



459 Lewis Street, Pagosa Springs, CO 81147 970-507-0122 aspenservices@aspenhousepagosa.org

**Board Meeting AGENDA for
Wednesday, February 11, 2026 @ 4:15 pm**
Meeting location: ASPIP Office – 459 Lewis Street

1. Call to order: Verification of quorum

2. Welcome of Guests: Renea Harris and Sierra Sosa

3. Additions to today's agenda

4. Approval of today's meeting Agenda

5. Approval of Consent Agenda:

Minutes of December 10, 2025, Financials through December 31, 2025, Committee Reports and Directors Report (attached to Packet)

6. VOTE to Elect New Board Members and Officers

(from last year's minutes)

Keena made a motion to be appointed as the Vice President of the Board of Directors, Nicole seconded the motion, all "aye" and the motion was passed. Keena made a motion to re-elect Marybeth as Secretary whose term is up. Nicole seconded the motion, all "aye" and the motion was passed.

Michael made a motion to appoint the Officers: Michael as the President, Keena as the Vice President, Bryan as the Treasurer and Marybeth as the Secretary. Keena seconded the motion, all "aye" and the motion was passed.

Jana Schick has applied to join the Board and has reached out via text to Board members. Her background includes working with disabled children.

A Confidentiality Agreement was passed out for the Board members to sign allowing discussion about our clients to take place among the Board members with the understanding that the content of those discussions never leave the room.

7. 2025 Year in Review ~ a year of momentum toward building Aspen House (see attached)

6. Committee & DBA Reports:

PS Froyo: (Amythest)

- Inventory progress report

Aspen Services (Becky & Nicole)

- Class B license update
- Monthly billing report
- Update on Parent February Parent meeting

Financial (Bryan)

- Proposed new CPA – Jamie Matthews – **VOTE** to Accept Letter of Engagement
- **VOTE to accept 2026 budgets** – attached and sent Jan 28th for review
- Adjust new authorized agents onto the Schwab Account
- New bank signers update for Bank of Colorado



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Capital Campaign (Pattie)

- Capital Campaign update
- New Goal for COMPLETION of Construction - \$650k after \$100k stock donation in Jan.

Events/Fundraising/Marketing (Keena & Pattie)

- Leaf Campaign being created
 - Event Dates:
 - Golf Tournament: June 6th at Rio Grande Resort
 - Duathlon: July 11th
 - ColorRun: September 19th
- Hot Springs banners scheduled for each event.

Facilities (TBD):

- Updates/New Info

Aspen House Building (Marybeth)

- Update on current status/progress – see report attached

8. Grants: (Pattie)

- Applied for May & Stanley Smith Foundation grant - \$60k – edits to financial being made as requested
- Applied for RMHF Simple Gifts grant - \$5k
- Applied for Durango Wine Festival - \$2,500 – April 24th and 25th 8 volunteers
- Applied for 19th Hole Concerts - \$2,000 – June date TBD
- DOH 'Building Dev. Grant' in progress – starting the Environmental Study and Market Study investigation

9. HR/Governance (TBD)

- Accept Keena Carstensen's resignation (see attached) - effective 2/2/2026
- **VOTE** on new HR policies (attached) and updated employment agreements

9. New Business:

- Keena has been hired as Admin Assistant – starting 2/2/26
- Discuss Business Structure of Aspen Services and Aspen House
 - Will they be separate DBAs?
 - Will Aspen Services oversee Aspen House
 - What will the management structure be for each?
 - Do we need to hire an Admin for Aspen House earlier than anticipated for set-up of structure?
 - or can we take this on internally and accomplish it within our timeframe?

10. Executive Session – If needed

11. Next Meeting: March 11th, 2025 at the Aspen House office at 4:25 pm.

12. Adjourn

A Safe Place in Pagosa, Inc. A recognized 501(c)(3) nonprofit corporation TIN: 46-4975570 Donations are deductible to the full extent allowed by law. Property address: 2079 Vista Blvd. • Corp State No: 20141751401 (12-10-2014) Charitable Organization filing: 20183004132 (2-26-2018) dba Aspen House State No.: 20151650921 (10-6-2015) dba Aspen Services State No.: 20201047839 (1-18-2020) dba PS Froyo State No.: 20211233100 (3-7-2021). Blue Jay Circle (physical address of record)

Mission Statement

To cultivate an environment of success for adults with developmental disabilities and their community.

Aspen House/Aspen Services

Board of Directors Meeting January 14th, 2026

1/ C.T.O. 5:17 p.m. Keena

Attending: Julie Pederson, Jana Schick, Keena Carstensen, Nicole Smith, Bryan Looper, Ali Braun.

2/ Guests: Pattie Copenhaver, Amythest Barker, Renea Harris

3/ Additions to today's agenda:

a/ Aspen Services: starting group home license

b/ Finance: changing capitol campaign account to construction account

c/ HR/Governance: CO secure savings. Duties test

d/ Capitol Campaign/ Events: Durango Wine Experience

4/ Approval of today's agenda and minutes from 12/10/2025, no dissents. Discussion here about job descriptions and posting, administrative manager job has been posted internally and will be posted externally. Decision to table discussion about Becky's e-mail to the board until she is present.

