



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

Board Meeting AGENDA for
Wednesday, January 14, 2025 @ 5:15pm
Meeting location: ASPiP Office – 459 Lewis Street

1. Call to order: Verification of quorum

2. Welcome of Guests – Renea Harris

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 November 30, 2025, Committee Reports and Directors Report (attached to Packet)

6. Committee & DBA Reports:

PS Froyo: (Amythest)

- Changes – Shift Changes, Services assist with deliveries, Amythest more admin less kitchen
- Hired additional staff member to take over Amythest's kitchen/front end time to focus on admin
- Upgrade to Square Premium (\$950/yr) + purchase new scanner (\$150) to do inventory properly

Aspen Services (Becky & Nicole)

- Class B license update
- End-of-Year billing report
- Update on Parent January Parent meeting
- Discuss hiring new DSP to reduce Becky's hours and provide management time

Financial (Bryan)

- Financial reports
- Danielle has created a new 'Company' in Quickbooks to allow better segmentation between DBAs
 - Separated into individual financials to show P&L more clearly
 - Will require more focused attention to bills – need to provide acct. number for her on invoices
- New CPA investigation underway
- Budgets review – updates – **VOTE to accept** if applicable
- Bank signer update discussion – who will be the new signers?
- Discuss creating new bank acct. for Services –
 - Danielle suggested using current acct. just for FroYo going forward since attached to Square
 - Most deposits into that account are from FroYo
 - Would need Services to get Medicaid payments updated to new account

Capital Campaign (Pattie)

- Capital Campaign update
- New Goal for COMPLETION of Construction - \$750k!!!

Events/Fundraising/Marketing (Keena & Pattie)

- Starting on planning for this year's events and sponsorship campaign



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

Facilities (TBD):

- Updates

Aspen House Building (Marybeth)

- Update on current status/progress – see report attached

8. Grants: (Pattie)

- Gates Foundation Meeting update
- May & Stanley Smith grant application in progress – due 1/22/26 – for Aspen Services Operating Costs
- Working with CDC to request funding from DOH/DOLA with new info on progress toward \$2.4M build cost

9. HR/Governance (TBD)

- Accept Kelly Vergo's resignation (see attached)
- Accept Keena Carstensen's resignation effective 1/15/26
- Discussion regarding President, Secretary and Vice President openings and who may fill them
- **VOTE** on new officers if applicable: President, Vice President and Secretary
- Need photo release and conflict of interest forms signed by everyone
- Discuss new ASPIp Flex Time Policy & Time Off Request Form –
VOTE on acceptance of policy for all **full-time, salaried, exempt employees**

9. Unfinished Business:

- Video part 2 – contractor interviews underway

9. New Business:

- Need to resuscitate the Aspen House Policies Committee to set up policies and applications
 - Finalize residential policies book and process documents
 - Create application process and documents
 - Create admission policies
 - Who will be eligible?
 - Are individuals with a schizophrenia diagnosis accepted?
 - Is Aspen House a co-ed group home?
 - What is the definition of 'local' or 'Archuleta County Residents' – how long? Second home?
 - What is the definition of able to perform 'Daily living skills'?
 - Would non-verbal individuals be accepted?
 - What financial reviews are required?
 - What requirements are stated in the original 501c3 documentation?
 - Create an equitable application process and waitlist policy – determine when the applications will open

10. Executive Session – If needed

11. Next Meeting: February 11th, 2025 at the Aspen House office at 5:15 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 PSFroyo 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.



Board Meeting MINUTES from Wednesday, December 10, 2025 @ 5:15pm

Meeting location: ASPiP Office – 459 Lewis Street

Meeting called to order by Keena at 5:16 pm. Verification of quorum; Keena Carstensen, Bryan Looper, Nicole Smith, Julie Pederson, Kelly Vergo, Ali Braun, Jana Schick.

2. Welcome of Guests: Pattie Copenhaver, Tim Brown, Becky Thompson, Amythest Barker, Marybeth Snyder.

3. Additions to today's agenda: Add Amythest Barker as a signer for Froyo and school location.

4. Approval of today's meeting Agenda: Approved by Nicole.

5. Approval of Consent Agenda:

Minutes of November 11, 2025, Financials through October 31, 2025, Committee Reports and Directors Report (attached to Packet) Approval by consensus of board.

6. Guest Discussion: Please refer to detailed Construction Budget report provided to the board by Tim Brown regarding building Aspen House. Tim has been able to decrease the overall cost, significantly, through gracious donations from a number of subcontractors he has approached. Tim will be our general contractor to build this house!!!

Pattie states DOLA, Department of Housing and some grants that can provide “gap funding” for the last 25-30% of budget. Pattie suggests possibly to remove the “endowment” piece and make build \$2.5 million, capital campaign total \$3m

There are potentially 6-7 people, locally, who could be residents of the house with waivers. \$3m endowment was if there was no monthly income from waivers/private pay options.

