

# Aspen Cove Board Meeting Agenda

Date: Feb 7, 2026

Time: 1300

Location: Linda's house

Present: Kim and Linda, Carla via Google Meet

## AGENDA ITEMS

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1. Updates:
  - a. AED
  - b. EMO – Patrick Read – phoned in
  - c. Shed approval/quotes
2. 2026 Budget planning
3. 2026 RM Package completion and submission
  - a. Update contact list to include consent for RM to use Owner phone numbers
4. Communication method with Owners
5. Honorariums
6. Pump outs

## DISCUSSIONS

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- 1.a. Kim has all info to purchase AED but RM said to include in on 2026 budget. We had it on the 5 year plan but there wasn't an official motion in the 2025 minutes. Kim will follow-up with RM to see if motion needed and if 5 year plan sufficient will order the AED.
- b. EMO – Patrick explained RM planning and information needed from Hamlet includes preferred evacuation communication method, muster points, fire equipment/water access, nearest STARS landing access. Kim will write up a draft to submit.
- c. Shed – have 2 material quotes and 1 labor quote. Need 1 more labor quote and then motion/vote before proceeding. Kim will look into 2<sup>nd</sup> quote and put shed info together to send out to Owners so construction can proceed before AGM.
2. Carla had pulled GL entries into our variant sheet. Parkland donation not on GL. Carla will f/u with Roberta. 2025 Budget and Actuals reviewed and projected 2026 Budget prepared.
3. Worked through package instructions. RM cannot contact Owners by phone unless they have written permission. Contact form is submitted to the RM annually but does not include phone consent in its current form.
4. Discuss at AGM until then will communicate information through emails with a text to tell them an email has been sent.
5. At RM Hamlet meeting Honorariums were discussed and wide range in what board members are compensated for. Board expectations have increased since 2025 decision to report to RM as a Hamlet (rather than Unorganized Hamlet) to receive the extra 10% tax share. Example - Parkland Secretary receives \$500/year. Will include an increase in the 2026 proposed budget and include as an AGM agenda item.
6. With extra tax share, can something be done for Owners similar to providing garbage tags in the past. Included 1 pump out/cabin in 2026 budget for discussion at AGM.

## DECISIONS / ACTION ITEMS

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1. Kim will:
  - follow-up with RM and order the AED.
  - write up draft of requested EMO information
  - f/u if 2<sup>nd</sup> labor quote required and draft shed information to share with Owners
2. Carla will finalize Budget information and complete the 2026 form for Board review before submitting to the RM
3. Linda will:
  - mark up the maps for gravel/calcium/mowing, update Contact List with a draft version providing consent to RM, update Permanent Resident list and submit all package information to the RM before Feb 15<sup>th</sup>.
  - message out shed info / motion / voting information once received. Include AED motion/vote if RM requires.
  - email out all AGM meeting info 2 weeks prior to AGM

### To AGM Agenda:

- Communication strategy
- Permission to share phone numbers with RM
- Increase mowing wage from \$18/hr to \$20/hr
- Pump out / Owner / Year
- Honorarium increase x4
- EMO update
- RV lot – does everyone receive annual notice? If not, is there Hamlet feedback