5/ Guest Renea Harris: Renea works with Community Connections, is very familiar with waivers, has a background in social work, and a busy family. She's interested in respite care with AS and potentially being on the board.

6/ Committee and DBA Reports

A/ Fro-Yo Amythest

~Manager raise request, discussion about our raise policy, building in to budgets, year-end review.

~Shift changes, Amythest no longer in kitchen.

~McKenzie, new floater

~Becky and Amythest will help with school deliveries

~Square premium on free trial now, Amythest will ask about surcharges and the ability to round up. Signed up with Walmart plus.

~Amythest going through all product costs

~Battle of the Soups on Friday(1/16)

~Discussion about Fro Yo income and budget

B/ Aspen Services Pattie and Nicole

~Class B license waiting on new survey

~Billed for 49K

~January 31st new billing starts

~Parent Meeting was good, networking about waivers and a talk from Sylvia at CrossFit Pagosa about self-care.

~Discussion about hiring another DSP

~Community First Choice program

~Looking at billing for all waivers

~Services budget overview

C/ Financials Bryan

~Separating services, Fro Yo, and Aspen House

~Lots of mixing still of services and Fro Yo

~Start looking at financials a month back, new format for financials will start in January

~Pattie and Bryan will be interviewing a new C.P.A.

~Fro Yo budget discussion

~Voting on budgets tabled for February meeting

~Moving construction account into capitol campaign account

~MOTION to remove Kelly's name as bank signer and replace with Nicole, Ali. Second Bryan. Motion carries without dissent.

~Table separating services and Fro Yo financially until new C.P.A. is hired

D/ Capitol Campaign Pattie

~JoAnne has sent packets out

~Tim has requested packets

~Pattie has several leads on new donors

~Department of housing gap funding discussion

~Updated packets will be available early next week

~New goal 750k(!!!!!!!) with 250k gap funding

E/ Events/Fundraising/Marketing Pattie and Keena

- ~Golf June 6th
- ~Duathlon July 11th
- ~Color Run September 19th
- ~Gala (?) August 8th

F/ Facilities Pattie

~New landlord, Riley, BWD has changed their business structure

~BWD now waiting for approval from Riley for front deck/porch/roof fix

G/ Aspen House Building Report from Marybeth

- ~Building committee report
- ~Builders risk insurance discussion
- ~Next steps outlined in report
- ~Breaking ground discussion

7/ Grants Pattie

- ~Gates Foundation
- ~ Received invites for May and Stanley Smith and Interline
- ~DOLA gap funding
- ~Grants after the house build discussion

8/ HR/Governance

- ~Accept and acknowledge Kelly Vergos resignation

- ~Secretary and President discussion, will table until February meeting

- ~Discussion about making Fro-Yo a written report for board meetings

- ~Photo releases and conflict of interest forms signed by board tonight

- ~Exempt employee and exempt employee flex time policy discussion

- ~Hourly versus salaried discussion for services

- ~Need to come into compliance with CO secure savings

- ~HR consultant discussion, Pattie will investigate options

9/ Unfinished Business

- ~Pattie working on a new contractor for part 2 video

10/ New Business

- ~Aspen House Policies work, Keena, Jana, Ali, and Joanne will work on policies for the new house, Becky will lead and plan to meet once a month.

- ~Becky will start the group home license application.

- ~Discussion about moving meeting time, will move meeting time up in February and see if this works for all

No executive meeting in January, meeting adjourned at 8:12 p.m.
Keena

Next AH/AS board meeting February 11th 2026

A Safe Place in Pagosa, Inc. AH operating

Balance Sheet

As of December 31, 2025

	<u>Dec 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of Colo Operating 5415	27,636.30
Bank of Colo SWEEP Acct	190,736.79
Bank of Colo- Cap Campaign 9435	500.00
Bank of Colo Rst Const 4336	317,320.98
Charles Schwab 5542	969.21
Total Checking/Savings	<u>537,163.28</u>
Total Current Assets	537,163.28
Fixed Assets	
2079 Vista Blvd 7-15-2019	45,000.00
Total Fixed Assets	45,000.00
Other Assets	
Security Deposits (utility)	157.00
Total Other Assets	<u>157.00</u>
TOTAL ASSETS	<u>582,320.28</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of Colorado- 434765	254.33
Total Credit Cards	254.33
Other Current Liabilities	
Construction in Progress	-15,011.00
*Payroll Liabilities	890.29
Total Other Current Liabilities	<u>-14,120.71</u>
Total Current Liabilities	<u>-13,866.38</u>
Total Liabilities	-13,866.38
Equity	
Opening Balance Equity	47.07
Capital Transfers AS-PSFroyo	65,000.00
Temp. Restricted Net Assets	241,352.00
Unrestricted Net Assets	164,305.37
Net Income	125,482.22
Total Equity	<u>596,186.66</u>
TOTAL LIABILITIES & EQUITY	<u>582,320.28</u>

