

**ASPEN GLEN HOA**  
**DIRECTORS BOARD MEETING MINUTES**  
**March 19, 2026**

**Present:** Ryan Comer, Phyllis Sanders, Carli Schaffner, Linda Whitehill and Carissa Williams

**Guest:** Jeff Horner, Property Management by Design

Meeting called to order at 5:47 pm by Carli Schaffner, President.

Property Manager

Ms. Schaffner welcomed Jeff Horner, Owner of Property Management by Design (“PMBD”). The Board is seeking information to retain a property manager. Ms. Schaffner had done research in 2025 and PMBD stood out and was also recommended by Aspen Glen HOA’s attorney.

Mr. Horner gave an overview of their services: collection of dues, accounting reports obtaining bids for various jobs and handling of vendors that the Board selects, managing maintenance request by homeowners and tracking to see the request through to completion. The Board’s responsibilities would diminish significantly.

Once Mr. Horner had completed his presentation and had departed, the Board discussed PMBD services. Mr. Horner will complete a Request for Proposal (“RFP”). Once the Board receives, it will meet again to vote on retaining of PMBD If the Board decides to retain Property Management by Design (PMBD), the monthly dues would increase \$30 to \$235, representing the maximum 15% increase allowed, in order to offset the cost of property management services.

Resignation of Megan Kacmarynski

Ms. Schaffner discussed the resignation of Ms. Kacmarynski, Secretary of the Board. Motion was made and seconded, the Board

**VOTED** to accept the resignation of Ms. Kacmarynski.

Ms. Sanders volunteered to be Acting Secretary until elections occur at the annual meeting.

Review of Homeowner’s Request for Response

Ms. Schaffner next discussed a request from the homeowners at 1134 for response for various items that they would like repaired/replaced. The Board reviewed the response and Ms. Schaffner will reply to the request.

Meeting adjourned 8:22 pm.

Respectfully submitted,  
Phyllis Sanders, Acting Secretary