

**ASPEN COVE AT SCOFIELD**  
**HOMEOWNER'S ASSOCIATION**  
**Board of Directors**  
**Minutes of Meeting**

The semi-annual meeting of Aspen Cove Homeowner's Association Board of Directors was held on Saturday, June 30, 2001, at 3:00 p.m. at the Nelson's residence at Aspen Cove. The following members were present: Mark Nelson, Doug Cloward, Steve Caldwell and Sandra Green. Dennis Blackburn was excused.

I. **WELCOME**

Mark Nelson welcomed the Board Members and conducted the meeting.

II. **OLD BUSINESS** ..... *September 9, 2000 Meeting*

- A. Recommendation for roadbase to be placed on road between Scofield State Park and gateway. Sandra Green will contact Lawrence Twitchell to determine State Park's plans for installation of additional culverts and road improvement.
- B. Roadbase has been added for improvement and roads have been graded due to settling in Phase II and Phase III.
- C. Common Area
  - 1. A 10' X 16' shed will be constructed in the common area to store a weed sprayer, hose, and other maintenance equipment. The shed will be constructed of log siding with a shingle roof and an 8'0" steel overhead door; to be placed on a concrete pad. Mark Nelson and Doug Cloward will determine the location/layout in close proximity to the water spicket. All Board members will receive a key. Mark Nelson made a motion to approve a budget for the shed not-to-exceed \$2,500. Doug Cloward seconded the motion.
  - 2. Volleyball poles will be installed and a net provided. Association members will be responsible to provide and store their own equipment, i.e., volleyball, basketball, horseshoes, etc.
  - 3. The request for a restroom facility will be addressed again when time and demand dictate a response.

III. **NEW BUSINESS** ..... *Board Members*

A. Association Dues

The following policy was established regarding Association dues.

November 1<sup>st</sup> – Association members are invoiced.

December 1<sup>st</sup> – Due date and first late notice is mailed to members.

January 1<sup>st</sup> – Second late notice including a \$50 late fee is mailed.

If dues are not received by January 25<sup>th</sup>, the member will not have the option to purchase an all-state park pass.

February 1<sup>st</sup> – Third late notice with 18% APR interest charge is mailed which includes notice of intent to pursue legal action.

March 1<sup>st</sup> – Account is turned over to attorney for lien on property and sale of lot.

A. Association Dues (continued)

Mark Nelson made the motion to file a lien against Lot 7 owned by the Petries' for delinquent dues. Doug Cloward seconded the motion.

B. Water Supply

1. Water Tank – Level Control

Mark Nelson was asked to research installation of a lightning rod on the tank as a precaution. If the tank is struck by lightning, the well controls could be damaged.

Mark Nelson recommended a pressure transducer tapped into at line end for a cost of \$2,750 including cost of tank access pipe. Doug Cloward made the motion to approve an expenditure of \$3,500 maximum to resolve the situation. Steve Caldwell seconded the motion.

2. Phase I

- a. Waterline was installed improperly at 4' depth in cul-de-sac, which resulted in a frozen waterline. Developer paid for correction and replacement of waterline to 6' depth.
- b. Waterline in close proximity to Allred's became frozen even though it was installed at 6' depth. Doug Cloward made the motion to reimburse Developer for \$1,793. Steve Caldwell seconded the motion.
- c. Plowing of snow on road will be kept to 4" - 6" to prevent freezing.

**Note:** *Homeowner's Association owns water system and is responsible for maintaining water to all phases of subdivision including future phases. Board Members expressed concern of being responsible for providing water for area without positive cash flow from lots. Mark Nelson reviewed dues receivable for current and future phases. All sold lots do generate cash flow. All lots not sold will be assessed dues within a specified time depending on the phase. Doug Cloward asked Mark Nelson to provide Board members with a long-term plan for the development of additional phases.*

3. Phase III / Gate Valve – Carson Excavation (developer's contractor) will fix valve.
4. Key to shut off water pressure in emergency situations  
This item was tabled to the next Board meeting.
5. Booster System – Upgrade to multiple pumps  
Developer will assume financial responsibility to upgrade and project will be completed this summer.

C. Dust Control – Dust Chem (\$1,555 per mile)

Mark Nelson proposed contracting Dust Chem to apply magnesium chloride to a one-mile test area. The test area will begin near the entrance gate and continue up the entrance road for one mile. The cost for this test application is \$1,800. Results will be re-evaluated in 2003. Doug Cloward seconded the motion.