Bryan suggests lowering the build total down so the donors can see that their donation would make a bigger impact. Tim suggests keep \$2.4m budget but show community that we *only* need \$1m more to reach our goal. He feels that the perception of the community could be more positive and willingness to contribute could increase. Everyone agrees that we need to show the community the numbers to encourage support. Also important to recognize the contributions of the contractors/builders, building community with naming them as donors/sponsors.

This is exciting for Aspen House. Tim states building should be dried in, painted and done by the end of August 2026. Discussion of timelines of when money needs to be raised; big chunk needed by June/July so contractors can be scheduled by September. There are some pieces of the labor that we can use volunteers for, Tim will let us know details as they arise.

Now is the time for everyone to call in the “wealthy” donors for fundraising. There is not a capital campaign committee really working on this at this time, it has been just Carolyn for a bit. Our history has been more of receiving small donations.

There was discussion regarding appliances and other pieces of house build; how to put these parts out to the community for support.

Everyone is energized and excited about this opportunity! HUGE thanks to Tim Brown!

Pattie has been thinking through holding our own Donor Party, possibly at the Performing Arts Center. Invite top 25 donors and share progress, ask for donations. Julie suggests having our people share their stories. Pattie and Keena will work on marketing events and will bring back to us. They are planning to create 4 events before July 2026.

WE ARE PLANNING TO START THE BUILD BY MAY 2026!

Tim has also donated hand made wood cutting boards to sell as a fundraiser. Goal is to sell 20 before Christmas.

7. Committee & DBA Reports:

PS Froyo: (Amythest)

- Financial updates - October numbers (- \$2,400.71) There is also a \$5,000 check from county included in Nicole's report, it was made out for Truffles. Amythest will start offering soups at Froyo now. She found a steam table at the Methodist thrift store. Froyo is signed up for the Winterfest "Battle of the Soups" Friday 01/16/26.

Still working on inventory, Square needs to be updated, it is not working without upgrading. Planning on doing a year start inventory count. There are records from last year, per Becky, on Google Drive. Amythest wants end of year, beginning of year and cycle counts for inventory so she knows where we are losing money.

Merchant/Clover program may help with inventory and "round up". Nicole suggests Amythest call Tim for demonstrations for this program. May need to buy additional equipment but overall it will offset additional manpower hours.

- Plans for school programs and Door Dash - Middle school, high school and Headstart beginning on Monday. Deliveries will be on Mondays, Wednesdays and Thursdays. Amythest will run some deliveries and Becky, Levi and Chris will run some deliveries on Wed and Friday. Tuesday and Thursday are "Grab and go" days, scan QR code, pay for it and that's it!

Door Dash contacted Amythest for a 90 day trial for the Premium package. She is asking the board to evaluate if we want to do this trial? She will send out the information via email to the BOD to review and comment on whether we want to try this.

Do they have the kitchen and manpower capacity to do Door Dash in addition to school programs? What is the mile radius for delivery?

Brian states concern over investing further monies into Froyo as they are still losing money. \$14k loss on 990T last year. He suggests to simply focus on making money rather than continuing to invest more money at this time.

Aspen Services (Becky & Nicole)

- Class B license update - no change since last meeting, could be 2-3 months before we hear. Trying to get policies together.
- November billing report - billed through 11/21. She has not been able to bill due to switching system again (GIV).
- Year-end community outreach/client enrollment report - Becky handed out and reviewed an update sheet with Parent Engagement 2025 that Joanne put together. Disabling Barriers grant monies supported all of this connection with families.
- Planned Christmas activities with clients and families - Becky reviewed past and scheduled activities.
- Next Parent Meeting is scheduled for Wed. January 7th - Next year, may rotate some of the same people and topics for parents.

Becky has a list with 53 people on it now that AH/AS is working with. There are new families coming to the area as well for services. Brian inquires if Becky can attend Special Olympics practices so we can bill for it? Becky needs to reach out to Dylan to ask.

Financial (Bryan)

- Financial reports

- 2024 990 is COMPLETE and Filed. Jason did these for us. He states it took a bit longer to complete as last year Patty Brown was providing information. Bryan, Jason and Danielle need to sit down for next year. Bryan states CPA group LTG is “non-existent”. Pattie has made a CPA connection in Durango we may want to talk to. Danielle knows her and has worked with her.
- Plan to combine books for 2026 – Jason has to pull out grants and separate out Froyo from Aspen Services which makes it a more complicated process. Bryan instructed Danielle to provide all the necessary numbers to Jason since Patty Brown is not involved right now, however, Patty told Pattie that she was upset that her name was still on Secretary of State filing, but she completed the filing. There is some confusion as to where her name is still appearing on paperwork so it may be removed as requested by Patty Brown. Keena has offered to take over the Secretary of State filing.

