

ASPEN ROSE RANCH PROPERTY OWNERS ASSOCIATION

Quarterly Board of Directors Meeting Saturday, June 11, 2016	Location: Home of Kit Keith 19800 Constanti Ridge Dr. (# 12)
Aspen Rose Ranch web site http://aspenroseranch.com	Next Meeting: Annual POA and BOD Meetings and BBQ August 20th, 1pm Location: Fred and Terrie's 20004 Aspen Rose Drive Beautification Day, August 20th, 9am Front Entrance

The meeting was called to order at 11:11am by President Don Cox. Board members in attendance were: Don Cox, President; Terrie Baros, Vice-President; Marty Gisclon, Secretary; George Denbow, Treasurer and Kit Keith, Member-at-Large. Also in attendance were Fred Baros, Bob Lawrence, Rosalyn Kalcik and Todd Kalcik. With a quorum present, business was conducted as usual.

Minutes from the March Quarterly Board Meeting were reviewed and adopted. Don motioned to accept the minutes and George seconded. Unanimously approved.

Status of ARR Website, posting of revised by-laws and covenants

Terrie reported that the By-Laws and Covenants need to be updated on the ARR website, but the Policy and Procedure Manual and the BOD contact information had been updated. Paula Minor (our new webmaster) has been working with Carolyn Reed, our past webmaster, to hand over website administration. Almost all programs that need to be transferred to Paula and renewed have been transferred/renewed; one last application will be renewed this coming week. Terrie is working with Paula to update and revise the website to make it more convenient for the owners to use. Such features as electronically available proxy forms, agendas and complaint form/process are being considered. The mechanism for accessing these features will be discussed at the Annual Meeting.

Fence Repair

Don Cox re-inspected the ARR fence leading up to Lot #1 and reported that he did not feel that any repair needed to be done at this time, especially considering the new fence that has been constructed on the neighboring Duran property.

Front gate sign

During a storm this past winter, our Aspen Rose Ranch entrance structure holding the ARR sign was destroyed. Fred Baros and John Parrish secured bids for repair of the structure and re-assembly of the sign from two local contractors. After much discussion about differences in the

bid prices and construction, the Board voted to accept the bid from A&A Welding. The BID includes the removal of the existing concrete base and rotten logs, moving the sign approximately 20 feet closer to the county road, creation of new concrete foundation, welding the new steel support and arch posts, sanding/applying powder coating to the ARR metal sign, patina finish applied to new support posts and arch design, installation of the new supports/arch, and hanging the ARR sign. Fred Baros was asked to contact A&A Welding and to have them start work as soon as possible. Marty moved, Kit seconded. Unanimously approved.

Delegation of some of Secretary's duties

For the past several years, it has been difficult to get owners to volunteer for our Secretary position. At the previous ARR BOD meeting, Terrie was asked to explore the responsibilities of the Secretary with an eye toward reducing the duties; to explore moving some duties and perhaps eliminating others. Terrie presented a proposal to the BOD that did just that. Some responsibilities were shifted to the V.P position because they were consistent with the 'Designated Agent' role of the VP. Other responsibilities were moved to the Webmaster position, being consistent with the previous discussion about greater use of the ARR website for administrative functions. Don moved and Kit seconded the motion to accept Terrie's proposal. Unanimously approved. Attached to these minutes is the new description of the Secretary's position. A new description of the VP's and Webmaster duties will be distributed at the Annual Meeting in August and will be part of the ARR Policies and Procedures once approved.

Nomination for Board of Director positions

As mentioned in the minutes of the previous meeting, this year the election of Vice President, Treasurer and Secretary (one-year term for Secretary) will be on the Agenda at the Annual Meeting. Terrie Baros and George Dendow have volunteered their names for re-election as Vice-President and Treasurer, respectively; if others are interested in these positions, their names can be added. No one has volunteered for the Secretary's position and the BOD asked everyone to consider serving in this capacity. If interested, please let Marty know before July 1 so your name can be placed on the voting ballot that will be sent out in July.