D. Roads and Entrance Gate

1. Operational hours of the gate will be 6:00 a.m. to 6:00 p.m. on weekdays and closed Saturdays and Sundays. Mark Nelson recommended that the effectiveness of this schedule be monitored for the remainder of the summer. Doug Cloward seconded the motion.
  2. Signage
    - a. Speed limit signs (20 mph) – Mark Nelson will order two signs.
    - b. Street signs will be installed at intersections – Mark Nelson will order two signs.
    - c. Suggested signage on main road above entrance to warn drivers to slow down and be prepared to stop if the gate doesn't open -- "Slow Curve", "Stay Right", "Slow to Gate." Suggested signage for common area includes "Rules for Common Area" and "No Black Shoes." Sandra Green will coordinate signage with Craig Wilson.
  3. Contract with Mike Erkkila for maintenance/snow removal. After discussion, it was decided that Mike Erkkila has authority to repair roads and invoice the Association for work completed.
  4. Replacement of trees surrounding water tank. Doug Cloward made a motion to approve \$1,000 to replace these trees along with a few trees at the entrance. Steve Caldwell seconded the motion.
  5. Reminder that back gate needs to be locked at all times.
- E. Playground Equipment – Sandra Green recommended purchase of a durable A-frame triple swing set for the common area. She will provide additional information to Doug Cloward on base size and rates for installation. Volleyball poles and a net will also be provided by the Association. The total cost of these improvements not to exceed \$750. Doug Cloward approved the motion. Mark Nelson seconded the motion.
- F. Enforcement of CCR's – Trailer on Lot 40 needs to be removed.

IV. FINANCIAL REPORT . . . . . *Mark Nelson*

Mark Nelson presented the Profit & Loss Report for January 1, 1998 through June 27, 2001 along with a Projected Annual Expense (Budget) Report. Information not shown on the Profit & Loss Report is as follows: Checking - \$517.62; Savings - \$33,847.34; Cash Balance: \$34,364.96; Dues Receivable: \$912.07. Doug Cloward made the motion to approve the financial report and budget. Steve Caldwell seconded the motion.

V. SCHEDULE HOMEOWNER'S ASSOCIATION MEETING . . . . . *Mark Nelson*

The proposed date for the next Homeowner's Association Meeting is Saturday, August 18<sup>th</sup>, at 10:00 a.m.

VI. SCHEDULE NEXT BOARD MEETING . . . . . *Mark Nelson*

The Board of Directors will meet at 9:00 a.m. on Saturday, August 18<sup>th</sup>, at the Nelson cabin prior to the Homeowner's Association Meeting.

VII. ADJOURNMENT

The meeting was adjourned at 5:30 p.m.

## RESPONSIBILITIES WERE DIVIDED BETWEEN BOARD MEMBERS

- WATER SYSTEM – *Mark Nelson*
  - Maintenance
  - Emergencies
  - Chlorine Flush
  - Other Flushing
  - State
  - Water Quality Tests
  - Wellhouse and Two Wells
  - Underground Booster Station
  - Distribution Levels
  
- ROADS – *Steve Caldwell*
  - Maintenance
  - Snow Plowing
  - Dust Control
  
- ENFORCEMENT OF CCR's – *Steve Caldwell / Dennis Blackburn*
  
- COMMON AREA MAINTENANCE – *Doug Cloward*
  
- SPRINKLER SYSTEM – *Doug Cloward*
  - Maintenance
  - Spring Turn-On and Set
  - Fall Turn-Off
  
- WEED CONTROL – *Doug Cloward*
  - Spring
  - Summer
  - Fall
  
- ENTRANCE GATE
  - Maintenance – *Dennis Blackburn*
  - Programming – *Mark Nelson (computer programming of gate)*
  
- ACCOUNTING (Budget) – *Mark Nelson*
  
- COLLECTION OF ASSOCIATION DUES – *Mark Nelson*
  
- AGENDAS, NOTICES, MAILERS, ETC. – *Sandra Green*

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Accrual Basis

# Aspen Cove at Scofield Homeowner's Association

## Profit & Loss

January 1 through June 27, 2001

	<u>Jan 1 - Jun 27, 01</u>
Ordinary Income/Expense	
Income	
Association Dues	25,682.39
Bank Interest	264.72
Charge For Late Dues	85.00
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Total Income	26,032.11
Expense	
Bank Service Charges	6.09
Dues and Subscriptions	90.00
Electricity	1,088.22
Gate	289.99
General Maintenance	164.50
Insurance	250.00
Postage and Delivery	67.20
Professional Fees	
Accounting	75.00
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Total Professional Fees	75.00
Reimbursement to AC	500.00
Road Maintenance	30.00
Snow Removal	2,730.00
State Park Passes	3,650.00
Supplies	
Field	420.11
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Total Supplies	420.11
Tax	188.00
Telephone	85.60
Water Shares Annual Assessment	522.00
Water System Maintenance	971.69
Water Tests	176.00
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Total Expense	11,304.40
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Net Ordinary Income	14,727.71
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Net Income	<u>14,727.71</u>

