

Aspen Brook Townhomes Homeowners Association, Inc.
Draft of Board of Directors Meeting Minutes
October 20, 2025, 1:00pm. MDT

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

Public Attendees: Jim Hines, Jim Huebner, Bill Lochlear, Patrick McDermott, Dan Parcher, Andrew Rainbolt, Jennifer Shoemaker, and Sue Werder,

Call to Order

The meeting was called to order at 1:03 pm by Board President Mark Werder.

Open Forum of Homeowners

Dan Parcher commented on his efforts to get the Board to recognize his concerns.

Jim Hines thanked Lisa and the Board for their stewardship of the neighborhood.

Pat McDermott commended the Board for their upkeep of the neighborhood.

Previous Minutes

The August 4, 2025, Board Meeting minutes were approved.

Updates

Alternative Dispute Resolution Meeting Follow-up

At the request of three homeowners, the Board held a Zoom meeting on April 29 to hear their concerns. The meeting concluded approximately ten minutes early due to an unexpected time constraint. While no formal resolution was reached, the Board believes that all concerns were thoroughly heard and addressed during the meeting. One of the concerns raised involved an allegation of a potential conflict of interest by a Board member. In response, the Board sought advice from independent legal counsel, who determined that no conflict existed and confirmed that the ADR process had been properly followed. Based on this guidance, the Board considered the matter resolved and did not schedule a follow-up meeting.

MOTION made that the Board, having provided the owners opportunities to present their concerns at the ADR meeting in April and in subsequent Board Meeting Owner Forums in April, August and again today, and determining that no resolution has been reached, declined to reconvene the ADR meeting for an additional ten minutes.

MOTION CARRIED

Limited Covenant Amendment Vote

As previously communicated, and following the receipt of ballots from 100% of eligible voters, the limited amendment has passed with 32 ballots (76.2%) in favor. This approval rate closely reflects the results of the owner survey conducted in March. The amendment document has been signed and notarized but has not yet been registered with the State of Colorado. Registration will be handled by the HOA attorney. The amendment will become effective upon registration with the State.

MOTION made to that have HOA attorney proceed with registering the amendment with the State of Colorado and to notify all owners that the amendment becomes effective upon registration. Furthermore, to inform all owners that the Board will allow a grace period, through a date to be determined, for compliance with the amendment. Discussion centered around compliance date. Bookings already made will be grandfathered but owners need to make changes to website and advertising to reflect the compliance date selected for no future bookings to be made.

MOTION AMENDED: Instruct the HOA attorney to proceed with registering the amendment with the State of Colorado and to notify all owners that the amendment becomes effective upon registration. Furthermore, to inform all owners that the Board will allow a grace period through December 31, 2025, for compliance with the amendment.

MOTION CARRIED.

ACTION NEEDED: To have HOA attorney to proceed with registering the amendment with the State of Colorado and to notify all owners that the amendment becomes effective upon registration. Furthermore, to inform all owners that the Board will allow a grace period through December 31, 2025, for compliance with the amendment. One-night rentals will not be allowed beginning January 1, 2026.

Upcoming Board of Directors Election (2 openings)

Discussion centered on date for candidate submission of interest with an optional biography.

MOTION made to send a solicitation of interest to all owners, requesting that any eligible Owner interested in volunteering to serve on the Board submit an expression of interest including an optional brief biography to Lisa Rosengahen no later than Friday November 7th.

MOTION CARRIED.

ACTION NEEDED: Send a solicitation of interest to all owners.

Review Draft Budget and Approve for Presentation

A draft of the 2026 Budget has been circulated to the Board for review. The proposed budget holds current assessments flat, with no increase, and remains largely consistent with the 2025 Budget.

Discussion followed.

MOTION made to approve the draft 2026 Budget for presentation at the December Owners Meeting.

MOTION CARRIED.

ACTION NEEDED: Share 2026 budget at the December Owners Meeting.

MOTION made when the remaining Operating Account CD matures in December, open a new Operating Money Market account to serve as an Operating Reserve Account, and deposit the proceeds from the matured CD into this new account. Additionally, when the remaining Reserve Account CD matures, deposit the proceeds into the existing Reserve Money Market Account.

MOTION CARRIED.

ACTION NEEDED: Open a new Operating Money Market account to serve as an Operating Reserve Account and deposit the proceeds from the matured CD into this new account. Additionally, when the remaining Reserve Account CD matures, deposit the proceeds into the existing Reserve Money Market Account.

Google Workspace Business Starter subscription

Tiffany reported she has terminated the subscription.

Trash Cabin Action Plan

New signage has been posted and a camera mounted without connecting it to the internet. Although Altitude Law developed a Camera Policy for Board adoption, adoption of the camera policy has been tabled. Of note there have been no Waste Management overcharges since the signage was posted and camera mounted.

New Business

Mark Werder reported there appears to be a water main break on Aspen Brook Drive. He will investigate and report on findings.

Adjourn

MOTION made to adjourn.
Meeting adjourned at 1:48pm.

Beth Cooper, Secretary

