

Agenda for Aspen Brook HOA board meeting
Feb. 3, 2025
(approximately 2 hours)

1. Homeowner forum. (15 minutes)
2. Officer election & designation of terms (one term expires on 12/31/2025, two terms expire on 12/31/26, three terms expire on 12/31/27).
ACTION REQUIRED: Appoint officers and designate terms for each newly elected Director. (10 minutes)
3. Board update as appropriate from the incumbent Director.
ACTION RECOMMENDED: Tiffany to update the new Board as she deems appropriate. (See Item 11 below for consideration.) (15 minutes)
4. Conduct of Meetings Policy review & revision. Our 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...**"
ACTION RECOMMENDED: Revise the Conduct of Meetings policy to clarify that the managing agent and attorney may count ballots. (5 minutes)
5. Review of final 2024 expenses and financial position.
ACTION RECOMMENDED: Present year-end financials. (I volunteer to pull together a summary document of 2024 actual expenses and our year-end financial position.) (10 minutes)
6. Solicitation of interest among owners to volunteer to serve as our ambassador in the Estes Valley Fire Protection District's new Neighborhood Wildlife Ambassador program.
ACTION RECOMMENDED: determine whether this program would be worthwhile and, if so, agree on a plan to communicate the details of this new program to the owners and solicit an owner volunteer to act as our ambassador. (10 minutes)
7. Solicitation of interest among owners to volunteer to serve on the Architectural Review Committee.
ACTION RECOMMENDED: Agree plan to repopulate the ARC. (5 minutes)
8. HOA website. Discussion of what documents should be populated to the HOA website for the benefit of all owners.
ACTION RECOMMENDED: Agree a plan to define and upload the appropriate documents to the HOA website. (15 minutes)
9. Resumption of the HOA newsletter.
ACTION RECOMMENDED: request that Beth Cooper resume publication of the periodic HOA newsletter. (5 minutes)
10. Discussion on "transient rule violations" and a potential covenant amendment. I think it is safe to say that all newly elected Board members share similar views on this matter, and all perceive a very strong correlation between transient rule violations and one-night rentals. Seeing homes for rent that can be booked today - as late as 11PM - with check-in opportunities as late as 2AM, causes us to believe that no adequate education on our HOA CCR's and Rules is possible and therefore results in transient rule violations.
ACTION RECOMMENDED: The Board to consider prioritizing a covenant amendment to prohibit one-night rentals in favor of to-be-determined minimum night rental restrictions. (20 minutes)

11. Housekeeping (these questions can perhaps be answered in Agenda item #2 above): (10 minutes)

a) Signage:

i. What signage was acquired in December 2024 (\$1,145.70) & where are these signs?

ii. Did the ARC review & approve the signage? Past practice has been that all Board initiated actions in the HOA are to be reviewed and approved by the ARC (e.g., tree removal, playground project, entry sign project, etc.)

iii. Did the ARC review & approve the lighting that was installed on the entry sign?

b) Reserve Study: What is the status of the previously discussed Reserve Study referenced in the last Board Meeting.

12. Questions for Lisa: (10 minutes)

a) What is the status of the HOA's 2023 tax return?

b) What is our plan for the HOA's 2024 tax return?

c) Are we on track to deliver the 2024 1099's?

d) What is the status of our HOA Corporate Transparency Act compliance?

e) What are the terms & conditions of the Certificate of Deposits funded in December 2024 (rate, duration, auto-roll, etc.)