

Aspen Grove Estates Homeowners Association

BOARD

Meeting Minutes

4/27/2026

A. Roll Call:

- a. Board Members in Attendance: (Quorum = 3, **verify quorum is met**)
 - i. Susan Sivesind, Angela Jackson, Kristin Swanson, Jodi Pugsley

B. Proof of Meeting Notice:

- a. Meeting Time and Location-4/27.26 at 7pm via ZOOM
- b. emailed calendar request w/Zoom link sent on 4.07.26, multiple f/u reminders sent
 - i. Susan called meeting to order, 7:16pm

C. Review and approve previous minutes:

- a. Meeting minutes from 4.06.26 (sent via email)
 - i. Susan and Angela moved to approve meeting minutes, Jodi and Kristin second. Pass 7:18 pm

Reminder to please keep website current with all BOARD and HOA meeting dates: April 27, 2026, May 11, 2026, (May 18, 2026), May 31, 2026 (All HOA. Board meeting will immediately follow), June 8, 2026, Aug- Dec TBD

D. Report of officers: Status of Action Items

Review Board Terms- member intentions. Terms are 3 years.

Current Officers

- a. President Susan Sivesind -2022 - 2025- 2028
- b. Vice President Mark Miller- 2022-2025- 2028
- c. Treasurer Jodi Pugsley- 2023-2026
- d. Secretary Kristin Swanson 2024-2027

Members at Large

- Angela Jackson - 2022-2025- 2028
- Ming Luo- 2023-2026
- Aws Al-Attar- 2023-2026

E. Committees:

- a. Webmaster
- b. Volunteers watering entryway

F. Unfinished Business:

- a. All HOA meeting agenda - start time 4:30pm social/5pm start
 - i. Contact info/sign in sheet (Susan to own)

- ii. Proxy forms (KS to own, print with invite/ mailing)
 - iii. Proposed dues/budget sheet (Ks to print with invite/ mailing)
 - iv. [All HOA Survey results](#) *summary only* (Ks to print with invite/ mailing)
 - v. [Last year's meeting minutes](#) (Ks - included on invite/ agenda)
 - vi. Any addt'l info material- **due to KS by 5.03.26 for mailing**
- b. Renter Accountability - **Board to review Rental agreement and be prepared to discuss on 5/11.**
- c. **Fiscal year July-June, verify tax filing date requirement, secure CPA - did not discuss, tabled for 6/11 meeting**
- G. **New Business:** (note pertinent details and any voting outcomes)
- a. Discuss material sent for review prior to meeting:
 - i. www.payHOA - **Board to review this website and be prepared to discuss on 5/11.**
 - ii. www.reservestudy.com - **Board to review this and be prepared to discuss on 5/11.**
 - 1. Reserve study quote
- H. **Next Board Meeting:** (5/11, 7pm, Zoom)
- I. **Meeting Adjourned:** (8:41 pm, Swanson)

Respectfully submitted,
Kristin Swanson
Aspen Grove Estates Secretary