

PARK EAST SUBDIVISION HOMEOWNERS' ASSOCIATION, INC.

Board of Directors Meeting Minutes

March 16th, 2026 at 6 PM via ZOOM

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- 1. Call to Order and Roll Call:** The meeting was called to order at 6 PM by Laura Brown, Association Manager from Property Professionals.

- a. Board Members Present:
 - i. Scott Schreiber
 - ii. Richard Malone
 - iii. Brian Maize
 - iv. Board Positions Vacant: Two (2) seats

A quorum was confirmed.

- 2. Approval of Prior Meeting Minutes:** The Board reviewed the minutes from the January 26th, 2026 meeting.

- a. Motion: Scott moved to approve the 1.26.26 minutes.
- b. Second: Brian.
- c. Vote: Passed unanimously.

3. Board of Directors Update

- a. Candidates for Vacant Positions: Two candidates' applications were reviewed with no further questions or comments from the Board. A motion was made by Scott and seconded by Richard to appoint RuthAnn Spidell and Deb Roof to fill the vacant Board positions until the next Annual meeting.
- b. **Collection Policy Update (HB25-1043):** Management presented updates required under recent Colorado legislation (effective October 2025), noting that the Association has been operating in alignment but must formally adopt a compliant policy prior to pursuing enforcement actions. Key provisions reviewed included mandatory extended payment plans (up to 18 months) for delinquent owners, requirement for multiple forms of communication (mail, email, etc.) prior to escalation, limitations on lien filings, specifically prohibiting liens for fines and certain non-assessment charges. Clarification that the policy applies to assessments only, not violations or special assessments in the same manner.
 - i. The Board discussed current delinquency levels and acknowledged that adoption of the policy is necessary before initiating further collection activity.
 - 1. A motion was made by **Brian Maize** to formally adopt the updated Collection Policy, superseding the 2020 Assessment Policy. Seconded by **Scott Schreiber**.
 - 2. **Vote:** Unanimous approval.
 - 3. **Action:** Management will draft a clear, owner-facing summary for Board review prior to distribution.

- 4. Financial Review: YTD Financials and 2026 Outlook:** Management provided an overview of year-to-date financials and discussed anticipated 2026 budget considerations, including: ongoing operational costs, increasing maintenance demands due to aging infrastructure, and the importance of strengthening reserve planning.

Property Professionals Association Management

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PE BOD Meeting: **3.16.26**

- a. The Board discussed long-term financial sustainability and the need to align future budgets with anticipated capital projects.
- b. Collections and Delinquencies: Total outstanding delinquencies were reported at approximately **\$29,561**, including a mix of annual dues and special assessments.
- c. The Board directed management to pursue a cooperative approach first, including offering vendor referrals for vacant lot maintenance and issuing a formal notice with a 30-day cure period prior to escalation

5. Proactive Maintenance Planning

- a. Lift Station Maintenance: The Board held an in-depth discussion regarding the condition and operational risk of the lift station serving approximately 25–29 homes.
 - i. A representative from Voskuil Operations (Jordan) provided input on current system deficiencies, recommended phased repairs. Priority items include pump replacement, installation of a hoist system for safe maintenance, and telemetry system for monitoring and early detection.
 - ii. The Board acknowledged the urgency of addressing potential failure risks, that existing reserves (~\$18,000) may be largely depleted by initial repairs and the likelihood of additional future costs depending on rail system condition.
 1. A motion was made by **Brian Maize** to approve Voskuil Operations' proposal not to exceed \$18,000 for initial repairs. Seconded by **Richard Malone**.
 2. Vote: Unanimous approval.
 - iii. **Additional Direction:**
 1. Obtain comparative estimates from Ray (All Valley Services) and AquaTec.
 2. Schedule a homeowner work session with the affected properties to educate on system needs, discuss funding options, including potential special assessments, and encourage collaborative decision-making.
- b. **Seasonal Maintenance Contracts:**
 - i. Landscaping (Daly Property Services): The Board reviewed Daly's annual landscape maintenance proposal. Discussion included service scope and reliability, adjustments for anticipated drought conditions, possibility of modifying mowing frequency vs. cost structure.
 1. A motion was made by **Brian Maize** to approve the contract as presented. Seconded by **RuthAnn**.
 2. **Vote:** Unanimous approval.
 3. Management will follow up regarding any flexibility in service levels during drought conditions.
 - ii. RF Conservancy District & COGS Responsibilities: The Board reviewed responsibilities related to common areas adjacent to natural spaces, including clarification of maintenance boundaries, role of the Roaring

Fork Conservancy District in preservation and land stewardship, and coordination with the City of Glenwood Springs (COGS).

- iii. Irrigation System: Discussion included continued proactive irrigation maintenance, individual homeowner upgrade opportunities (smart controllers), and confirmation that COGS will install a Metron leak detection meter once the system is activated. Scott will follow up with COGS.

6. Committee Reports and Appointments – Volunteers Needed. The Board emphasized the importance of homeowner involvement to support long-term planning and governance.

- a. ACC (Design Review Committee): Recruitment ongoing. Committee will support architectural review and compliance with design guidelines.
- b. Reserve Study Committee. RuthAnn volunteered to lead. Board discussed benefits of conducting an internal reserve study, supplementing third-party data if needed. Management will assist in gathering volunteers and resources.
- c. Owner Information Guide: Board supported development of an Owner Information Guide to clarify HOA vs. homeowner responsibilities, improve communication and transparency, and initial framework to be drafted and circulated for feedback by Management.

7. Old Business: No formal old business was brought forward for discussion.

8. New Business:

- a. 2026 Meeting Schedule: The Board discussed the importance of consistent scheduling and planning ahead for key decisions. The Board confirmed next Board meeting will be **September 21, 2026 at 6 PM** for their Budget Approval Meeting via ZOOM with the Annual Ownership Meeting in **October** (prior to Thanksgiving).

9. Homeowner Forum: Owners raised several topics for consideration:

- a. Parking concerns related to rental and ADU properties (Greg Knott).
- b. Entrance landscaping and overall appearance of the community (Tessa Maize)

10. Adjournment: A motion to adjourn was made by **RuthAnn** to adjourn the meeting at 7:30 PM. Seconded by **Deb**.

Respectfully submitted,

Laura Brown, Association Manager
Property Professionals Association Management

Approved by the Board of Directors on September 21st, 2026