Pattie explained Enterprise Zone restrictions; no family with a potential or current client and no board members. There are no express details about this yet. Private inurement discussed. We will need to know the details, CPA, to partner with us and guide us. Information we need to know for capital campaign so we can be clear on what benefits the donors. Bryan, Pattie, Danielle will meet with CPA. Pattie will set up meeting.

Bryan and Nicole explained the difficulty with having Froyo and Aspen Services not in separate accounts. Simplifying Quickbooks is important moving forward. Capital campaign needs to be separated out so we can see what we are doing and what we have spent so far. When money comes in, it needs to be tracked more efficiently from donors. Nicole offered to run a monthly report related to donations to capital campaign.

Capital campaign money vs. restricted building fund discussion. Do they need to be separate? Carolyn Paschal wanted to have 2 accounts previously.

Bryan explained that he is “on it” for asking for money/donations, asking people to throw a party, show our video. Now is the time! He asked Pattie to reach out to Carolyn to explain our plan and share video and updates so she can also get moving on this.

Capital Campaign (Pattie)

- Capital Campaign - video is done!!! Pattie will talk to Carolyn about recruiting more people to be on this committee. Pattie wants to share our video having a community dinner, fundraising efforts. She reviewed how meeting with Tammy Searle yielded such a wonderful contribution to Aspen House through buying our Christmas tree.

Bryan suggests a part 2 for the video to show donors and contractors speaking about how and why they are supporting Aspen House. Pattie will work on this and contact Tim Brown for contractor contact information.

Pattie will also work with Mike to pull out small bits of the video to blast out to the community in a variety of ways.

Events/Fundraising/Marketing (Keena & Pattie)

- Festival of Trees update – \$18,000 for our tree!
- Annual Appeal mailing not yet complete, will be complete this week.

Facilities (TBD):

- BWD is currently estimating cost to replace patio and improve electrical - now word on that yet.

Aspen House Building (Marybeth)

- Update on current status/progress: report provided previously
- PLPOA meeting update, waiting for drainage report, meeting for preliminary approval of plans and permitting. PLPOA is being very supportive.

- **VOTE** on Infrastructure spending amount

On 05/08/25 the board vote was:

"Marybeth made a motion to spend up to \$150,000 for utility infrastructure installation including engineering, installation and related fees and charges for sewer, water, electricity, natural gas and phone at 2079 Vista Blvd. Keena seconded the motion. All "aye" and the motion was passed."

It doesn't appear that we'll need that much to get the utilities installed, only around \$43,730

May we spend an additional amount of the \$150,000 previously specifically designated for utility infrastructure on fees and costs related to obtaining building permits from PLPOA and the county?

Board agrees that the money is being used as intended, no vote needed at this time.

Grants: (Pattie)

- Working on plan for 2026 grant submission planning. Pattie met with Marcy Mitchell from CRC, CO grants guide, provided great information on CO grants guide and fundraising. Her husband, Bart, may be able to help with financial stuff. Marcy has good relationships with grant funders and is sharing information with Pattie.

- Attending Funder meeting with Gates Foundation on 12/17. They are recommending us to apply for a grant. First year is usually around \$50-60k. Their role is to build relationships and fund larger projects.

Pattie is attending a Gates foundation funder meeting to make connections there. Bryan asked about DOH and DOLA funding; Pattie found out that we need to have 75% of our funding ready to go before they will fill the gap. After Gates meeting, Pattie will plan to meet with someone to follow up and with a smaller goal she will keep looking for grant possibilities.

HR/Governance (TBD)

- Keena has offered to take over Secretary of State filings – need to update log ins
- **VOTE** on Keena taking on the President position officially

Unfinished Business:

Discuss board members as employees. Keena is interested in taking the Administrative assistant position. Until the board decides on this, we cannot vote on Keena as President. Pattie reviewed her time and where her efforts are being focused, she is having to manage many administrative tasks that are taking her away from what she could really be doing to best utilize her time. Pattie also has to decrease her hours and her salary in order to decrease her exorbitant health insurance costs as well as a need to attend to some personal stuff. She explained the money and how it will be divided up for this administrative assistant position. She is looking at taking her hours down to 24 hours a week, at a salary for about 20 hours a week. This will allow her to focus more on building relationships and fundraising.

Becky states that she would like to hire a full time DSP and give up her responsibilities for DSP, except for Christopher. She states then she could help with the administrative needs. The board questions if she has the capacity to do this. If Keena takes the position, Becky states it will not adversely affect her at all. She could hand off some of her current duties. Marybeth voices concern over Becky having enough time to prepare for opening the house with policies, management piece, etc. Marybeth also voices concern over having enough money to hire a full time DSP. With a small staff, there is much work to be done. Getting DSP duties off of Becky's plate seems to be an important step. She states that she "freaked out" hearing Tim Brown plan to have house move in ready by spring of 2027.