A Safe Place in Pagosa, Inc. AH operating

Profit & Loss

December 2025

	<u>Dec 25</u>
Ordinary Income/Expense	
Income	
Direct Public Support	57,243.53
Other Types of Income	158.09
Fundraising & Events Income	22,543.00
In-Kind Gifts / Support	<u>1,500.00</u>
Total Income	<u>81,444.62</u>
Gross Profit	81,444.62
Expense	
Business Expenses	446.09
Contract Services	183.75
Operations	1,331.09
Office Staff&Volunteer Expense	6,813.35
In-Kind Expense	<u>1,500.00</u>
Total Expense	<u>10,274.28</u>
Net Ordinary Income	71,170.34
Other Income/Expense	
Other Income	
Other Income (Dividends, etc..)	<u>8,020.29</u>
Total Other Income	8,020.29
Other Expense	
Ask My Accountant	<u>345.00</u>
Total Other Expense	<u>345.00</u>
Net Other Income	<u>7,675.29</u>
Net Income	<u><u>78,845.63</u></u>

**A Safe Place in Pagosa, Inc. AH operating
Profit & Loss**

January through December 2025

	Jan - Dec 25
Ordinary Income/Expense	
Income	
Direct Public Grants	16,000.00
Direct Public Support	135,961.03
Government Grants	8,754.56
Indirect Public Support	5,500.00
Other Types of Income	586.52
Program & Froyo Income	0.00
Fundraising & Events Income	45,979.98
In-Kind Gifts / Support	10,250.00
Total Income	223,032.09
Gross Profit	223,032.09
Expense	
Fundraising Platform Fee	81.74
Business Expenses	21,625.10
Contract Services	3,344.25
Facilities & Equipment (HOMES)	388.25
Insurance Expenses	-17.60
Operations	19,145.22
Office Staff&Volunteer Expense	58,366.42
Program & Froyo Expenses	-7,718.65
In-Kind Expense	10,250.00
Total Expense	105,464.73
Net Ordinary Income	117,567.36
Other Income/Expense	
Other Income	
Other Income (Dividends, etc..)	8,580.04
Total Other Income	8,580.04
Other Expense	
Capital Campaign Expenses	298.60
Ask My Accountant	345.00
Contingency Funds/Reserves	21.58
Total Other Expense	665.18
Net Other Income	7,914.86
Net Income	125,482.22

A Safe Place in Pagosa, Inc. AS-PSFroyo-AHTC

Balance Sheet

02/04/26

As of December 31, 2025

Accrual Basis

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Bank of Colorado - 5427	18,475.57
Bank of Colo SWEEP Acct 5427	44,275.10
Bk of Colo Gen restricted 1872	221.08
Petty Cash	500.00
Total Checking/Savings	63,471.75
Accounts Receivable	
Accounts Receivable	2,257.40
Total Accounts Receivable	2,257.40
Other Current Assets	
Payroll Asset	-100.00
Food Inventory	7,794.35
Total Other Current Assets	7,694.35
Total Current Assets	73,423.50
Fixed Assets	
2022 Nissan Rogue	24,000.00
Pro-Shed	1,980.00
Furniture and Equipment	3,842.57
Total Fixed Assets	29,822.57
TOTAL ASSETS	103,246.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of Colorado- 434765	985.69
Capital One Spark Card	313.12
Total Credit Cards	1,298.81
Other Current Liabilities	
Employee Tips Payable	-22.61
Gift Card Sales	7,361.05
Payroll Liabilities	8,310.08
Sales Tax Payable	782.50
Total Other Current Liabilities	16,431.02
Total Current Liabilities	17,729.83
Total Liabilities	17,729.83
Equity	
Capital Transfers AH op	-65,000.00
Unrestricted Net Assets	177,583.93
Net Income	-27,067.69
Total Equity	85,516.24
TOTAL LIABILITIES & EQUITY	103,246.07

A Safe Place in Pagosa, Inc. AS-PSFroyo-AHTC

Profit & Loss

02/04/26

December 2025

Accrual Basis

	Dec 25
Ordinary Income/Expense	
Income	
Grant / Donation Income	
Grant Income - General AS	5,000.00
Individual Donations	110.00
Total Grant / Donation Income	5,110.00
Froyo Sales	10,963.68
Froyo SalesTax Vendor Allowance	0.68
Programs and Program Income	
PASA Program Billable Income	2,564.49
Total Programs and Program Income	2,564.49
In-kind Gift(s)	750.00
Total Income	19,388.85
Cost of Goods Sold	
Froyo Cost of Goods Sold	
Food Purchases	1,665.50
Merchant Account Fees	327.18
Rest. Supplies & Small Equip.	243.40
Total Froyo Cost of Goods Sold	2,236.08
Total COGS	2,236.08
Gross Profit	17,152.77
Expense	
Froyo Expenses	
Advertising / PR / Outreach	1,946.27
Business Licenses & Permits	130.00
Office Supplies	191.75
Professional Fees	
Bookkeeping (Subcontractor)	341.25
Total Professional Fees	341.25
Payroll Expenses	
Wages / Salary Froyo	
Bonus(es)	-1,934.00
Manager Froyo Program Wages	2,273.40
Staff Wages	5,514.30
Wages / Salary Froyo - Other	524.46
Total Wages / Salary Froyo	6,378.16
Pyrl Expense Employer (Froyo)	2,008.62
Payroll Expenses - Other	23.67
Total Payroll Expenses	8,410.45
Rent Expense - Building	1,000.00
Utilities	
Electricity	438.54
Gas	38.56
Water / Sewer	124.41
Total Utilities	601.51
Total Froyo Expenses	12,621.23
Program Expense Aspen Services	
Insurance Misconduct (Program)	1,329.60
Service Software (Program)	250.00
Wages / Salary Programs	
Program Wages / Salaries	
Billing Specialist Wages	1,000.00
Bonuses - Programs	1,884.66