Treasurer's Report: Current Financials, Annual Invoicing, Draft 2016/17 budget

George distributed and reviewed the Treasurer's report (see attached). On the Profit and Loss statement (covering August 1, 2015 to June 10, 2016), George pointed out that we have received the grazing lease payment (\$2000) for 2015 as well \$12,625 in owner's dues. In addition, there has been \$13,127.48 in expenses. The Balance sheet showed that ARR has greater than \$14,000 in the checking account with an additional \$1717.50 due ARR from owners who are delinquent in paying their assessments; approximately \$7000 will be spent on the sign repair. We reviewed the loan payments that are due from the obligatory loan made by owners (Baros, Reed, Parrish and Gisclon). The final payment to these owners (\$225 each) will be made soon. The Treasurer's report was accepted, with a couple of requested modifications (see reports attached). Marty moved to accept the Treasurer's report and Don seconded the motion. The Budget for 2016-2017 was also reviewed. A revised budget will be distributed to the BOD since modifications need to be made to accommodate the approval of the gate repairs at this meeting and the need to renew website applications. The revised budget will be presented at the Annual Meeting in August.

Complaint Committee and CAB Committee Reports

Kit report that no formal Complaints have been received by the Complaint Cmte. Kit and Terrie reviewed the revised and streamlined Complaint Process that was approved by the Board at the last BOD Meeting.

Road Committee Report

Fred, as Chairman of the Road Cmte, reported that reflector posts needed to be bought and installed at all culverts before winter to minimize the chance of culvert damage. For road work that needed to be done, Fred felt the first priority was to clean the ditches along Aspen Rose Dr to blade Aspen Rose Dr. In addition, if funds remain, road base will be placed on the hill between Lot #1 and Lot#2. Don moved to accept the report and proposal by Fred; Marty seconded the motion. Unanimously accepted.

Grazing Lease Report

Fred indicated that 2016 is the last year of the 3-year lease with the current lessee. The lessee is a bit concerned about the low level of water in some of the ponds but Fred felt that current rains and the rains that normally occur in August will reassure the lessee to sign an another 3-year lease.

Miscellaneous / any new business

West End Crimewatch. Rosalyn Kalcik, a member of the newly formed West End Crime Watch group (which includes Wet Canyon), reviewed the background on how and why the Crime Watch group was started. There have been several serious incidences of theft in our area and some suspicious activity has been noticed on Aspen Rose. Deputy Mark Wheeler from Las Animas County is working with the group and has been assisting in its organization. Of prime importance is for everyone to report *anything* they see that is out of the ordinary or suspicious. Even minor observations, when combined with other details, can potentially be important. On Aspen Rose Ranch, if anyone sees suspicious activity, they should report it to any BOD member or mail your observation to westendcrimewatch@gmail.com.

ATTACHMENT #1

Proposed/Revised Secretary Responsibilities & Time Lines:

This is an outline of the procedure associated with the duties of the Secretary for the Aspen Rose Ranch Property Owners Association Board of Directors.

Activity	Time Frame to Complete	BOD Review Conducted	Membership Notification
1. Record minutes of all board meetings and general membership meetings.	Within 3 weeks of meeting		
2. Publish minutes of all board meetings and general membership meetings, and provide to all members.	Within 30 days of meeting		Minutes sent via email or first-class mail, based on owner preference. Posted on the ARR website
3. Send advance notices to all owners via mail or e-mail regarding board meetings, committee meetings and general membership meetings. Included is: a) Date b) time c) Location	At least 10 days before each meeting		Notices sent via email or first-class mail, based on owner preference. Notices are also posted on the website.
4. Store electronic notices for two years of all meeting notifications emailed to property owners as proof of compliance.	Ongoing		
5. File all amendments to the Covenants with the County of Las Animas.	Within 60 days of confirming vote		
6. Receive and report completed voting ballots.	At appropriate meetings		
7. Receive and report completed proxies.	At appropriate meeting		
8. Implement change disclosure procedures as required. See “Change Disclosure Procedures.” (i.e. changes of director or designated agent)	Within 90 days of change.		
9. Keep an accurate record of the contact information for all owners—including addresses, phone numbers, e-mail addresses, number of votes, notification preference (i.e. USPS, email, etc.)—as provided by owners.	Ongoing	Used by the BOD for all POA communications. Communications emailed will be sent BCC to provide owner privacy.	POA communications include and are not limited to meeting notices, meeting minute distribution, BOD election ballots, governing document voting ballots, etc.