Amythest did some good research on this regarding conflict of interest. Pattie believes that board members would make great employees. Board will have to determine if the reporting structure could be worked out and if it is as simple as recusing themselves from particular discussions. Non-profits handle this with some variation, general consensus is that it is not the best choice to have employees as board members.

Bryan voices concern over Froyo, as a "time suck". Overall this is bad since Froyo is being utilized for Services, he states that there are other options for Services for our athletes/clients. Froyo has been discussed by the board, in the past, to be dropped due to the expenses and that we are not focusing on what are the most important pieces for fundraising.

The board has a general consensus that individuals must make a choice to be employees or to be on the Board of Directors.

Keena volunteers a lot of her time at Froyo and on the board. There is some difference of opinion on where Keena's expertise can be best utilized. Some feel she is most needed as a board member/president, some feel she is most needed in the Administrative Assistant role. Nicole and Bryan offered to help support the president responsibilities.

There was some discussion regarding Kelly and Ali as licensed RNs to be utilized as "contractors" as needed. The group agrees that needs here and there with oversight is different than an employee. It could be considered "vendor" hired.

We all want to respect and support Pattie's needs at this time. Keena seems to be the best fit for this role.

**Nicole made a motion that we continue with our previous practice of not having board members as employees. Jana 2nd the motion. All in favor. Motion carries.*

Keena, Pattie and Becky will meet to discuss how to best budget and approach this needed position. Keena will also be able to support Becky with administrative duties.

New Business:

- Reviewed elevator speech, simple statement created by Pattie.
- PC request for 2026 restructured schedule - the board supports Pattie in this change.
- **VOTE** on annual bonuses for staff - breakout to Executive Session.

8:08 pm breakout to Executive Session:

Results of executive session:

Board agrees to distribute bonuses of: \$1,000 to Pattie (Pattie has designated a number of people to whom she would like to gift her bonus to rather than accept it for herself). \$1,000 to Becky. \$1,000 to give to Pattie and Becky to divide and distribute to Monica, Taleah and the Froyo Staff.

No consensus or vote was reached regarding Becky's 17 (184 hrs) days of comp time that she is asking to keep and carry over to 2026. Nicole suggested allowing 10 days to be carried over. The board is not in agreement at this time.

Executive session adjourned and Board meeting adjourned at 8:25 pm

Next Meeting: January 14th, 2025 at the Aspen House office at 5:15 pm.

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

Profit & Loss

01/08/26

January through November 2025

Accrual Basis

| | <u>Jan - Nov 25</u> |
|----------------------------------|--------------------------|
| Ordinary Income/Expense | |
| Income | |
| Grant / Donation Income | 78,322.96 |
| Reimbursement Programs | 1,169.62 |
| Froyo Sales | 198,371.06 |
| Froyo Sales Tax Vendor Allowance | 382.56 |
| Fundraising Income (AHTC) | 6,499.00 |
| Programs and Program Income | 55,611.80 |
| Interest Income | 154.35 |
| In-kind Gift(s) | 8,750.00 |
| Total Income | <u>349,261.35</u> |
| Cost of Goods Sold | |
| Fundraising Expense (AHTC) | 123.03 |
| Froyo Cost of Goods Sold | 79,370.30 |
| Total COGS | <u>79,493.33</u> |
| Gross Profit | 269,768.02 |
| Expense | |
| Froyo Expenses | 148,603.91 |
| Program Expense Aspen Services | 128,611.33 |
| Vehicle Expense | 2,014.99 |
| In-kind Expense | 8,960.00 |
| Total Expense | <u>288,190.23</u> |
| Net Ordinary Income | -18,422.21 |
| 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>-18,084.97</u></u> |

Profit & Loss

November 2025

| | <u>Nov 25</u> |
|----------------------------------|-------------------------|
| Ordinary Income/Expense | |
| Income | |
| Grant / Donation Income | 10,800.00 |
| Froyo Sales | 9,541.29 |
| Froyo Sales Tax Vendor Allowance | 52.28 |
| Programs and Program Income | 4,495.23 |
| In-kind Gift(s) | <u>750.00</u> |
| Total Income | 25,638.80 |
| Cost of Goods Sold | |
| Froyo Cost of Goods Sold | <u>4,324.74</u> |
| Total COGS | <u>4,324.74</u> |
| Gross Profit | 21,314.06 |
| Expense | |
| Froyo Expenses | 14,064.85 |
| Program Expense Aspen Services | 11,613.84 |
| Vehicle Expense | 50.83 |
| In-kind Expense | <u>750.00</u> |
| Total Expense | <u>26,479.52</u> |
| Net Ordinary Income | <u>-5,165.46</u> |
| Net Income | <u><u>-5,165.46</u></u> |