A Safe Place in Pagosa, Inc. AS-PSFroyo-AHTC

Profit & Loss

December 2025

02/04/26

Accrual Basis

	<u>Dec 25</u>
Manager AS Programs Salary	4,708.34
Direct Service Provider Wage ED	1,666.66
Direct Service Provider Wages	1,701.00
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Total Program Wages / Salaries	10,960.66
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Total Wages / Salary Programs	10,960.66
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Total Program Expense Aspen Services	12,540.26
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Vehicle Expense	
Vehicle Expense - Other	224.00
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Total Vehicle Expense	224.00
	<hr/>
In-kind Expense	
In-kind - Operating (rent)	750.00
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Total In-kind Expense	750.00
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Total Expense	26,135.49
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Net Ordinary Income	-8,982.72
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Net Income	<u><u>-8,982.72</u></u>

A Safe Place in Pagosa, Inc. AS-PSFroyo-AHTC

Profit & Loss

02/04/26

January through December 2025

Accrual Basis

	<u>Jan - Dec 25</u>
Ordinary Income/Expense	
Income	
Grant / Donation Income	83,432.96
Reimbursement Programs	1,169.62
Froyo Sales	209,334.74
Froyo Sales Tax Vendor Allowance	383.24
Fundraising Income (AHTC)	6,499.00
Programs and Program Income	58,176.29
Interest Income	154.35
In-kind Gift(s)	9,500.00
Total Income	<u>368,650.20</u>
Cost of Goods Sold	
Fundraising Expense (AHTC)	123.03
Froyo Cost of Goods Sold	81,606.38
Total COGS	<u>81,729.41</u>
Gross Profit	286,920.79
Expense	
Froyo Expenses	161,225.14
Program Expense Aspen Services	141,151.59
Vehicle Expense	2,238.99
In-kind Expense	9,710.00
Total Expense	<u>314,325.72</u>
Net Ordinary Income	-27,404.93
Other Income/Expense	
Other Income	
Other Income - PSFroyo	337.24
Total Other Income	<u>337.24</u>
Net Other Income	<u>337.24</u>
Net Income	<u><u>-27,067.69</u></u>

Promotional Video - Round 2 - Building Partners Highlight

Video interviews for round 2 are now complete. We've worked with each of the sub-contractors to record info on why they are involved, what they will be helping with and what their hopes are for the finished home. We are combining all the interviews together with an interview with Tim that will share the overall story of how he pulled our community together to build Aspen House. We will have a stand alone video, several promo videos we can use to thank our building partners and an overall video that will include Part 1 and Part 2. Our videographer, Mike Bradshaw, has done an amazing job and he has done some consultation with me to share how I can create small videos for social media.

Dept. of Housing Application for 'Building Development Grant'

The process of the application has begun. I have the support of Jeff Samms from the CDC to work through the application. He met with me and Shirley Diaz from DOH to get the initial application process started. He will help through the process but it is going to take a significant amount of time. The pre-application is due on March 15th with the final due on May 1st. A decision will be delivered in early June. At this point, both Jeff and Shirley believe we may be the only applicant in Archuleta County for this round which may be very helpful in us receiving funding. It is a competitive process though so we have no guarantees. I will need assistance with several of the financial elements. We need to submit a full pro-forma for the build and operations. We have a good start on this but all have to be submitted in provided templates. I have contacted the environmental study company and spoke with the org. that did the recent housing needs study for Archuleta County to see if they can prepare the needs study.

New CPA Interviewed

We met with Jamie Matthews to request info on her becoming our CPA. She has worked with several non-profits including Seeds of Learning, locally. She is accepting new clients and has worked closely with Danielle Archuleta for several years. She would be in town 2x/month and could meet with us and answer any questions we may have on a regular basis. I am personally excited to have more support in this area. I truly believe that with the combined efforts of her and Danielle, our financial reports will be much easier to understand and will help us make better decisions.



