

Aspen Brook Townhomes Homeowners Association, Inc.
Draft Board of Directors Meeting Minutes
February 3, 2025 at 5:00 p.m. MDT

Board Attendees: Tiffany Parcher, Beth Cooper, Mark Werder, Richard Aguirre, Sharla Schultze, Greg Bier and Lisa Rosenhagen (manager).

Public Attendees: Don Verhaeghe, Patrick McDermott, Jim Hines, Andrew Rainbolt, Nathan Welton, Sandra Utz, Laura Richins, Tara Hallahan, Jennifer Shoemaker, Alison Collins, Dave Harrold

Call to Order

The meeting was called to order at 5:04 p.m. by interim Board President Tiffany Parcher.

Open forum of homeowners

Andrew Rainbolt, Tara Hallahan, Tiffany Parcher, and Nathan Welton requested to speak. Each voiced concern about potential limitations on nightly rentals.

New Business

1. Officer Election and Designation of Terms:
 - President – Mark Werder, term expiring in 2027.
 - Vice President – Greg Bier, term expiring in 2027.
 - Secretary – Beth Cooper, term expiring in 2026.
 - Treasurer – Bill Locklear, non-board member position (allowed by Bylaws).
 - At-Large – Terri Elliot, term expiring in 2026.
 - At-Large – Richard Aguirre, term expiring in 2027.
 - At-Large – Sharla Schultze, term expiring in 2025.
 - Tiffany Parcher, At-Large, remains on the Board; term expiring in 2025.

The Board thanked Jeremy Bencken and Tom Shoemaker for their prior service to the Board.

Mark Werder indicated that, in a shift from recent board practice, owner questions and feedback are now welcomed throughout the meeting, provided they adhere to the established agenda and time constraints.

2. Update from Tiffany Parcher for new Board members
 - Last year, the Board budgeted for a playground inspection. The inspection should take place on an annual basis.
ACTION NEEDED: Schedule the 2025 inspection.
 - A Google Group was created for HOA documents and working documents for the Board.
 - Tiffany collaborated with Altitude Community Law to submit compliance reports for the Corporate Transparency Act (CTA), following ACL's guidance.
 - Tiffany suggested a Board member training and orientation with Altitude Community Law. She will gather details from the attorney and present them to the Board. Mark requested a proposed agenda for the orientation before scheduling the meeting.
ACTION NEEDED: Schedule meeting and set agenda.

3. HOA Website. Discussion of what documents should be populated to the HOA website for the benefit of all owners.

Mark stated that he downloaded HOA documents from CSM during the transition to AMEV and retained additional documents from previous management companies and the Developer. He offered to upload any necessary documents he has, in accordance with the HOA's Document Retention Policy, to the new HOA website.

ACTION NEEDED: Lisa will provide Mark with administrative permission to the new website.
4. Conduct of Meetings Policy Review & Revision. The Conduct of Meetings Policy stipulates that "1.c.3: Written ballots shall be counted by a neutral third party, **excluding the Association's managing agent or legal counsel...**" It is recommended that the Conduct of Meetings policy clarify that the **managing agent and attorney may count ballots**. The Board unanimously approved the revision to this Policy.
5. Review of the final 2024 expenses and financial position.
 - Mark reported on the year-end financial status for 2024. The year closed with an operating account balance of \$107,500, including \$44k in 2025 assessments that were received in 2024. The last 3 years, the year-end operating account balance has been about \$60k, including assessments paid in advance. The reserve account balance has \$43k, which is \$18k more than the original 2018 Reserve Budget anticipated.
 - The previous Board discussed whether they were required to return "Surplus Funds" (CCIOA 38-33.3-314) to the owners or if they could move them to the Reserve Account or keep them in the Operating Account. After researching the matter, the previous Board concluded that the funds did not need to be returned to the owners.
 - *ACTION NEEDED:* This issue will be revisited with ACL during the upcoming Board education session.
6. Solicitation of interest among owners to volunteer to serve as an ambassador in the Estes Valley Fire Protection District's new Neighborhood Wildlife Ambassador program.
 - Mark and Sue Werder recently toured the HOA property with Logan Lasley, a Wildland Risk Reduction Educator from the Estes Valley Fire Protection District, to assess fire mitigation needs in Aspen Brook. Logan will prepare a report on his findings. There is an opportunity to apply for a grant of up to \$10k, which, if received, would be used for fire mitigation efforts in the HOA.
 - *ACTION NEEDED:* Mark has volunteered to submit the grant application on behalf of the community.
 - An Ambassador, if someone volunteers, would be able to attend fire mitigation meetings and learn how to implement mitigation strategies in their community. The application deadline is in February.
 - *ACTION NEEDED:* Seek Ambassador volunteer(s).
7. Architectural Review Committee Volunteers.

Mark proposed sending an email to all owners to gauge interest in joining the committee. Laura Richins expressed interest in serving.

ACTION NEEDED: The Board will appoint three owners to the committee, in accordance with the governing documents.
8. Resumption of the HOA newsletter.

Beth Cooper previously created newsletters for the community, highlighting messages from the Board, community news and events, and other information. She agreed to resume this role, with newsletters typically released on a quarterly basis.

9. Discussion on “transient rule violations” and a potential covenant amendment.

Mark initiated an open discussion on short-term rentals and transient rule violations, involving both Board members and Owners. A lengthy discussion led to a suggestion from an Owner to survey the broader ownership for their opinions.

ACTION NEEDED: The Board agreed to create a survey to get input from all owners.

10. Housekeeping on HOA items:

- Reserve Study consideration was tabled until at least the next board meeting.

11. Questions for the Community Manager, Lisa Rosenhagen:

- What is the status of the HOA’s 2023 Tax Return? Answer: The 2023 taxes, for which an extension was filed in 2024, will be filed with the 2024 taxes. The HOA is using James Moore and Associates, PC, a full-service CPA Accounting Firm based in Aurora, CO.
- Are we on track to deliver the 2024 1099s? Answer: AMEV has sent out the required 1099s to our HOA contractors.
- What is the status of our HOA CTA Compliance. Answer: Tiffany is coordinating with ACL to maintain compliance with the CTA registration requirements.
- What are the terms and conditions of the Certificate of Deposits funded in December 2024? Answer: The CDs will automatically renew at 6 months.

Adjournment

The meeting was adjourned at 7:03 p.m.

Respectfully submitted,
Beth Cooper. Secretary