Profit & Loss

November 2025

| | Nov 25 |
|--|------------------|
| Ordinary Income/Expense | |
| Income | |
| Grant / Donation Income | |
| Grant Income - General AS | 10,800.00 |
| Total Grant / Donation Income | 10,800.00 |
| Froyo Sales | 9,541.29 |
| Froyo Sales Tax Vendor Allowance | 52.28 |
| Programs and Program Income | |
| PASA Program Billable Income | 4,495.23 |
| Total Programs and Program Income | 4,495.23 |
| In-kind Gift(s) | 750.00 |
| Total Income | 25,638.80 |
| Cost of Goods Sold | |
| Froyo Cost of Goods Sold | |
| Food Purchases | 3,734.45 |
| Merchant Account Fees | 294.75 |
| Rest. Supplies & Small Equip. | 295.54 |
| Total Froyo Cost of Goods Sold | 4,324.74 |
| Total COGS | 4,324.74 |
| Gross Profit | 21,314.06 |
| Expense | |
| Froyo Expenses | |
| Advertising / PR / Outreach | 627.59 |
| Computer and Internet Expenses | 20.00 |
| Decor / Small Furniture | 62.06 |
| Dues and Subscriptions | 51.89 |
| Office Supplies | 209.21 |
| Professional Fees | |
| Bookkeeping (Subcontractor) | 653.75 |
| Professional Fees - Other | 248.75 |
| Total Professional Fees | 902.50 |
| Payroll Expenses | |
| Wages / Salary Froyo | |
| Manager Froyo Program Wages | 2,446.20 |
| Staff Wages | 5,826.10 |
| Total Wages / Salary Froyo | 8,272.30 |
| Pyrl Expense Employer (Froyo) | 1,895.16 |
| Payroll Expenses - Other | 25.18 |
| Total Payroll Expenses | 10,192.64 |
| Rent Expense - Building | 1,000.00 |
| Utilities | |
| Electricity | 568.94 |
| Gas | 39.43 |
| Telephone Expense (Froyo) | 266.18 |
| Water / Sewer | 124.41 |
| Total Utilities | 998.96 |
| Total Froyo Expenses | 14,064.85 |
| Program Expense Aspen Services | |
| Insurance Misconduct (Program) | 1,329.60 |
| Service Software (Program) | 285.00 |
| Equip and Supplies (Program) | 47.99 |
| Training (Program) | |

Profit & Loss

November 2025

| | <u>Nov 25</u> |
|---|------------------|
| Travel (Program Training) | 200.85 |
| Total Training (Program) | 200.85 |
| Wages / Salary Programs | |
| Program Wages / Salaries | |
| Billing Specialist Wages | 1,150.00 |
| Manager AS Programs Salary | 4,708.34 |
| Direct Service Provider Wage ED | 1,666.66 |
| Direct Service Provider Wages | 1,985.40 |
| Total Program Wages / Salaries | 9,510.40 |
| Total Wages / Salary Programs | 9,510.40 |
| Program Expense Aspen Services - Other | 240.00 |
| Total Program Expense Aspen Services | 11,613.84 |
| Vehicle Expense | |
| Fuel Expense | 50.83 |
| Total Vehicle Expense | 50.83 |
| In-kind Expense | |
| In-kind - Operating (rent) | 750.00 |
| Total In-kind Expense | 750.00 |
| Total Expense | 26,479.52 |
| Net Ordinary Income | -5,165.46 |
| Net Income | -5,165.46 |

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

Balance Sheet

01/07/26

As of November 30, 2025

Accrual Basis

| | Nov 30, 25 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Bank of Colorado - 5427 | 16,073.66 |
| Bank of Colo SWEEP Acct 5427 | 54,275.10 |
| Bk of Colo Gen restricted 1872 | 221.08 |
| Petty Cash | 500.00 |
| Total Checking/Savings | 71,069.84 |
| Accounts Receivable | |
| Accounts Receivable | 4,334.04 |
| Total Accounts Receivable | 4,334.04 |
| Other Current Assets | |
| Food Inventory | 7,794.35 |
| Total Other Current Assets | 7,794.35 |
| Total Current Assets | 83,198.23 |
| 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 | 113,020.80 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| Bank of Colorado- 434765 | 3,715.51 |
| Capital One Spark Card | 313.12 |
| Total Credit Cards | 4,028.63 |
| Other Current Liabilities | |
| Employee Tips Payable | 2.51 |
| Gift Card Sales | 6,991.05 |
| Payroll Liabilities | 6,842.21 |
| Sales Tax Payable | 657.44 |
| Total Other Current Liabilities | 14,493.21 |
| Total Current Liabilities | 18,521.84 |
| Total Liabilities | 18,521.84 |
| Equity | |
| Capital Transfers AH op | -65,000.00 |
| Unrestricted Net Assets | 177,583.93 |
| Net Income | -18,084.97 |
| Total Equity | 94,498.96 |
| TOTAL LIABILITIES & EQUITY | 113,020.80 |

