

# Aspen Cove HOA board meeting

September 19th, 2025  
Lot Rob and Julie Balter's cabin

**In attendance: Scott Harding, Becky Harding, Rob Balter, Julie Balter, Bob Conner, Bob Fairbanks, Keith Jensen, Doug Huntsman, Keri Huntsman, Nicole White**

1. Approve minutes from the last meeting.  
**Motion to approve the minutes by Scott Harding  
Seconded by Keith Jensen; Voting was unanimous.**
  
2. Kris P. has verified we should be fine on the common area taxes again for this year.  
**Some properties are in Mark Nelson's name. He has two areas and if there is a tax burden it will be on the developer.**
  
3. Current items the board has been working on:
  - ◆ Water maintenance and revised snow contract with the Erkkila's. (In process)  
**Nicole will update us on this later in the meeting.**
  - ◆ Water connection rules, certificate, fees. Need to sign the amendment.  
**The board needs to sign this tonight. Rob will make the copy before we leave**
  - ◆ Drop Box usage. Set up by Bob. Thank you. Currently we will have Keri, Keith, Bob Conner, Rob and Scott having access. Does anyone else need to be on that list?  
**Bob set up a new Dropbox (free) for the HOA and moved everything from the old one over. There are some missing items if we have them, add them to the correct folder.  
Bob said we need to make sure we keep it updated. This will protect the HOA.  
Bob showed the folders. It's very easy. Bob created a list of board position duties and who is responsible for certain things. It will be helpful for new people on the board.**
  - ◆ Determine CPA representation.  
**Scott talked about vetting 3 CPA's to find one to help us through some of the issues we are dealing with.**
  - ◆ 2026 Budget preparation:  
**Over the next few weeks, if each committee will turn in an estimation of budget needed for next year by the end of the 1<sup>st</sup> week in October so Rob and Scott can prepare it for the next board meeting.**
  
4. Treasurer: Rob Balter
  - August bills to approve. HANDOUT  
**Scott shared that there was a hack on our bank account and it was caught but we needed to open a new account.  
Rob talked about the expenses for the last month. Everyone was able to look at them.  
There was a motion to approve the bills by Keith Jensen. Nicole White seconded it. Board vote was unanimous.  
Bills paid:**

<i>Ink for printer</i>	<b>\$30.41</b>
<i>Water connection tests lot 126</i>	<b>\$100.00</b>
<i>Back gate locks (Scott Harding)</i>	<b>\$46.19</b>
<i>CentraCom</i>	<b>\$74.00</b>
<i>Transfer to Reserve Account</i>	<b>\$18,231.53</b>
<i>Water system inspection (James Erkkila)</i>	<b>\$240.00</b>
<i>Back gate locks (Todd Jones)</i>	<b>\$113.89</b>
<i>Rocky Mountain Power</i>	<b>\$869.99</b>
<i>Southeast Utah Health Dept.</i>	<b>\$150.00</b>
<i>Road Maintenance (James Erkkila)</i>	<b>\$6065.00</b>
<b>Total</b>	<b>\$25,921.01</b>

- o Reserve account and budget update and analysis. HANDOUT

**Rob explained the budget.**

**There is a lot owner who is refusing to pay the fees because he doesn't use the property.**

**Rob needs approval to 1—apply a penalty of \$50 plus interest; 2—and send him to collections**

**Scott said we have tried to be nice, but it's time to do both things and go through the legal process with him. Everyone was in agreement to go ahead.**

**We collected \$76,751 for the reserve account from collecting back fees.**

**Rob explained the Certificate accounts—we will be taxed on the interest**

- o Dues and Assessment fees still owed.

**Rob explained the past due.**

- o Update on electronic payments options. We are thinking to add methods of payment the HOA can receive. The process requires us to open up many options or none, a 2.7% fee is imposed.

**Rob has turned on the electronic payments. Scott shared why we should go ahead with this. If everyone paid and we got 2.7% fee it would be worth the ease of paying and member won't need to pay the 2.7% increase because the HOA would pay it.**

**Keith made a motion to accept the online fees. Bob Conner seconded. The board voting was unanimous.**

- o Past due accounts update (plus the timeframe for collections moving forward)

## 5. Water System/Roads: Nicole White and Lee Edwards

- o The Dianne and Mark Nelson completed painting the poles they had agreed to do in lieu of attending the summer meeting.

**There are no poles in the new area where cabins are going in.**

- o Hydrant info: hydrant map, all hydrants are working properly. Nicole made a map of their location too.

**Nicole explained the annual water report. We are putting the screens on the hydrants. We do have the cross-connection protocols even though the report says we don't.**

**Lee and Nicole will work on a documented plan for emergencies.**

**All the hydrants are functional. The 3 that needed repair are repaired and cost less than we thought.**

- o Update on the Snow removal and Water Maintenance contracts.

