**Executive Board Meeting**

October 25th, 2017

Location: The Residence of Carolyn Dahlgren – 0034 Kings Row Ave

Board Members in Attendance: Peter May, Carolyn Dahlgren, GR Fielding, Mimi Trombatore

Krystle Beattie, Recording Secretary

Homeowners in Attendance: Carol Nieuwenhuizen, Tom Hazard & Scott Thompson

1. The Meeting was called to order at 7:10pm – To accommodate the homeowners in attendance, the meeting did not follow the timeline of the agenda.
2. ARC Recommendations:
	1. Lot 31 – Thompson – proposing a dry storage space which would not be enclosed. The ARC recommended that the South wall of the storage space be enclosed at a minimum. Mimi confirmed that the shed cannot be seen from the street. The Board voted that enclosing the South side would not be necessary. The Board added a condition of approval requiring the Thompson’s to get letters from the Wood’s (Lot 29); the Graham’s (Lots 28 30) and the McCrory’s (Lot 32) to verify that the shed will not impede on their views.
		1. Assignment: Carolyn to scan and send Board approval ARC document to Scott and return original packet to ARC.
	2. Lot 49 – Friends of the Aspen Animal Shelter - Irrigation/Landscaping - The ARC recommends that a backflow device valve be installed to domestic supply. The Board changed the approval condition to installing a backflow device on the domestic supply **IF** the homeowner is using the same system for both potable and non-potable water.
		1. Assignment: Carolyn to scan and send Board approval ARC document to Kathryn and return original packet to ARC.
	3. Lot 26 – Lewis – Carolyn emailed Christian to request an ARC application.
	4. Lot 37 – Bartlett – Carolyn emailed Sauron Chapman requesting an ARC application.
3. Hearing on Alleged Violation – Lot 9 – exterior change without complete ARC process
	1. Is there a violation of Covenants? Yes, a complete ARC application has not been received to date and there continues to be work done on the house. The structure has changed beyond the front stone application and the wood staining – the porch is now gone and the entry appears to have been changed; these changes need to be included in the requested marked up photos.
	2. What enforcement mechanism(s)? October 25th- tonight - was the lot owner’s noticed time for a Board hearing. Ryan Turner has given permission to Antonia Cooper to represent him when submitting ARC documents. Antonia stated that she cannot attend tonight’s meeting, but she will go to the attorney’s office in Aspen the week of October 30th to provide marked up photos and complete the ARC submittal. The Board recommends that if Antonia does not meet with the Attorney, the Attorney should formally advise Ryan Turner, the record owner, that a $100.00/day fine will be imposed, per the Covenants.
		1. Assignment: GR to make himself available to meet with Jeff Conklin and Antonia in Aspen.
4. Lot 49 expenses – 2 potable water system shut offs
	1. 1st water shut off – EPC was called after-hours to shut off the water due to the excavator hitting the water line on the homeowner’s property during foundation work. EPC’s bill was $633.75. The Board discussed the Colorado “8-1-1” statute and the fact that the excavator did not make a locate call. After discussion, Peter May motioned to send the EPC bill to the contractor for payment; GR second. All agreed.
	2. 2nd water shut off – The water was turned off to install a curb stop for Lot 49. John McDermott was on site and able to turn off the water. As of October 25th John has not billed the HOA. Mimi motioned to send John’s bill to the homeowner of Lot 49; GR second. All agreed.
		1. Assignment: Carolyn Dahlgren to ask Jeff Conklin if the HOA is considered a ‘utility’ under the statue and, thus, has responsibilities to the 8-1-1 system.
		2. Assignment: GR and Carolyn to review the statue’s application, if needed.
5. Other Potable Water:
	1. McDermott – has 9 homes remaining to locate CSVs.
	2. Road work – 2 bids received, one on the way, for asphalt repair to Kings Row at east end of Prince where crew dug when John McDermott looking for third gate valve shown on “prelim plan.” Garfield County Permit requires work to be done by November 5. Cost will be over $1,000.00.
		1. Assignment: GR and Carolyn to continue working on bids and select contractor.
		2. Krystle to pay bill as soon as received.
	3. 3 and 5-year plans/standards – the Reserve Study that was performed in 2014 did not take into account anything that was underground. A capital plan needs to be developed for a replacement system. The Board needs to make sure homeowners are aware that the HOA is operating on an aging system and that there will be upcoming (reserves vs. special assessment). Currently the $150,000 in reserves will not cover the replacement of the entire system. At the annual meeting the facts will be presented to the membership.
		1. Assignment: GR and Carolyn and Krystle to work on 2018 budget scenarios related to water systems.
