meeting for the board June 9th • Review the notice of the meeting, email & snail mail notices if no email address. Only 1 email address on file for each lot owner. • A proxy ballot should be attached to the meeting notice. You must be at the meeting or represented by a proxy so your vote will be accepted. • All proxy ballots must be properly signed, received, and available at the meeting, prior to the voting in order to be valid. • Each Board member is to make a brief report to the members concerning their assignments. Please be brief! • Review need for special assessment and the amount of \$1200.00, 125 lots would be \$96.00/lot. This money will stay in the snow removal section of the budget. • Review proposal for incremental increase of annual assessment over the next few years and the percentage if increase. Example... 5%=\$20.25, 6%=\$24.30, 7%=\$28.35, 8%=\$32.40, 9%=\$36.45, 10%=\$40.50 	Mark Page
13	<p>New Business/Items that were discussed...</p> <ul style="list-style-type: none"> • Talked about new drop box account • Talked about the aspencovehoa.net, .com, .info,. Our former email address is available again, if we want to use it. We will reserve it for the future. • Facebook had a lot of activity after news letter came out. • Where is directory? Bonnie is in the process of updating the directory and will be added to Drop box when complete. Email updated directory when complete to all members. Only 1 email per lot is requested. • Someone needs to talk to Clay about getting an approved easement across his property to secure access to the pump house. • Pleasant valley days—float? 	

	<ul style="list-style-type: none"> • If it rains, where will we met for our business meeting on June 24th? 	
14	<p>Other Concerns:</p> <ul style="list-style-type: none"> • Fire---building material burn by contractor, \$1000.00 fine. Sent notice of billing to Gallop's along with the original letter, that was not accepted? Fines and possibly a lean on the property if the fine is not paid. • Review goals from last meeting... • John Ward did not have a county building permit for his recent work. He also did not file with the architectural committee. Should have been fined. Fine should be by sq. ft. or by item. • The code to the gate has been attached an invoice that Jared received from his garage contractor. Where did he get the code? 	
15	Next meeting: June 9 th @ 6:30 Mark Page cabin	
	Meeting Adjourned: 9:00 pm	

2012-2017 Comparative Budgets

	12/31/12	12/31/13	12/31/14	12/31/15	12/31/16	12/31/16	5/10/17
Cash Balances							
Checking - Zions	1,738	14,431	121	517	3,740		\$ 6,269.02
Zions Money Market	52,047	60,367	55,902	75,039	75,135		\$ 85,162.62
Total Cash	53,785	74,798 ¹	56,023	75,556	78,875		\$ 91,431.64
Revenues							
Dues	60,571	61,083	59,680	60,371	59,620	60,395	\$ 57,015.00
Weed Control/fines						2,200	
Late Fees						150	150
Interest Income						97	175
Road Impact Fees						5,000	1,000
						67,842	61,325 \$ 57,015.00
Expenses							
Corporate Dues	50	69	0	0	0	105	50 \$ 10.00
Bank Service Charges	84	625	56	28	50	82	50 \$ 62.00
Liability Insurance	625	625	625	625	650	625	650 \$ 625.00
Postage	199	139	199	39	100	686	100
Accounting		150	299	151	300	583	300
Property Management		3,972	5,958	3,194	4,200	2,100	4,200 \$ 1,400.00
Property Mgr. (fuel)	100	243	267	0	0	0	0
Recreation Expense		893	529	750	500	1,118	1,000
Water System	4,157	13,025 ²	2,319	3,055	3,000	4,879	3,000 \$ 2,977.00
MISC.	879		0	0	250	79	150
Printing/postage	66	40	40	44	100	464	100
Legal Services	2,300	1,194	3,549	230	500	0	500
Dust Control	6,143	8,447 ³	0	9,120	9,000	9,523	9,000
Snow Removal	6,901	9,765	14,128	4,767	13,000	17,355	13,000 \$ 21,362.00
Entrance Gates	2,475	698	6,587	362	1,500	2,615	1,500
Road Maintenance	6,514	8,179	12,159	3,137	7,825	4,982	6,759
State Park Passes	9,225	9,300	9,300	9,300	9,300	9,375	9,375 \$ 9,375.00
Annual Meeting			696	26	100	0	100
Office	39	1,882 ⁴	30	0	0	0	0 \$ 93.32
Income Tax	14		0	0	0	0	0
Property Tax	1,723	1,262	74	0	0	0	0
Power	4,360	3,800	5,007	5,253	5,500	5,407	5,500 \$ 1,853.00
Telephone	250	220	272	304	320	492	1,100 \$ 270.00
Water Shares	944	974	1,138	685	1,100	1,158	1,200 \$ 486.70
Water Test	258	176	710	536	300	1,225	2,500 \$ 600.00
Weed Control						2,109	
Total Expenses	47,307	65,014	63,941	41,605	57,595	64,962	60,134 \$ 39,114.02
Net Income (loss)	13,264	(3,930)	(4,261)	18,766	2,025	2,880	1,191 \$ 17,900.98

1-Cash is abnormally high due to early payment of dues for 2014 of \$9,490 & due to \$15K collection of delinquent dues in 2013
 2-Large water pump for well failed so was replaced at a cost of about \$8,500 as well as a broken/frozen pipe was replaced.
 3-Board decided to treat the entire association's roads, previously only portions were treated and alternated
 4-New PC laptops were purchased for the treasurer and the secretary at about half of the price budgeted.

ASPEN COVE BOOSTER BUNKER INSPECTION

Date:	Booster # 1	Booster #2	Fire pump	Sump pump	Drain	Light
4-28-17	✓	✓	✓	✓	✓	NO
Comments: Pressure at 85 lbs. Pump kicks on at 60 lbs.						

Date:	Booster # 1	Booster #2	Fire pump	Sump pump	Drain	Light
Comments:						

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