

ASPENGLOW TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Minutes of November 11, 2022

PRESENT:	Jennifer Payne Shelby Edmiston	Vice President Secretary Treasurer
ALSO PRESENT:	Keith Lammey	Association Manager
ABSENT:	Joshua Smolenske	President

### Board of Director's Meeting

The meeting was called to order at 6:59 PM by Keith Lammey, Acting Chair.

### Owners Open Forum

There were no non-board member, members present, thus there were no Owners Open Forum comments.

### **New Business**

#### **Approval of Minutes**

There were no prior meeting minutes to be approved.

#### **Association Manager Report**

The Association Manager's report was distributed and discussed. The report included the September 2022 financial reports. The most significant expense variations were discussed and the number and amount of past due receivables noted. The Association Manager explained what was being done regarding one account which was past due.

A **motion** was duly made by Shelby Edmiston and seconded by Jennifer Payne that the financial reports through September 2022 be approved as presented. *Passed unanimously.*

#### **Review and Approve 2023 Budget**

The Association Manager presented a draft 2023 budget and explained that, if approved, the budget would continue the monthly assessments at \$170 per month and continue to transfer \$3,000 to the Reserve Fund. Additionally, he explained that the proposed budget was nearly identical to the 2022 budget.

Following a discussion about the proposed budget, a **motion** was duly made by Shelby Edmiston and seconded by Jennifer Payne that the proposed 2023 budget be approved as prepared. *Passed Unanimously.*

#### **Discuss Needed CCIOA Required Policies**

As a nearly new Association, Aspenglow does not yet have the ten policies which are required by the Colorado Common Interest Ownership Act, (CCIOA). Following an extended discussion about the ten

required policies and why they are needed, a **motion** was duly made by Jennifer Payne and seconded by Shelby Edmiston authorizing the Association Manager to retain Western Law Group to prepare the drafts of the ten required policies for the review/approval by the Board. *Passed unanimously.*

### **Determine Due Dates, Late Fees and Finance Charges**

The Association Manager explained that the Association's Governing Documents provided for the collection of assessments and charging of late fees and finance charges; however, the documents did not define what the dates and parameters were for these items. Since it was formed, the practice that has been followed has been to collect the assessments monthly vs. annually or quarterly. After discussing the pros and cons of the various options, a **motion** was duly made by Jennifer Payne and seconded by Shelby Edmiston to adopt the practice of monthly assessments, due on the first of each month with a ten (10) day grace period. Additionally, to charge a monthly late fee equal to ten (10) percent of the (then) outstanding past due balance and to charge an eight (8) percent finance charge on all past due balances. *Passed unanimously.*

### **Discuss Heat Tape Installation/Bid**

The Board agreed that they needed to install heat tapes on the roofs of Units eight through fifteen and two bids for the installation of heat tapes had been obtained. Following a discussion regarding the two bids, a **motion** was duly made by Jennifer Payne and seconded by Shelby Edmiston to accept the heat tape installation bid from Madera Magic. *Passed unanimously.*

### **Other**

#### Review / Approve Snow Plowing Contract

At the point when this agenda item was being discussed, Shelby Edmiston, who had joined by cell telephone, could no longer participate in the meeting due to the lack of cell telephone service, thus no action was taken on this matter. Prior to losing service the general consensus was that the contract should be approved with a 2" plow depth. Since no motion was made on the matter, the topic was deferred for later review and action.

#### Select Annual Meeting and Board Meeting Dates

Before this agenda item could be discussed, Shelby Edmiston, who had joined by cell telephone, could no longer participate in the meeting due to the lack of cell telephone service, thus no action was taken on this matter. Since no motion was made on the matter, the topic was deferred for later review and action.

### **Old Business**

There was no old business to be discussed.

### **Adjournment**

The meeting was adjourned by the Acting Chair at 8:57 PM.