		2. Board member(s) (and possible other committee members) will need to meet with Zancanella & Associates and Alan Leslie to develop plan.
	4. Pump House – Holy Cross Report – the amount due to Holy Cross seems to increase during the summer/fall months – due to lack of rain and therefore use of potable for irrigation, and, probably lightning. Carolyn handed out a Pump House Auto Dialer Phone “Crib Sheet, ” with list of who gets called, how to stop the dialer, and what to do when called.
6. Irrigation Water:
	1. Tom Hazard has noticed that the Irrigation Valves on a couple of lots are not working properly. Tom will present a proposal for work to be completed over the next few years – gate valves on mains and irrigation valves on service lines.
	2. Transfer Fees – the HOA currently does not charge transfer fees; obvious source of income for replacements to both water systems.
		1. Assignment: Carolyn to talk with Roshni, and real estate agents for lots currently for sale or under contract, to see what other subdivisions charge for transfer fees.
	3. Carol & Peter presented the cost for them to change out their irrigation valve. 2 hours’ time for the excavator = $290.00; 2.5 hours at $40.00/hour to replace the valve = $100.00; parts = $52.74; total amount = $442.74. GR motioned for a check to be issued to Carol & Peter to reimburse them for the costs of $442.74; Mimi second. All agreed.
		1. Assignment: Krystle to issue a check to Peter and Carol for $442.74.
	4. Cross Connection Board Resolution – the Board wants a policy requiring testable back flow preventer for every lot that has a potential for cross contamination. The Board now understands that this is not just homes with dual systems. If the owner of a dual system can’t prove that the backflow device is in place and has been tested, then the homeowner will be locked out of the irrigation system in Spring of 2018. If the owner of a lot with an underground potable system – even if not a dual system using ditch water too – the owner will be fined.
		1. Assignment: Carolyn to work on draft resolution and get to Jeff for legal review.
		2. Assignment: Tom Hazard to present at annual meeting, with Alan Leslie, if Alan can attend.
		3. Assignment: Tom and Carolyn to meet with Alan.
7. Lawyer Update:
	1. “Bandit Trail” Easement discussion – any changes to the easement need to be approved by all 4 affected lot owners– Gault, Phillips, McLean and Trombatore. Language has been added to the agreement so that the 4 homeowners – not the Board - decide who, other than HOA members and guests, is allowed to use the easement.
	2. Insurance – Jeff is working with insurance company and will discuss the “additional insureds” issue with lot owners.
8. Engineer Update
	1. Bill that was in question was for time that Tom Zancanella spent with Jeff to work on updating DNR/DWR/SEO regarding the ET/Septic systems, as required by Court decrees. The bill, however, appeared to be the Engineer talking with SEO. All resolved now
	2. No response yet from CDPHE on Design Review and new Entry Point.
9. Potential Property Managers
	1. Keith Edquist (Edquist Management) was recommended by Tom Hazard and John McDermott. His fee is $800.00/month – which would require an increase of $50.00/quarter in dues. Keith’s quote is based on Krystle continuing to do the bookkeeping. Carolyn estimated that she spent, on average, up to 20 hours/week on HOA related items during 2017. At the annual meeting the Board will ask the membership to approve the hiring of a property management company and allow the Board to determine who will be hired.
		1. Assignment: Mimi to contact additional property management companies.
		2. Assignment: Carolyn to contact Keith’s references.
		3. Assignment: Board committee to interview potential property management companies.
10. Financials
	1. Krystle Beattie presented the 2018 proposed budget. The Board wants Krystle to show a negative net income to membership so that they understand the effects of the irrigation system, attorney fees, cost of hiring a property manager, etc. The budget presentation needs to include reallocation of current dues vs. increasing HOA fees.
		1. GR and Krystle and Carolyn to work on 2018 budget scenarios.
11. Annual Meeting
	1. Draft Agenda – Carolyn handed out
	2. Reporting responsibilities for Annual Meeting – not fully discussed. Board decided: Mimi will work with Krystle on sign-in; GR will be responsible for financial discussion with Krystle. Peter will present with Carolyn on potable water and CDPHE enforcement.
	3. Refreshment purchase and set up responsibilities – did not discuss
	4. Assignment: Carolyn and Krystle to finish prep for Annual Meeting and involve Board Members as necessary.
12. Approval of September 20th, 2017 minutes – Carolyn handed out draft but a vote was not conducted. Therefore, tabled.
13. Adjournment at 9:45pm