2025 Year In Review

Financial Information

- Account Balances as of 12/31/2025

Aspen House Operating

<i>Bank of Colo Operating 5415</i>	<i>27,636.30</i>
<i>Bank of Colo SWEEP Acct</i>	<i>190,736.79</i>
<i>Bank of Colo- Cap Campaign</i>	<i>9435 500.00</i>
<i>Bank of Colo Rst Const 4336</i>	<i>317,320.98</i>
<i>Charles Schwab 5542</i>	<i>969.21</i>
<i>Colorado Gives</i>	<i>125.00</i>

Aspen Services/PS FroYo

<i>Bank of Colorado - 5427</i>	<i>18,475.57</i>
<i>Bank of Colo SWEEP Acct 5427</i>	<i>44,275.10</i>
<i>Bk of Colo Gen restricted 1872</i>	<i>221.08</i>
<i>Petty Cash</i>	<i>500.00</i>

Grants Received:

- Disabling Barriers – Community Engagement - \$5,600
- Denver Foundation – Care Fund \$15k for operating expenses
- Easter Seals – Respite Care Coalition - \$10k
- Pagosa Noon Rotary - \$5k (2nd installment of 3-year grant)
- Disabling Barriers – Adaptive Sports Grant – CrossFit - \$10,800 – Crossfit
- Ballentine Family Grant - \$2k general operating

JANUARY

- First Community Engagement/Paperwork Party for Parents' Group
- Charles Schwab Brokerage Account opened – transferred SEI account
- Class B License application process started by Becky and Carolyn
- PS FroYo offered for sale as social enterprise business

FEBRUARY:

- Annual Meeting – officers elected: Michael Kloep, President, Keena Carstensen, VP, Marybeth Snyder, Secretary, Bryan Looper, Treasurer
- Voted to make structure of Aspen House – a state license Group Home

MARCH:

- New QuickBooks computer set up and housed at Aspen House Office
- Employee Handbook Updated
- Received \$2k Ballentine Family Grant
- Anschutz site visit for grant determination

APRIL:

- Marybeth resigned from Board of Directors

MAY:

- Declined Tim Brown's offer to rent duplex for \$2000/month for use as a host home
- Extension for 990 filed by Jan Thomas-CPA

- Neon Bowling Event held in Ignacio as community outreach event for families
- PLPOA gave permission to use green belt to run sewer main line through to decrease distance

JUNE:

- 4th Annual Golf Tournament at the Rio Grande Club & Resort in South Fork - 78 participants

JULY:

- Wildlife Park Event – community engagement for families
- July 1st - Soft Ground Breaking at property with installation of electric transformer by LPEA
- Duathlon – Successful event with 72 attended
- July 3 - Michael Kloep on LOA, Keena Carstensen steps in as interim board President

AUGUST:

- August 18 - First Capital Campaign Steering Committee Meeting
- August 19 - Received approval on variances from the Board of County Commissioner

SEPTEMBER:

- September 9 - Surveyor Dave Murray conducted survey at site to determine manhole depths for engineering
- September 20th - 5th Annual Aspen House Color Run - 139 participants
- September 25th - Applied for 2nd Enterprise Zone project to cover overhead for ASPiP
- September 30 - Michael Kloep resigned as board president
- New Google Workspace collaboration software adopted for use by all departments – Neil Umali will assist
- Surveying of property done by Dave Murrey – locate corner pins and determine sewer line depths
- Amythest Barker resigned from board – assumed new PS FroYo Administrative Manager position

OCTOBER:

- Oct 10th - Received Revised Land Use approval from County Planning Dept.
- Oct. 15th - Received Disabling Barriers Adaptive Sports grant for \$10,800 for CrossFit program
- Oct. 22nd - Received engineering plan for sewer mainline at property - Can now proceed with infrastructure

NOVEMBER:

- Received \$25k Warrior Trading Donation in honor of Wayne Walls
- Patty Brown and Carolyn Paschal honored in Library Foundation Extraordinary Women campaign
- November 1 - PLPOA permits initiated for building
- November 5 - Engineer suggested preferred route for sewer line
- November 17 - Engaged engineer, Mikie Valencia, to complete sewer line engineering and drainage study
- November 20th - Second Enterprise Zone project became effective - now ALL donations of over \$250 qualify for tax credit

DECEMBER:

- December 5th - Festival of Trees ~ ‘Aspen Aglow’ theme in honor of Wayne Walls (\$22,358.00)
- Tim Brown offered to reduce fees and has re-quoted project for a new build cost of only \$859k
- December 18th - PLPOA waived all current and future permit fees
- Board voted to spend up to \$150k on infrastructure and utilities installation for Aspen House
- December 18 – PLPOA ECC committee approved Aspen House
- New ASPiP Video launched – completed by Mike Bradshaw of M Lane Productions
- Annual Appeal Mailing sent to coincide with CO Gives Day

PS Froyo Report

- INVENTORY

Inventory built, in square, and ready to count. I will have to commit a Sunday to counting and inputting data (over 300 items to count). Scanner for square received, reading through manual (2 manuals, 400+ pages) to connect to square pos/stand for ease of inventory input and tracking.

- Square subscription upgraded to plus @ \$49/month, facilitates inventory tracking, team tracking, possible payroll if desired (perhaps when froyo and services are fully separated?) which facilitates more accurate tip tracking, tax tracking, and labor cost tracking. (Switching to a whole new pos and reporting system at this time I do not believe is in the best interest of froyo or our financial mess. I will reassess this next January 2027. At this moment Square plus is \$588 for the year, half of what was budgeted)

- Gala update (Don't know yet, typing this 2/4, gala is 2/6)

- Updating account Signers:

I am unable to sign checks when needed, most recent example on 2/4 Tom with resort area digital came to renew our AD and requested a check. Becky was out of office on a meeting and luckily Pattie just happened to walk in right at that moment to be available to sign so that I could pay the man for our continued AD. As the Admin manager I need to be able to sign for Ps Froyo.

