Tiffany Parcher
10/28/2026

The Board received your requests:

1. You requested that the Board meet quarterly so there is more opportunity for homeowners to receive updates and give input

   Response: As per the Bylaws, *"Regular meetings of the Board of Directors shall be held at such times, place, and hour as may be fixed by the Board."* Over the past 17 years, the Board has met, on average, 2.8 times per year. The Board is comfortable with its current practice of scheduling Board Meetings as business needs dictate, and using an HOA newsletter to keep Owners informed of decisions and activities in the HOA. As a matter of information, Colorado DORA states: *"CCIOA does not address the procedure for when and how to call a Board meeting, but your association's governing documents may provide guidance. Since Board meetings are for the discussion and deliberation of matters affecting the association for which the Board is responsible, the frequency of them will likely be determined by the members of the Board."*

2. You requested that the October 2025 minutes be revised to indicate who made or recused from each motion, in line with best practices and Colorado law.

   Response: This request was originally made on January 24, 2026 and a written response, based on advice of legal counsel, was sent to you on February 4, 2026. To summarize, there is no legal requirement under Colorado laws to include the name of the person making a motion in the Minutes of a meeting. The Board considers this matter fully addressed and closed.

3. You requested that the February 2026 minutes be revised to indicate who made or recused from each motion, in line with best practices and Colorado law.

   Response: This request is similar in nature to Request #2. Our response to this request is the same as stated in our Response under item 2. The Board considers this matter fully addressed and closed.

You separately made a request for records to see the Board's record of who made the motion (at the February 1, 2026 board meeting) to approve the October 2025 minutes and asserted that the October minutes were manipulated to hide alleged misconduct on the part of the Board President.

Response: At the February 2026 Board Meeting, draft minutes of the October 2025 Board Meeting were presented for review and approval by the Board. In accordance with the By-Laws, best practices and Colorado laws, there was a motion to approve and a second. Thereafter the Minutes were approved by the Board. There is no "record" of who made the motion other than as reflected in the Minutes themselves. As noted in the letter to you dated February 4, 2026, based on advice of legal counsel, the Board believes that the Board Minutes were prepared in accordance with best practices and there is no legal requirement to include the name of the person making a motion. Furthermore, making a motion or seconding a motion is not evidence of misconduct and the Board urges you to not make allegations of misconduct without evidence or proof to support such allegations.

For the Aspen Brook Board