

Aspen Acres Association
Board Meeting Minutes
October 2, 2024

Attendance:

Brent Andersen
Tom Waltherman
Brenda Wilson
Dave Clayton

Dave Young
Erika McCarthy
Scott White
Bev White

Joe Robinson
Pete Kearns

1. Minutes from previous Board meeting were approved, with one correction:
Regarding culverts: The association will be responsible for culverts which are association culverts and/or on association property. Any private culverts which have been placed by individual homeowners on their own property will be the responsibility of the homeowner.
2. Update on item #4 from September's minutes regarding the property for sale to the south and west of Aspen Acres. Owner was requesting Aspen Acres to sign a legal agreement granting permanent access to the new owners. This property was sold without the requirement for said legal agreement. Brenda Wilson will contact the new owner to find out their intentions for gate access going forward.
3. Aspen Acres maintains the gate and manages the entry cards/fobs. Any outside persons requesting gate access need to contact the Aspen Acres Board.
4. Bryan Sant has resigned from the Board. We will need to find someone to finish his term.
5. The Board needs the association email login information. Brent will work on tracking that down so that we have access to receive and send emails to all homeowners. The email addresses for the association are:
aspenacresassociation@gmail and
aspenacresboard@gmail
6. Brent signed the contract with Aqua Environmental Services to manage the water system, and take water samples three times per week. The cost is \$3,000 per month. We can save a significant amount of money if the association does one of the samples each week. Brent will see if anyone in the association is willing to do this. The Board will update all homeowners about this new arrangement via email.
7. Winter Parking Lot: each association will have approximately 15 spots for long term parking throughout the winter, for snow machines, trailers, etc. Past years winter parking

rules were reviewed. Brent will send out a letter to all homeowners with the information. The cost for this season will remain at \$100. Pete offered to help manage the winter parking, along with Jeff Luck from the Board. The date to park trailers will be November 2, 2024, as long as the burn pile has been burned and is cleared.

8. It was proposed that the association conduct a treasurer hand-off audit. Dave Clayton motioned to have an audit done. Dave also suggested that best practices need to be utilized going forward including, all expenditures need to be invoiced and approved by the Board, all expenditures need to be itemized, not just listed as a lump sum, and other proper accounting practices need to be followed. Dave Young seconded the motion. It was unanimously approved by the Board.

Brent found an accounting firm that specializes in homeowner associations. The CPA there said that there were three levels of review: a compilation, which would be assistance in migrating the books online and helping set up good practices, a review--kind of an in-between step, or a full audit. A review, which he recommended as a first step, would be \$2k to \$4k, while a full audit would be \$6k to \$8k.

Brenda found an accounting firm that does general accounting work. They said a preliminary quote for a basic review would be \$250 per hour, and estimated it would take between 5-10 hours to reconcile each month's bank statements for the past 3-5 years. The hours required would depend on how detailed and organized the records are and how well things were categorized.

The Board has chosen to go with the accounting firm that Brent found, which specializes more in homeowner associations.

Meeting adjourned: 7:52 pm