- School staff lunch deliveries

We have paused grab n go at this time due to loss and am unsure if we will be offering it again in the near future. Square site is up and functional, no orders coming through. As much as this was pushed for, it's a dud.

- Next Priorities

Updating menu prices for max profit

Sourcing Cheaper ingredients, without sacrificing quality

My Questions;

Have we heard anything from BWD on timeline for the Decking/Ramp/Kitchen electrical?

Your Questions:

Building Committee Report

to be presented at the February 11, 2026 annual meeting

Tim Brown has arranged for \$1M+ in sub-contractor donations of labor and materials. He is working on a budget for the home and providing guidance with permits, insurance questions and more.

With some prodding, we now have the plans from engineer Mickie with Site Solutions. She spoke with Tim Brown to get some grading questions answered and said the plans would be done by Friday, 01/30/2026. She sent the final plans on 02/03/2026: the drainage plan, the site plan, the grading plan, the utility plan and details. I forwarded all to the Planning Dept and will follow up.

The search for builder's risk insurance to cover the home while it's under construction is difficult. Eight companies / brokers have been contacted.. Four are looking into the market: CCIG Liberty Mutual, Leavitt Group in Durango, Mackey Insurance and local Farmer's local agency. Many don't cover non-profits are they only sell to contractors, others dislike our wild land fire risk factors. One agent said the cost could be around \$20,000.

Jeff Thompson with our Farmers Insurance agency here in Pagosa called with questions after reviewing our project details. I sent those out to the Bldg Committee members. Tim Brown made his recommendations which with approval from the Committee I will send back to Jeff.

The next steps, in this order:

- 1) Call the fire department to follow up on our request for a waiver of the \$1,400 new construction fee they instated recently. We need to either pay the \$1,400 or obtain the waiver.
- 2) Follow up with the Planning Department which now has the drainage plan.
- 3) Follow up with Yari the county engineer for her approval of the drainage plan.
- 4) Get a driveway right-of-way permit from Road and Bridge.
- 5) Apply for a building permit from the county.
- 6) Secure Builder's Risk insurance.
- 7) Send underground drawing to Advanced Fire so they can update our quote for the wet fire suppression system.
- 8) Obtain an updated estimate for the wheelchair lift.
- 9) Install the sewer and water lines in the spring!

In conclusion, we can get a building permit from the county after we have paid the fire department's new construction fee (or show the fee has been waived) and after we obtain the drainage study approval from the county engineer after which we can apply for a R&B permit after which we can apply for a building permit.

Marybeth Snyder, Building Committee Volunteer.
As of 02/04/2026

Keena's resignation letter



Keena Carstensen <keena.runtherace@gmail.com>

Today at 6:01 AM

To: Pattie Copenhaver

Pattie,

I am submitting my resignation letter as of February 2, 2026 because I am going to be staff as the Administrative Assistant to the Executive Director. It has been a pleasure to serve on the Aspen House Board since 2021. I will continue to serve on committees and any other activities or fundraisers as needed.

Keena Carstensen



A Safe Place In Pagosa, Inc.

dba Aspen House Aspen Services
459 Lewis St., PO Box 5913
Pagosa Springs, CO 81147
Office (970) 398-1636

APPLICATION for APPOINTMENT to the BOARD

Please complete all of the following questions to be considered for board service at this nonprofit

Name: Renea Harris Home phone: 512-576-1795

Address: 186 Cimarrona Cir Pagosa Springs, CO 81147

Occupation: Case Manager Community Connections Business phone: 970-459-4765

Email Address: rmharris12182@gmail.com Cell phone: 512-576-1795

Please circle the expertise or skills you could share with the organization:

Accounting Management Public Relations Marketing **Human Services**
Fundraising Graphic Design Legal Planning Grant Writing **Developmental Disabilities**

Other (please specify): _____

- **On what other boards have you served?** PTA Board as the Membership Chair, HuttoParke HOA even coordinator and managed an event budget
- **What charitable or community activities have you participated in?** Halloween Hootananny as a candy vendor.
- **Can you regularly attend board meetings?** Yes
- **How many hours a month, in addition to board meetings, are you able to commit?** 10
- **100% of the board members gives a financial contribution to A Safe Place in Pagosa. Are you willing to donate to the organization?** Yes depending on amount
- **Why are you interested in this non-profit?** It helps support community members in the community I work and live in.
- **Please write a brief statement of your interpretation of the mission of this nonprofit:** To support individuals in remaining active and engaged within a community that values and includes everyone. I have consistently advocated for community-based support, which is why I am deeply committed to my full-time role—providing assistance to individuals who need meaningful support to thrive within their community.



