

# MINUTES

## ASPEN VILLAGE HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

February 21, 2023  
6:30 p.m.

### Join Zoom Meeting

<https://zoom.us/j/99680671490?pwd=M0dxSIBxQnp2bHhQTFBaK1FmQnk0QT09>

Meeting ID: 996 8067 1490

Passcode: 017679

Phone: +1 669 900 9128 US

### Board Directors:

Suzanne Roth | Ellen Anderson | James Anderson | Kate Spencer | Matt Zubrod

<b>Directors Present:</b>	Suzanne Roth Ellen Anderson Kate Spencer Matt Zubrod	President Board Director Board Director Board Director
<b>Directors Absent:</b>	James Anderson	Board Director
<b>Property Manager Present:</b>	Megan Rodman	Property Manager
<b>Owners Present:</b>	Michael Masiocchi	Lot 11

### 1. CALL TO ORDER

Director Suzanne Roth called the Board Meeting to order at 6:34 PM MST.

### 2. APPROVAL OF FEBRUARY 21, 2023 AGENDA

The Board considered approving the Agenda for this meeting.

Director Suzanne Roth moved and Director Ellen Anderson seconded to approve the Agenda for this meeting. Motion Passed.

### 3. APPROVAL OF DECEMBER 13, 2022 BOARD MEETING MINUTES

The Board had not yet received the December 13, 2022 meeting minutes from the former property manager, Diane Spicer from Aspen Places, and thus they were unable to review and consider them for approval at this meeting.

New property manager, Megan Rodman from Embers Property Management will forward the minutes to the Board for approval once they are received.

**4. HOMEOWNER COMMENTS**

The Board opened up discussion for items not on the Agenda, brought forth by present homeowners. Homeowners had a three (3) minute maximum per item.

No homeowner comments were made at this time.

**5. BOARD COMMENTS**

The Board opened up discussion for items not on the Agenda.

- Director Ellen Anderson would like to welcome Megan Rodman, from Embers Property Management, as the new property manager for Aspen Village Homeowners Association.

**6. OLD BUSINESS**

The Board discussed the following topics:

Recap of the Winter Bonfire

Director Kate Spencer provided an overall recap of the event. The Winter Bonfire was held as a community event, to burn Christmas trees and to bring the community together. There was great attendance, the Board thanked Director Matt Zubrod for providing snacks and drinks. Overall people really enjoyed the event and would like to host it again this year.

ACC Report

The ACC did not meet this month. No report to provide.

**7. NEW BUSINESS**

The Board discussed the following topics:

New Property Management Company – Embers Property Management

The Board of Directors has hired a new property management company for Aspen Village HOA – Embers Property Management. Embers Property Management is owned by Megan Rodman, and she will be the new property manager for Aspen Village HOA.

Director Suzanne Roth moved, and Director Ellen Anderson seconded to formally approve Embers Property Management and Megan Rodman as the new property manager and property management company for Aspen Village HOA. Motion Passed.

To Do Items for new Property Manager before next Board meeting in April:

- New Aspen Village HOA email – [hoa@aspenvillage.info](mailto:hoa@aspenvillage.info)
- Set up PO Box for Aspen Village HOA
  - Megan will work on this, goal is to get a PO Box in the mail room at the Clubhouse.
- Update HOA website
- Aspen Village HOA needs to purchase either QuickBooks online or QuickBooks desktop. Megan will provide costs to the Board for their consideration at their next meeting.
- Update information in QuickBooks – homeowner contact information, billing, accounting, bookkeeping etc.
- Removal of old property management company, Aspen Places, from all HOA bank accounts and CDs
- Make sure all bookkeeping, accounting and financial reports are up to date for HOA

#### Governing Documents Update

Megan will reach out to Molly Foley-Healy, legal counsel for Aspen Village HOA to schedule the first governing documents project meeting. Meeting will be tentatively scheduled for sometime in mid-March at 6:30pm.

#### Spring Newsletter

Megan will put together a draft newsletter for review at the next Board meeting in April. Topics to include in the newsletter are: HOA summer reminders, Rules & Regulations, Governing Documents Project update, Dog registration Q&A, Dog rules, ACC reminders, Summer BBQ, Bears, Trash Day.

#### Summer BBQ

The Board discussed and agreed to host a Summer BBQ for the Aspen Village HOA community on July 22, 2023.

### **8. ADJOURNMENT**

Director Suzanne Roth moved and Director Kate Spencer seconded to adjourn the Board Meeting at 7:42 PM MST. Motion Passed.