ARBOR PARK HOA Board of Directors Meeting Minutes

Date of meeting: November 3, 2025
Time: 6:15 PM – 8:15 PM (MT)
Location: Basalt Regional Library and via Zoom

Call to Order: Meeting called to order at 6:15 PM by President Jeannie Carter

Attendees: Present: Jeannie Carter (President), Andrew Carl (Vice President), Ryan Lowe (Treasurer), Amanda Fierstein (Secretary)
Advisory Board Members: Mike Stern, Gavin Griffiths, Bill Post
Homeowners: Anne & Tom Baker, Stu Huck, Ben Fierstein, Carolanne Carl

Business Conducted

- Governance and Voting Procedures
    - The Board discussed and agreed that all Board votes, including email votes, must be formally recorded in writing in the meeting minutes to ensure transparency and accountability.
    - The Board approved holding **monthly hybrid Board meetings** on the **first Wednesday of each month at 6:15 PM MT**. All homeowners will be invited for in-person or Zoom meetings.
- Insurance and Gas Grill Policy

  The Board reviewed the process surrounding the gas grill prohibition in relation to insurance requirements. The need for clear documentation, homeowner communication, and recorded votes for future insurance-related decisions was acknowledged. A homeowner-inclusive insurance review meeting was suggested for August 2026.
- Financial Review

Treasurer, Ryan Lowe, reported approximately $40,000 in checking and $275,000 in reserves. The HOA is projected to finish on budget for 2025. Reserve strength and long-term planning were emphasized to avoid special assessments.

- Maintenance and Capital Planning

The Board discussed ongoing maintenance, painting services, and infrastructure planning. The Board agreed to seek multiple contractor bids for large-scope painting projects and to pursue long-term reserve planning for major assets, including roof.

- Roofs and Short-Term Rental Compliance

The Board discussed roof maintenance considerations and the importance of comprehensive evaluation prior to replacement. The Board affirmed that new owners and tenants must provide written acknowledgment of HOA rules, including short-term rental regulations.

Action Items
* Record prior email votes as official Board votes

- Establish and communicate a monthly meeting schedule
- Obtain contractor bids for painting and roofing projects
- Confirm continuation of HOA accounting services
- Send annual maintenance reminder to rental unit owners
- Require written HOA rule acknowledgment from new buyers and renters

Adjournment: Meeting adjourned at 8:15 PM.