Applicant Signature

2-3-2026_____

Date



459 Lewis Street, Pagosa Springs, CO 81147 Phone 970-507-0122
aspenservices@aspenhousepagosa.org

Hiring Policy

1. Purpose

This Hiring Policy establishes standardized, lawful, and equitable hiring practices for our nonprofit organization in compliance with Colorado state law. It ensures transparency, fairness, and consistency in recruitment, compensation, and budgeting.

2. Job Posting Requirements (Colorado Law)

Under the **Equal Pay for Equal Work Act**, employers must follow specific posting rules.

3. Mandatory Job Posting Content

Any position must be posted first internally, if there are no candidates for the position then it must be posted externally. All internal and external job postings must include:

- **Compensation or Pay Range** (a good-faith minimum and maximum)
- **General description of benefits** (health insurance, retirement, paid leave, etc.)
- **Application instructions** and **anticipated deadline**

Internal Posting Requirements

Colorado requires *all current Colorado employees* to be notified of job opportunities:

- Notices must be provided **before** making hiring decisions
- Notices must include compensation, benefits, and application details
- Notices must be accessible to all employees (paper or online)



459 Lewis Street, Pagosa Springs, CO 81147 Phone 970-507-0122
aspenservices@aspenhousepagosa.org

Compensation & Pay Transparency Requirements

Colorado law requires that every job posting includes the actual wage or a good faith pay range.

Benefits Disclosure

All postings must include a **general description of benefits**, including:

- Health care
- Retirement
- Paid days off (PTO, sick, parental, etc.)

Post-Selection Notices

- Employers must notify employees of **who was selected** for a posted role.

6. Budgeting for Compensation & Raises

Annual Budget Requirement

Our nonprofit must incorporate compensation planning into the annual budget. This includes:

- **Base salary projections for all filled and anticipated positions**
- **Scheduled or merit-based raises**

Documentation

All salary adjustments must be documented and given to the Executive Director for the employee's file. If Executive Director or other Managers receive raises, the Board of Directors must be informed.

ABSENTEE REPORT

NAME OF EMPLOYEE: _____

TODAY'S DATE: _____

DATE(s) OF ABSENCE: _____

Reason for Absence:

- PTO-in 8-hour increments
- PTO-in 4-hour increments
- Comp Time in 8-hour increment
- Comp Time in 4-hour increments
- Unpaid Time Off
- Other _____

Remarks:

Signed: _____
Employee's Signature

MANAGEMENT SECTION

_____ OK _____ hours with pay

_____ OK without pay

_____ Unacceptable

_____ Manager's signature

EMPLOYMENT AGREEMENT

Part Time Executive Director

This Employment Agreement (“Agreement”) is made between **A Safe Place in Pagosa, Inc.** (“Employer”) and _____ (“Employee”), effective: _____

1. Position and Duties

Employee is hired as **ASPIP Part-Time Executive Director** and agrees to perform all duties outlined in the Part Time Executive Director Manager job description, including but not limited to Donor management/relationship building, fundraising efforts, public relations and marketing, budget and resource management, coordination with community partners, and other responsibilities assigned by the Board of Directors.

Employee agrees to comply with all organizational policies, procedures, and standards of conduct.

2. Employment Status

Employment with Aspen Services is ‘At-Will’, meaning either the Employer or Employee may terminate employment at any time, with or without cause, and with or without notice, unless otherwise required by law.

3. Work Schedule & Exempt Status

This position is classified as **Part-Time, Salaried** under applicable federal and state wage and hour laws.

- Employee is not eligible for overtime compensation, regardless of hours worked in a workweek.
- Employee is expected to work the hours necessary to fulfill the duties of the position.

4. Compensation

Employee will receive an annual salary of **\$35,000.00/year**, payable in accordance with Employer’s standard payroll schedule and subject to lawful deductions.

5. Paid Time Off (PTO) & Holidays

This specific contract includes 2 weeks (10 days) of paid PTO as agreed upon at time of employment. It also includes pay for ASPiP recognized holidays.

The standard policy for part time employees does not include PTO based on A Safe Place in Pagosa, Inc.’s PTO Policy but this exception was put in place upon original employment. Additional unpaid time off may be granted with approval from the Board of Directors.

6. Compliance

Employee agrees to comply with all applicable laws, licensing and regulatory requirements, and Employer policies, including but not limited to safety, ethical standards, and reporting obligations.

7. Termination of Employment

This employment may be terminated by either party at any time. Upon termination, Employee shall return all Employer property and settle outstanding obligations. Final pay will be issued in accordance with Colorado law.

8. Entire Agreement

This Agreement, along with referenced policies, constitutes the entire understanding between the parties and supersedes any prior employment discussions or offers. Employer policies may be amended at Employer’s discretion.

9. Acknowledgment and Acceptance

By signing below, both parties acknowledge that they have read, understand, and agree to the terms of this Agreement.

Employee:

Name: _____

Signature: _____

Date: _____

Employer – A Safe Place in Pagosa, Inc.

