

MINUTES

ASPEN VILLAGE HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, September 9, 2025
6:30pm

Aspen Village Clubhouse
31 Aspen Village Rd., Aspen, CO 81611

Join Zoom Meeting

<https://zoom.us/j/95241998225?pwd=tjKtq25XL2kPusrEfgF0dmgymujRa9.1>

Meeting ID: 952 4199 8225

Passcode: 107352

Dial by your location: +1 719 359 4580 US

Board Members:

Kate Spencer | James Anderson | Michael Masciocchi | Dan Fellin | Tyler Schube

Directors Present:	Kate Spencer	President
	James Anderson	Vice President
	Michael Masciocchi	Treasurer
	Dan Fellin	Secretary
	Tyler Schube	Director
Directors Absent:	None.	
Property Manager Present:	Megan Rodman	Property Manager
Owners Present:	Ellen Anderson	Lot 45
	John Carlin	Lot 2
	Charlie Henderson	Lot 146
	Mike Hahn	Lot 126

1. CALL TO ORDER

The Board of Directors meeting was called to order by Director Kate Spencer at 6:33 PM MST.

2. APPROVAL OF AUGUST 12, 2025 BOARD MEETING MINUTES

The Board reviewed and considered for approval the August `12, 2025 draft meeting minutes.

Director Dan Fellin moved and Director James Anderson seconded to approve the August 12, 2025 minutes as presented. No homeowner comments. Motion Passed.

3. SHERIFFS MICHAEL BUGLIONE & EMILY CASEBEER

Sheriffs Michael Buglione and Emily Casebeer (Animal Control, Community Response) were present at the meeting to discuss what they can actually enforce in Aspen Village.

Sherriff Emily Casebeer discussed the following:

- **Dogs off leash** – The most common complaint is dogs running off leash in Aspen Village. Emily clarified that dogs may be off leash on private property, such as Aspen Village, as long as they remain under voice and sound control. Because Aspen Village is private property, the Sheriff’s Department cannot enforce leash requirements. However, if a dog is not under proper control, Emily can address the matter directly with the owner. Dogs under voice and sound control are those that have consistent recall.
- **Barking dogs** – The second most frequent complaint concerns barking dogs. Emily explained that under Pitkin County Code, enforcement of barking complaints is challenging. Resolving these issues involves both dog training and changes in owner behavior, which require time and consistency and cannot be resolved overnight.
- **Licensing** – Director Dan Fellin noted that dogs must be licensed annually in Pitkin County. Currently, only nine dogs in Aspen Village are properly licensed. This is not something that the HOA can enforce.
- **Tags** – Per Pitkin County Code, all dogs are required to wear their license tag on their collar at all times. Only dogs are required to wear tags, not dogs.

Sherriff Michael Buglione discussed the following:

- **Speeding** – The Sheriff’s Office can increase its presence in the community. While officers may stop and warn owners for speeding, they cannot issue tickets on private property. The Sheriff’s Office will look into whether any additional measures, such as potential enforcement options or alternative solutions, could be implemented specifically for Aspen Village. He will share is findings, if any, with Director Dan Fellin. Also, Michael noted that he has not heard of any speeding or bad driving in Aspen Village for awhile.
 - Owner Ellen Anderson commented that her concern is speeding e-bikes.
- **Transient living in Van** – there was an individual that was a guest of an owner living in their car, and there was nothing that the Sheriff’s Office could do to enforce.
- **House was Broken Into** – a home was recently was broken into, but nothing was stolen, and that is burgherly and can be enforced with the filing of a police report.

- **E-Bikes** – this is another rule/policy that Michael did not have an answer on, and will need to get back to us.

4. HOMEOWNER COMMENTS

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

- Ellen Anderson (Lot 45), would like the Board meetings to be recorded.

5. BOARD COMMENTS

The Board will open up discussion for items not on the Agenda.

- Director James Anderson requested more frequent reminders for unpaid assessments.
- Director Michael Masciocchi noted that owners can pay online if they're unable to access checks from the drop box.

6. HOA FINANCIAL REPORTS

The Board reviewed the July and August 2025 financial reports but deferred approval pending the following corrections:

- Reconcile A/R: apply existing credits to outstanding assessments and ensure payments are applied to the oldest open invoices first.

Once corrected, Management will circulate the revised financials to the Board for approval at the October 14, 2025 meeting.

7. 2026 PRELIMINARY BUDGET DISCUSSION

The Board reviewed the first draft of the 2026 budget and reaffirmed the policy to maintain an operating reserve equal to three months of expenses. The Board agreed that the first draft of the budget appeared sound. As drafted, the budget projected an excess (surplus) of \$3,680.00.

8. RESPONSIBLE GOVERNANCE POLICIES

The Board received an update on next steps for adopting the Responsible Governance Policies for Aspen Village HOA. Homeowner Ellen Anderson sought clarification during the discussion. The Board discussed an automatic waiver of late fees when an owner's balance is paid in full within 30 days of the date of the notice and confirmed that the Collections Policy should reflect a \$10 late fee (rather than \$25) to align with the Declaration.

Director Kate Spencer moved and Director Dan Fellin seconded to approve the Responsible Governance Policies as presented with the update to the Collections Policy. No homeowner comments. Motion Passed.

9. **GOVERNING DOCUMENTS PROJECT**

The Board discussed next steps and received an update on the governing documents project.

Management was directed to send a clean version to APCA and Pitkin County for review, and Director Dan Fellin provided the contact information. The Board noted that, absent further changes, it would accept the final revisions and, before circulating the documents for owner approval, would first obtain approval from APCA and Pitkin County.

10. **ACC REVIEW**

The Board of Directors received a recap of the ACC meeting.

The following applications were approved:

- Lot 72 – ACC application was approved to stain their fence.
- Lot 113 – ACC application was approved for asbestos mitigation
- Lot 121 – ACC application was re-submitted but not approved as 30-day waiver notices were not received.

The ACC will be reviewing ACC applications for Lot 44 and Lot 103 at the October 14, 2025 meeting.

11. **RATIFY ROFR**

The Board of Directors will ratify the right of first refusal for Lots 30 and 140.

Director Kate Spencer moved and Director Dan Fellin seconded to ratify their approval to waive the Associations right of first refusal for Lots 30 and 140. No homeowner comments. Motion Passed.

12. **METRO BOARD UPDATES**

The Board received updates from Director Kate Spencer regarding the following Metro District matters:

- Field irrigation and wildfire risk assessment
- Storage lot usage (street-legal vehicles only)
- Wastewater treatment plant update
- Trash container ordering
- Water system update
- Parking rules revisions – in the works
- Security cameras – possibly add cameras
- Playground plans - demolished
- Speeding concerns – discussed nothing concrete

Note: Director Kate Spencer was unable to attend the most recent Metro Board meeting, and detailed updates or minutes were not yet available at the time of this agenda preparation.

13. EXECUTIVE SESSION

Director Dan Fellin moved and Director Kate Spencer seconded to end the open session of the Board meeting at 9:05PM. No homeowner comments. Motion Passed.

Director Dan Fellin moved and Director Kate Spencer seconded to end executive session and move back into open session at 9:33PM. Motion Passed.

14. ADJOURNMENT

Director Kate Spencer moved and Director Michael Masciocchi seconded to adjourn the Board meeting at 9:34pm. Motion Passed.

The next Aspen Village Board Meeting will be on October 14, 2025 in person at the Aspen Village Clubhouse.

Annual Meeting of the Members

- December 9th, 2025 – in-person meeting @ Aspen Village Clubhouse