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

January through November 2025

| | Jan - Nov 25 |
|--|--------------|
| Ordinary Income/Expense | |
| Income | |
| Direct Public Grants | |
| Foundation & Trust Grants | 16,000.00 |
| Total Direct Public Grants | 16,000.00 |
| Direct Public Support | |
| Board Mbr/Staff Contributions | 455.00 |
| Business Donations | 9,565.00 |
| Individual / Private Donations | 57,633.50 |
| Restricted Donations | 11,189.00 |
| Total Direct Public Support | 78,842.50 |
| Government Grants | |
| Local Government Grants | 2,000.00 |
| State Grant ARPA | 6,754.56 |
| Total Government Grants | 8,754.56 |
| Indirect Public Support | |
| Nonprofit Org Contributions | 5,500.00 |
| Total Indirect Public Support | 5,500.00 |
| Other Types of Income | |
| Interest Income | 428.43 |
| Total Other Types of Income | 428.43 |
| Program & Froyo Income | |
| Program Billable Income | 0.00 |
| Total Program & Froyo Income | 0.00 |
| Fundraising & Events Income | |
| Fundraising Income | 6,896.00 |
| Special Events Income | 16,540.98 |
| Total Fundraising & Events Income | 23,436.98 |
| In-Kind Gifts / Support | |
| Gifts In-Kind - Operations | 8,750.00 |
| Total In-Kind Gifts / Support | 8,750.00 |
| Total Income | 141,712.47 |
| Gross Profit | 141,712.47 |
| Expense | |
| Fundraising Platform Fee | 81.74 |
| Business Expenses | |
| Fundraising Expenses | 15,515.54 |
| Credit Card/PayPal/EZ Fees | 1,650.53 |
| Advertising / PR / Outreach | 2,275.77 |
| Conference/Training/Travel | |
| Board Retreat Expense | 49.77 |
| Total Conference/Training/Travel | 49.77 |
| Contributions/ Donations (out) | 550.00 |
| Meals | 147.02 |

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

January through November 2025

| | Jan - Nov 25 |
|---|------------------|
| Memberships & Dues | 175.00 |
| Website and Technology Upgrades | 810.50 |
| Business Expenses - Other | 11.43 |
| Total Business Expenses | 21,185.56 |
| Contract Services | |
| Accounting / Tax Prep Fees | 497.50 |
| Bookkeeper (subcontractor) | 2,663.00 |
| Total Contract Services | 3,160.50 |
| Facilities & Equipment (HOMES) | |
| Bldg Repairs/ Maint - Facility | 388.25 |
| Total Facilities & Equipment (HOMES) | 388.25 |
| Insurance Expenses | |
| Commercial (D&O) Insurance | 617.40 |
| General Liability Insurance | -1,378.00 |
| Property / Renters Insurance | 743.00 |
| Total Insurance Expenses | -17.60 |
| Operations | |
| Bldg Repairs/ Maint - Office | 10.68 |
| Books, Subscriptions, Reference | 463.31 |
| Computer Expenses / Software | 2,420.19 |
| Office Supplies | 1,277.63 |
| Owners Association Dues | 335.00 |
| Postage / PO Box | 580.64 |
| Printing and Copying | 1,650.24 |
| Property Taxes | 1,753.76 |
| Rent (Office) | 5,500.00 |
| Rent (Storage Unit) | 640.00 |
| Utilities Expenses | |
| Electric | 897.00 |
| Natural Gas | 599.26 |
| Telephone / Internet | 1,596.32 |
| Trash | 90.10 |
| Total Utilities Expenses | 3,182.68 |
| Total Operations | 17,814.13 |
| Office Staff&Volunteer Expense | |
| Office Payroll & Expenses | |
| SUTA premiums 2021-2024 | 9,105.58 |
| Wages | |
| Wages Executive Director | 35,249.13 |
| Wages Admin/Fundraising Sup... | 1,250.00 |
| Total Wages | 36,499.13 |
| *Payroll Tax Expenses | 4,616.74 |
| Worker's Compensation (1%) | 291.00 |
| Total Office Payroll & Expenses | 50,512.45 |
| Office Staff/Volunteer Training | |
| Lodging | 129.30 |
| Travel | 566.32 |
| | |

A Safe Place in Pagosa, Inc. AH operating

Profit & Loss

January through November 2025

| | <u>Jan - Nov 25</u> |
|--|-------------------------|
| Total Office Staff/Volunteer Training | 695.62 |
| Office Staff&Volunteer Expense - Ot... | <u>345.00</u> |
| Total Office Staff&Volunteer Expense | 51,553.07 |
| Program & Froyo Expenses | |
| Vehicle Expense | |
| Repair & Maintenance (Auto) | <u>0.00</u> |
| Total Vehicle Expense | 0.00 |
| Program & Froyo Expenses - Other | <u>-7,718.65</u> |
| Total Program & Froyo Expenses | -7,718.65 |
| In-Kind Expense | |
| In-Kind Expense - Operations | <u>8,750.00</u> |
| Total In-Kind Expense | 8,750.00 |
| Total Expense | <u>95,197.00</u> |
| Net Ordinary Income | 46,515.47 |
| Other Income/Expense | |
| Other Income | |
| Other Income (Dividends, etc..) | <u>559.75</u> |
| Total Other Income | 559.75 |
| Other Expense | |
| Capital Campaign Expenses | 298.60 |
| Contingency Funds/Reserves | |
| Construction Future Reserve | <u>21.58</u> |
| Total Contingency Funds/Reserves | 21.58 |
| Total Other Expense | <u>320.18</u> |
| Net Other Income | 239.57 |
| Net Income | <u><u>46,755.04</u></u> |

