

ASPEN LEAF VILLAGE ASSOCIATION  
ANNUAL MEETING  
SATURDAY, JUNE 21st, 2014, 1:00 P.M.  
Cuchara Sanitation and Water District Office

*Board Members: Don Scott, Steve Jones, Dan Spencer*

*Management: Marge Thomsen-Spanish Peaks Management*

**Minutes**

- I. CALL TO ORDER – Don Scott called the meeting to order at 1:09 p.m.
- II. PROOF OF NOTICE- Marge Thomsen gave proof of notice dated May 20<sup>th</sup>, 2014.
- III. INTRODUCTION AND ROLL CALL- Don & Gloria Scott #43, Steve Jones #34, Dan Spencer #32 Jackie Anderson #55, Jon Brandt #11, Jennifer Carr & mother #59, Gayle Durbin #10, Judy Hensley #45, Don Legino #12, Maureen Stevens #58, Greg Meiris #57, Madison Pruet #50, Sheila Weiss #15 and Marge Thomsen of Spanish Peaks Management were all present.
- IV. DETERMINATION OF A QUORUM – With 13 units present and 24 represented via proxy a quorum was established.
- V. APPROVAL OF MINUTES FROM THE 2013 MEETING- *Judy Hensley motioned to accept the minutes as presented, Maureen Stevens 2<sup>nd</sup>. No opposed, motion passes.*
- VI. OLD BUSINESS
  - A. Maintenance Review - Don Scott thanked Marge and Stephen for all their hard work and then reviewed the work done last year and this year so far. All trees were sprayed last May and this May. Gravel was put in front of all buildings and the snow removal team raised their plows so as to not remove it. Buildings 53-60 were stained last year. Stephen built a storage shed for materials. Dan Spencer set up a new cheaper website for the Association [www.aspenleafvillage.com](http://www.aspenleafvillage.com) and Don thanked him for all his hard work. The stairwells going to #9 and 17/18 have been rebuilt using left over budget money from 2013 and the rest from the 2014 budget. The stairwell project will be discussed more fully under New Business. The outdoor building lights have been changed to motion sensors. Madison Pruet liked not having the glare coming in his window and Maureen Stevens said star watching is unbelievable. Marge stated that hopefully it will save money as well. Don informed everyone that San Isabel Electric Association will be upgrading service to the area so there should be fewer outages in the future. The yearend financials show 99.6% of Budget and Net income was 104.1% of Budget. Marge also added that there was work done at the entrance to #53 and gutters added above the door. Stephen lowered the grade and added French drains around the bedroom decks along the county road. He also checks all crawl spaces and plugs in heat tapes every fall and checks the roofs every spring and does any repairs. Stephen has replaced the parapet shake shingle roof walls on several buildings with metal and would like to do this to all but for now will do as needed. This spring there was an underground water leak by #1 that has been repaired. There is a skunk issue in the lower units and Marge has been given a solution to eliminate the odor temporary and has contacted a professional who will come out on July 2<sup>nd</sup> to inspect the problem and give a quote for removing them.

- B. New Policies -Assessment Collection & Records - The Colorado State Statute passed new laws this past year and the Association had an attorney revise the documents to comply. The Assessment Collections now include offering a payment plan before foreclosing. Jon Brant asked about having their payments made directly rather than by mail Marge stated that there is no way to accept credit cards but you can contact your bank and have them set up an automated transfer from your account to the Association account and to contact her for the banking information needed. The state also required a policy regarding what records must be kept and copied. Don stated they will be following the Policies and they are posted on the new website that Dan Spencer has set up so please look at them and all the other Association information provided.
- C. Long Term Renters - Steve Jones stated that there are normally around 3-4 permanent tenants and that a lot of Marge's time is taken up dealing with issues involving them. Owners have had complaints also and Steve wants input from the membership. Don Legino feels that at the point where long term tenants start affecting the homeowners it is a violation the board needs to address. No one wanted to eliminate the choice of having a long term renter. Discussion followed about limiting leases to 3 or 6 months and then reviewing any complaints before renewing. Maureen asked why owners aren't being held responsible for their renters. The new policy established by the board about renter information was sent out in October and all owners with renters gave Marge the information. However the renter in #59 moved to #22 recently and Marge received no notice so it seems it is not working. It was decided that the board would convene and formulate a set of rules & regulations for owners with renters and then send them to all the owners for comments before adopting and implementing.
- D. Other - Don Legino asked how to proceed in getting a possible leak in 11/12 looked at. The owners need to let Marge know of any water problems and it will be put on a work order for Stephen. All pipes between floors and in the walls are Association property and must be fixed by our maintenance man or at least approved by the board before replacing. If there are problems we may have to make an access door for future access. Where the pipes come into a unit they become an owner's responsibility and need to be maintained. Stephen suggested that if you still have the copper supply runs under your sinks they should be replaced before they fail.