**Nicole said we need to approve the contract (5 years). Discussion about the winter parking lot. Was it okay?**

*We need to talk to the park ranger again to see if we can park in the parking lot.*

*Snow removal fee will increase 3% at the beginning of each year. He will surcharge/overtime 1.5 times the normal rates on weekends and holidays. Fuel charge on fuel if it reaches over \$3.70 per gallon. Discussion about the surcharge/overtime clause. Bob Fairbanks talked about James needing to be here on Christmas, New Year's, etc. He is the one who is inconvenienced and misses family things to be here to keep us from being snowed in.*

*Nicole read the contract. Rates have changed per equipment being used.*

*Scott said we have not had a current contract. Now we have it.*

*Scott will give the number for the ranger to Nicole. Scott also said regarding the contract that we go through 2026 that we will need to assess the members and increase the dues. James has done a great job for us.*

*Bob Fairbanks said that James has come up to pull residents out or the snow and he never bills for it.*

- ⊙ Water Monitoring Control update. ETA is likely next week.

*Scott said we are getting on the schedule so we can see it on our phone.*

- ⊙ Clay Frandsen's concerns: (Trees, road, sediment onto property.)

*Scott spoke with Clay and the ball is in Clays court on if he wants to add a culvert or not. We agreed to put in the culvert. Clay hasn't gotten back to Scott yet. The trees are not a problem anymore since the asphalt is there.*

- ⊙ Asphalt milling upgrade update.

*They will do another oiling on the road.*

6. Architectural: Keith Jensen. (Supported by Bob Fairbanks)

- ⊙ Current build projects in process:

*Lyon are starting a foundation. They do not have their porta potty in yet. All the projects look like they are on schedule.*

*Keith said he looks at septic and building permits, siding, placement, etc. the building inspector will be the person to make sure they are in compliance.*

- ⊙ Process for building, communication and processes for documentation. Do we feel we need to add to this?

**Discussion about building requests.**

- ⊙ Potential clarification of language in CCRs, rules, etc. for architectural committee. (Impact fees, trees and plants, etc)

*Scott suggested we update verbiage on the building forms. Also to have both Keith and Bob Fairbanks both sign.*

*Keith said everyone has been great through all the asphalt times.*

7. Common Areas/Compliance Issues: Doug Huntsman (supported by Scott Jarrett and Allen Rowe)

*Doug said the fire pit should be a 12 ft radius. We will need to do an amendment to change that in the CCR's.*

*Common area near Gordon/Averett, Doug's proposal is to expand the parking area. Then block off the area that goes on the Gordon/Averett lot. Nicole said it is a liability issue for the HOA. Bob F said he thought it was a good idea.*

- ⊙ Updated approach on violations and fine communication. Enforcement/Information emails.

*Emails have been sent and there hasn't been a problem.*

⊙ Simonsons are scheduled (according to them) to have their propane tank buried by end of September. If they fail to be compliant after that, they are aware that fines will be implemented.  
**Doug said fines will be imposed if they do not have it buried by the end of September. They have been notified.**

8. Security and Gates: **OPEN BOARD POSITION** (supported by Todd Jones and Bob Conner)

⊙ Todd, thank you for getting the front gate maintained. Belts tightened, battery, etc.  
**Scott explained all the work Todd did. We will probably do that twice per year.**

⊙ ETA for rear gate activation.

**Hopefully installed by next week. They are raising it 3 more inches to meet the contract of 12 inches because it was only 9 inches tall. We will keep the code at the front for now.**

⊙ Signs we plan to add to front and rear gates and common areas. We need to figure out install.

**Scott has signage for both gates and common areas. Scott described the signs that will be installed. 13 signs total.**

9. Weeds/Fire Management: (supported by Tiffany Jones and Crystal Edwards)

⊙ After Tiffany reviewed Jed Gordons fire pit; it is compliant. He does plan to add more gravel.

10. Secretary: Keri Huntsman

**Keri explained the Contractor Accessibility Agreement for contractors and service providers.**

**Discussion about which providers should have an indefinite access code and/or fob(s). The board did not feel that porta potty companies, UPS, or propane companies should have access. If these services are needed, each owner should give them their guest code for access. These are the contractors/service providers who were approved. Keri will contact them.**

**Rocky Mountain Power**

**CentraCom**

**Emergency Services-Police, Fire, Ambulance, Dispatch**

**Carbon County Inspector**

**Blue Stakes**

**James Erkkila-Roads, Plowing**

**Craig Pullman-Roof contractor**

⊙ Accessibility update. Key fobs, Bluetooth, codes, user list, etc.

**Keri explained the Cabin Inventory sheet included in the envelope for each lot owner. She asked Rob to invoice the board members who are in attendance. They were able to pay for extra fobs, etc. Keri gave them their fobs.**

⊙ Communication about changes. (Email)

**Scott asked Bob Conner to give a short training on Dropbox after the meeting to those who have access to upload documents.**

11. Next meeting date and location?

October 17<sup>th</sup> @ Bob Fairbanks cabin

Meeting adjourned at 9:15