A Safe Place in Pagosa, Inc. AH operating

Profit & Loss

November 2025

| | <u>Nov 25</u> |
|---|---------------|
| Ordinary Income/Expense | |
| Income | |
| Direct Public Support | |
| Board Mbr/Staff Contributions | 25.00 |
| Business Donations | 330.89 |
| Individual / Private Donations | 6,885.00 |
| Restricted Donations | 3,000.00 |
| | <hr/> |
| Total Direct Public Support | 10,240.89 |
| | <hr/> |
| Total Income | 10,240.89 |
| | <hr/> |
| Gross Profit | 10,240.89 |
| Expense | |
| Business Expenses | |
| Fundraising Expenses | 778.97 |
| Credit Card/PayPal/EZ Fees | 552.67 |
| Advertising / PR / Outreach | 105.22 |
| Website and Technology Upgrades | 85.00 |
| Business Expenses - Other | 11.43 |
| | <hr/> |
| Total Business Expenses | 1,533.29 |
| Contract Services | |
| Accounting / Tax Prep Fees | 497.50 |
| Bookkeeper (subcontractor) | 270.00 |
| | <hr/> |
| Total Contract Services | 767.50 |
| Operations | |
| Books, Subscriptions, Reference | 58.56 |
| Computer Expenses / Software | 173.68 |
| Office Supplies | 30.55 |
| Postage / PO Box | 103.38 |
| Rent (Office) | 500.00 |
| Rent (Storage Unit) | 80.00 |
| Utilities Expenses | |
| Electric | 87.00 |
| Telephone / Internet | 93.78 |
| | <hr/> |
| Total Utilities Expenses | 180.78 |
| | <hr/> |
| Total Operations | 1,126.95 |
| Office Staff&Volunteer Expense | |
| Office Payroll & Expenses | |
| Wages | |
| Wages Executive Director | 3,333.34 |
| | <hr/> |
| Total Wages | 3,333.34 |
| *Payroll Tax Expenses | 324.44 |
| | <hr/> |
| Total Office Payroll & Expenses | 3,657.78 |
| Office Staff&Volunteer Expense - Ot... | 345.00 |
| | <hr/> |
| Total Office Staff&Volunteer Expense | 4,002.78 |
| | <hr/> |
| Total Expense | 7,430.52 |
| | <hr/> |
| Net Ordinary Income | 2,810.37 |

5:13 PM

01/07/26

Accrual Basis

A Safe Place in Pagosa, Inc. AH operating

Profit & Loss

November 2025

| | <u>Nov 25</u> |
|---------------------------|------------------------|
| Other Income/Expense | |
| Other Expense | |
| Capital Campaign Expenses | 6.29 |
| Total Other Expense | 6.29 |
| Net Other Income | -6.29 |
| Net Income | <u><u>2,804.08</u></u> |

A Safe Place in Pagosa, Inc. AH operating

Balance Sheet

As of November 30, 2025

| | <u>Nov 30, 25</u> |
|--|---------------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Bank of Colo Operating 5415 | 23,390.38 |
| Bank of Colo SWEEP Acct | 168,736.79 |
| Bank of Colo- Cap Campaign 9435 | 500.00 |
| Bank of Colo Rst Const 4336 | 55,663.98 |
| Bank of Colo - Rst CD 5890 | 202,323.62 |
| Charles Schwab 5542 | 969.21 |
| Colorado Gives | 125.00 |
| Total Checking/Savings | <u>451,708.98</u> |
| Other Current Assets | |
| Undeposited Funds | 6,910.00 |
| Total Other Current Assets | <u>6,910.00</u> |
| Total Current Assets | 458,618.98 |
| 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><u>503,775.98</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| Bank of Colorado- 434765 | 532.23 |
| Total Credit Cards | 532.23 |
| Other Current Liabilities | |
| Construction in Progress | -14,981.00 |
| *Payroll Liabilities | 765.27 |
| Total Other Current Liabilities | <u>-14,215.73</u> |
| Total Current Liabilities | <u>-13,683.50</u> |
| Total Liabilities | -13,683.50 |
| 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 | 46,755.04 |
| Total Equity | <u>517,459.48</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>503,775.98</u></u> |



Colorado Gives & Annual Appeal

Our annual appeal this year consisted of three aspects: \$25K Warrior Trading matching campaign, Colorado Gives, and the Annual Appeal mailing. The total donations received between 10-15-2025 - 12/31/25 the encompasses these three activities was **\$96,530.89!!!** Wow!!! Although approx. 50% of this total came from just 2 donations (Ross Cameron and Leif Strom), it is still a very impressive showing for our end-of-year campaigns!