## VII. NEW BUSINESS

- A. Current Financials - Don went over the numbers already given and stated that the 2014 Budget is the same as 2013. The allocation for the reserves is still \$1930.00 per year which Dan Spencer calculated is approximately 1.6% of assessment income. He then stated that dues have not been raised since 2006 and that a lot of things have been done with a limited amount of money and inflation hasn't stopped. He also noted that they will use the entire budget amount so some line items may show over and others will be under but the bottom line will not be over budget. Marge reviewed the current P&L and stated that the current Reserve balance is \$21,485.80 with an additional \$1930.00 to be added Dec 31<sup>st</sup>. The Total Current Assets are \$55,627.76. Jon asked where they were on the staining and was told that buildings 17-24 will be done this year, 26-32 next year and that will conclude this round of staining which will be six years. Taking a year off will depend on the condition of the first one stained (33-40).
- B. Election of Officers - Steve Jones' one year seat is up again for reelection and Maureen asked if he was going to run again to which he stated no. He has been on the board for 8 years and has confidence in the other board members so he will take a break. Don Scott will be up in 2015 and Dan Spencer in 2016. Don thanked Steve and Randy Wartner for both serving for 8 years.

Don stated that the board only meets once in person at the Annual meeting and maybe 2-3 other times via teleconference per year. Everything else is done through e-mails. ***Jon Brandt nominated Don Legino, Gloria Scott seconded. No other nominations and all voted in favor of Don Legino.***

C. HOA Education - Marge gave a brief history of how an HOA is governed. The Colorado Common Interest Ownership Act (CCIOA) governs all Homeowners Associations in the state and bills are created under this. All Associations are registered with the State of Colorado and are required to file a yearly periodic report with any changes. The Associations create governing documents starting with the Declaration of Covenants and a Recorded Map or Plat. Then they have Articles of Incorporation, Bylaws and finally the Policies, Procedures, Rules and Regulations. The board has the authority to amend them as needed. None of the documents can conflict with the other and that is why attorneys usually have to update documents when new bills are introduced. It is important that everyone read, understand and abide by the documents. All new owners will now be required to sign a form stating they have done so. Marge informed everyone that The Colorado Division of Real Estate will now oversee the Association Managers who will be required to be licensed. This is new this year and the proposed rules are still being established.

D. Maintenance Projects -

- When the motion sensor lights were replaced it was brought to Marge's attention that the water runs off the roofs and lands on the electric boxes, so she will have Stephen make covers for them.
- Due to the skunk issue and after the professional inspects the area; any actions that they recommend will be made as feasible to eliminate this problem.
- After a short break Dan Spencer gave a short presentation on why the board feels that all the stairwells need to be replaced in a timely fashion. It is no secret that they will all have to be replaced eventually. He showed pictures of Unit #42 which is coming off the building, dangerously unstable and should be replaced next (two posts were installed last year to prevent them from falling) and Unit #44 that is leaning badly but still stable. The stairs are over 30 years old and subject to harsh winters, high winds and UV exposure. The Association is liable if anyone gets hurt and it could far surpass the \$5000.00 deductible. The cost for replacing the remaining 57 stairs based on \$33.00 sq. ft. (cost from replacing 17/18) would be approximately \$135,630.00. He then presented three amortization options for paying for it over 5, 7 or 10 years. Don explained that on the Budget there would be a separate line item for the stair replacement and the money would be used only for that and would have an expiration date on the dues increase. Stephen explained that the new stairs are built much stronger than the current ones and he built them better (larger supports go all the way up; stairs will shed water better etc.) Discussion followed about how long it would take per set (approx. two weeks depending on which set), when it should be done (late fall or early spring). Maureen preferred raising dues over special assessments. Steve would like to replace the couple that are needed now and then try to replace them along with new staining. Marge stated that a couple of realtors asked if anything was going to be done about the stairs and were very happy to hear that it was being discussed. ***Don motioned to increase dues \$100.00 per unit per quarter starting Oct 1<sup>st</sup>, 2014 and ending Sept. 30<sup>th</sup>, 2020. All 13 units present voted in favor of the limited assessment and a mail in ballot will be sent to the remaining owners for approval.***

E. Other -

- Don informed everyone that chimneys will be cleaned in August and the cost will be \$59.95 for inspection only and \$94.95 for inspection and cleaning. This is mandated by insurance

and done by a professional chimney cleaner. Marge will bill it separately and send along with the report.

- Don reported that the San Isabel project is on schedule for upgrading the underground line to the complex.
- The board has approved two deck blind choices (tan or redwood) and they are posted on the website but Marge must be notified in advance. The current ones installed will be grandfathered in and they are not to be left down when not in use or to cover unsightly or unauthorized items on the decks.
- Due to the comments/suggestions received in regard to enforcing the no trailer rule the board has had an area just before the first parking lot, on the SE side of the county road, mowed to park them temporary while owner/short term renters are staying at ALV. Permanent parking of restricted vehicles in that area will not be permitted. Marge must be notified if you need to park there and any unauthorized trailers and any other unauthorized vehicles specified in the current rules, Exhibit III-14 will still be booted and then towed if the Association is not contacted in compliance with the time frame established by the BOD. For now, any unauthorized vehicle will have a warning sign affixed to the vehicle. Twenty-four hours after the vehicle has been flagged, if it has not been moved, it will be booted. After another twenty-four hours, towing arrangements will immediately be put into effect. There are fines and fees that will be assessed for boot removal and/or towing. The board will also come up with options for owners moving in/out or needing to park a trailer adjacent to their unit for other legitimate non-recreational purposes.
- Greg Meiris asked if the blue tank is still going to be removed. Don informed him that the Water District is still trying to find someone to take it.

VIII. DATE OF NEXT ANNUAL MEETING - June 20<sup>th</sup>, 2015 at 1:00 PM with the picnic to follow.

IX. ADJOURNMENT - Meeting was adjourned at 4:17 PM.