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Accrual Basis

**Aspen Cove at Scofield Homeowner's Association**  
**Profit & Loss**  
January through December 2000

	<u>Jan - Dec 00</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Association Dues	22,783.49
Bank Interest	634.67
Charge For Late Dues	108.69
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<b>Total Income</b>	23,526.85
<b>Expense</b>	
Common Area Maintenance	191.00
Contract Labor	1,123.00
Electricity	1,469.76
Insurance	250.00
Licenses and Permits	5.00
Maintainance	381.24
Office Supplies	16.16
Postage and Delivery	105.60
Printing and Reproduction	24.60
Professional Fees	
Accounting	75.00
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<b>Total Professional Fees</b>	75.00
Property Taxes	803.30
Reimbursement to AC	0.00
Road Maintenance	1,922.00
Snow Removal	4,080.00
State Park Passes	3,425.00
Supplies	
Annual Meeting Supplies	105.47
Field	286.99
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<b>Total Supplies</b>	392.46
Tax	127.00
Telephone	245.24
Water Shares Annual Assessment	630.00
Water Tests	65.00
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<b>Total Expense</b>	15,331.36
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<b>Net Ordinary Income</b>	8,195.49
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<b>Net Income</b>	<u><u>8,195.49</u></u>

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Accrual Basis

**Aspen Cove at Scofield Homeowner's Association**  
**Profit & Loss**  
January through December 1999

	<u>Jan - Dec 99</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Association Dues	18,646.40
Bank Interest	462.11
<b>Total Income</b>	<u>19,108.51</u>
<b>Expense</b>	
Bank Service Charges	43.00
Common Area Maintenance	993.89
Contract Labor	400.00
Electricity	1,614.15
Filing Fees	178.00
Gate	285.85
Insurance	
Liability Insurance	250.00
<b>Total Insurance</b>	<u>250.00</u>
Maintenance	121.69
Postage and Delivery	100.00
Printing and Reproduction	59.14
Property Taxes	472.32
Reimbursement to AC	-500.00
Road Maintenance	2,109.00
Signs	63.81
Snow Removal	1,470.00
State Park Passes	2,080.00
Supplies	
Field	45.05
<b>Total Supplies</b>	<u>45.05</u>
Telephone	208.58
Water Shares Annual Assessment	434.85
Water System Maintenance	2,036.00
Water Tests	10.00
<b>Total Expense</b>	<u>12,475.33</u>
<b>Net Ordinary Income</b>	<u>6,633.18</u>
<b>Net Income</b>	<u><u>6,633.18</u></u>

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Accrual Basis

**Aspen Cove at Scofield Homeowner's Association**  
**Profit & Loss**  
January through December 1998

	<u>Jan - Dec 98</u>
Ordinary Income/Expense	
Income	
Association Dues	11,104.53
Total Income	<u>11,104.53</u>
Expense	
Common Area Maintenance	235.87
Contract Labor	45.00
Corporate State Dues	5.00
Electricity	663.81
Filing Fees	30.00
General Maintenance	151.75
Insurance	
Liability Insurance	250.00
Total Insurance	<u>250.00</u>
Postage and Delivery	18.51
Printing and Reproduction	24.92
Professional Fees	
Accounting	100.00
Total Professional Fees	<u>100.00</u>
Property Taxes	743.01
Road Maintenance	1,050.88
Snow Removal	200.00
State Park Passes	900.00
Supplies	
Field	86.91
Office	47.36
Total Supplies	<u>134.27</u>
Telephone	100.49
Water Shares Annual Assessment	314.35
Water System Maintenance	444.45
Total Expense	<u>5,412.31</u>
Net Ordinary Income	<u>5,692.22</u>
Net Income	<u><u>5,692.22</u></u>



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Accrual Basis

# Aspen Cove at Scofield Homeowner's Association Profit & Loss

January 1, 1998 through June 27, 2001

	<u>Jan 1, '98 - Jun 27, 01</u>
Ordinary Income/Expense	
Income	
Association Dues	78,216.81
Bank Interest	1,361.50
Charge For Late Dues	193.69
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Total Income	79,772.00
Expense	
Bank Service Charges	49.09
Common Area Maintenance	1,420.76
Contract Labor	1,568.00
Corporate State Dues	5.00
Dues and Subscriptions	90.00
Electricity	4,835.94
Filing Fees	208.00
Gate	575.84
General Maintenance	316.25
Insurance	
Liability Insurance	500.00
Insurance - Other	500.00
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Total Insurance	1,000.00
Licenses and Permits	5.00
Maintenance	502.93
Office Supplies	16.16
Postage and Delivery	291.31
Printing and Reproduction	108.66
Professional Fees	
Accounting	250.00
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Total Professional Fees	250.00
Property Taxes	2,018.63
Reimbursement to AC	0.00
Road Maintenance	5,111.88
Signs	63.81
Snow Removal	8,480.00
State Park Passes	10,055.00
Supplies	
Annual Meeting Supplies	105.47
Field	839.06
Office	47.36
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Total Supplies	991.89
Tax	315.00
Telephone	639.91
Water Shares Annual Assessment	1,901.20
Water System Maintenance	3,452.14
Water Tests	251.00
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Total Expense	44,523.40
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Net Ordinary Income	35,248.60
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Net Income	<u>35,248.60</u>