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____

EMPLOYMENT AGREEMENT

Aspen Services Manager

This Employment Agreement (“Agreement”) is made between **A Safe Place in Pagosa, Inc.** (“Employer”) and _____ (“Employee”), effective: _____

1. Position and Duties

Employee is hired as **Aspen Services Manager** and agrees to perform all duties outlined in the **Aspen Services Manager** job description, including but not limited to Program Management, State Compliance Oversight, staff Scheduling and Supervision, Department Budgeting and Billing, Resource Management, and other responsibilities assigned by the Board of Directors.

Employee agrees to comply with all organizational policies, procedures, and standards of conduct.

2. Employment Status

Employment with Aspen Services is ‘At-Will’, meaning either the Employer or Employee may terminate employment at any time, with or without cause, and with or without notice, unless otherwise required by law.

3. Work Schedule & Exempt Status

This position is classified as **Full-Time, Salaried, Exempt** under applicable federal and state wage and hour laws.

- Employee is not eligible for overtime compensation, regardless of hours worked in a workweek.
- Employee is expected to work the hours necessary to fulfill the duties of the position.
- Organization Flex-Time Policy can be used with Leadership/BOD approval for leave requests

4. Compensation

Employee will receive an annual salary of **\$57,784.00**, the Colorado Minimum Salary Wage in 2026, payable in accordance with Employer’s standard payroll schedule and subject to lawful deductions.

5. Paid Time Off (PTO) & Holidays.

Employee will accrue Paid Time Off at the organization’s standard PTO accrual rate and in accordance with A Safe Place in Pagosa, Inc.’s PTO Policy. PTO must be requested and approved in accordance with policy guidelines. Full-time positions are paid for all holidays recognized in the ASPiP employee handbook.

6. Flex-time Opportunity

Employee is eligible to elect Flex-time leave opportunities as defined and governed by the ASPiP Flex-time Policy. All leave time must be pre-approved by Leadership/Board of Directors

Eligibility, terms, duration, approval procedures, and compensation status during Flex-time leave are determined solely by that policy, as amended from time to time.

7. Compliance

Employee agrees to comply with all applicable laws, licensing and regulatory requirements, and Employer policies, including but not limited to safety, ethical standards, and reporting obligations.

8. Termination of Employment

Employment may be terminated by either party at any time. Upon termination, Employee shall return all Employer property and settle outstanding obligations. Final pay will be issued in accordance with Colorado state law.

9. Entire Agreement

This Agreement, along with referenced policies, constitutes the entire understanding between the parties and supersedes any prior employment discussions or offers. Employer policies may be amended at Employer’s discretion.

10. Acknowledgment and Acceptance

By signing below, both parties acknowledge that they have read, understand, and agree to the terms of this Agreement.

Employee:

Name: _____

Signature: _____

Date: _____

Employer – A Safe Place in Pagosa, Inc.

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____

EMPLOYMENT AGREEMENT

Part Time Administrative Assistant

This Employment Agreement (“Agreement”) is made between **A Safe Place in Pagosa, Inc.** (“Employer”) and _____ (“Employee”), effective: _____

1. Position and Duties

Employee is hired as **ASPIP Part-Time Administrative Assistant** and agrees to perform all duties outlined in the Part Time Administrative Assistant job description, including but not limited to general office paperwork/file management, accounts payable, donor acknowledgement/thank you letters & calls, mail management, Enterprise Zone documentation and entries, new board member book compilation, annual appeal letter processing, assist with meeting and event preparation, and other responsibilities assigned by the Executive Director and/or Board of Directors.

Employee agrees to comply with all organizational policies, procedures, and standards of conduct.

2. Employment Status

Employment with Aspen Services is ‘At-Will’, meaning either the Employer or Employee may terminate employment at any time, with or without cause, and with or without notice, unless otherwise required by law.

3. Work Schedule & Exempt Status

This position is classified as **Part-Time, Hourly position** under applicable federal and state wage and hour laws.

- Employee is not eligible for overtime compensation, regardless of hours worked in a workweek.
- Employee is expected to work the hours necessary to fulfill the duties of the position.

4. Compensation

Employee will receive an annual salary of **\$20.00/hr.**, payable in accordance with Employer’s standard payroll schedule and subject to lawful deductions.

5. Paid Time Off (PTO) & Holidays

Part time employees are not eligible for PTO and/or holiday pay based on A Safe Place in Pagosa, Inc.’s PTO Policy. Unpaid time off may be granted with approval from the Board of Directors.

6. Compliance

Employee agrees to comply with all applicable laws, licensing and regulatory requirements, and Employer policies, including but not limited to safety, ethical standards, and reporting obligations.

7. Termination of Employment

This employment may be terminated by either party at any time. Upon termination, Employee shall return all Employer property and settle outstanding obligations. Final pay will be issued in accordance with Colorado law.

8. Entire Agreement

This Agreement, along with referenced policies, constitutes the entire understanding between the parties and supersedes any prior employment discussions or offers. Employer policies may be amended at Employer’s discretion.

9. Acknowledgment and Acceptance

By signing below, both parties acknowledge that they have read, understand, and agree to the terms of this Agreement.

Employee:

Name: _____

Signature: _____

Date: _____

Employer – A Safe Place in Pagosa, Inc.

Authorized Representative: _____

Title: _____

Signature: _____ Date: _____