Promotional Video - Round 2

Tim has provided us with a list of all the companies that have pledged materials and labor to help us build Aspen House. I have started making contacts and appointments with each to meet and record short videos of their commitment to our mission to build Aspen House that will be combined into a video showing all the support from our community. The video can be used at upcoming parties for donors and for social medial to highlight the people supporting our mission.

Updated Quickbooks 'Company' and Budgets

Danielle has worked diligently for the past couple of weeks to get our Quickbooks set up to be easier to pull apart Operating, Services, and FroYo so our reports will be more representative of profits and losses in each DBA. This will make it easier for her to generate reports and for all of us to read the reports each month. It will also make it easier for an accountant to gather the information they need to do our taxes. We also need to consider separating the Services and FroYo bank accounts. They are now a single account and activity will be easier to track and associate with the new DBA categories in Quickbooks if we have separate accounts.

Draft budgets for each division have been created and reviewed by the managers for each. Please review each carefully and bring any questions, comments or corners you may have to the board meeting so we can discuss and edit the budgets if needed. We did not use a 'Zero Based Budget' this year as we have in years past. These budgets are using what we believe to be realistic goals for both income and expenses to come to the final numbers.

This is the 'Year of Aspen House' campaign - The Time is NOW!

Currently working on creating a marketing campaign to launch this year as the Year of Aspen House! The campaign will include a press release to the Sun and The Pagosa Daily Post, a new year newsletter to all current subscribers (approx. 800 contacts), social media posts (4 weeks), KWUF radio interview, Chamber Radio interview, website updates and a targeted mail campaign. Our new video will be a primary element on our website and all digital communications. We will also seek local establishments and churches that may be willing to show it to their audiences.

Building Committee Report

to be presented at the January 14, 2026 monthly meeting

12/09/2025: We went before the PLPOA Board to ask for them to waive the building permit fees. They were more than willing which saved us \$1,300. We paid a \$30 processing fee that could not be waived.

12/18/2025: Met with the PLPOA Dept of Community Standards and received an "Application Approved" letter. A conversation with Sherrie Vick at PLPOA confirmed that the few discrepancies between the letter and the original application are OK to leave as is. (Ex. Hammerhead on application is 8'x25', in the letter it says 12'x25'; the gravel driveway on the application is 55'x40', in the letter it says 55'x55'.) She said she "scaled" those numbers with a tool. As long as we don't construct anything larger than what's in the letter we're good. She said we did not need to have the corrections made.

01/05/2025: Conversation with Engineer Mikie Valencia suggests she could be done with our projects by the week of 01/19/2026.

The search for Builder's Risk insurance to cover the project while under construction is on-going. Internet searches suggest the cost could be anywhere from 1% - 5% of the project's finished value of \$2.8 M which means it could be between \$28K and \$140K. It appears the carriers for this type of insurance are limited due to the fact we are a non-profit and building in a high risk wild land fire area.

01/06/2026: Hand delivered a letter to the Fire Dept asking for them to waive the \$1,400 impact fee which must be paid or waived before we can apply for a county building permit.

The next steps, in this order:

- 1) Approach the fire department for a waiver of the \$1,400 new construction fee they instated recently and either pay the \$1,400 or obtain the waiver.
- 2) Submit the drainage study to the county planning department so they can forward it to engineer Yari for her approval.
- 3) Get a driveway right-of-way permit from Road and Bridge.
- 4) Receive the design of the sewer line using Option #3 from engineer Mikie.
- 5) Receive the underground drawing of the water and sewer showing where they come into the home.
- 6) Send underground drawing to Advanced Fire so they can update our quote for the wet fire suppression system.
- 7) Apply for a building permit from the county.
- 8) Find Builder's Risk insurance.
- 9) Obtain an updated estimate for the wheelchair lift.
- 10) 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 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 01/07/2026

**A Safe Place in Pagosa, Inc. AH operating
Donor Contribution Summary
October 15 through December 31, 2025**

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Pay Meth</u> | <u>Amount</u> |
|---|------------|----------------------|-------------|-----------------|---------------|
| Ausen, Evie | | | | | |
| 12/22/2025 | 608 | Ausen, Evie | | | 4,000.00 |
| Total Ausen, Evie | | | | | 4,000.00 |
| Braun, Ali | | | | | |
| 12/09/2025 | 643 | Braun, Ali | | | 500.00 |
| Total Braun, Ali | | | | | 500.00 |
| Bridges, Jo | | | | | |
| 11/16/2025 | 630 | Bridges, Jo | | | 250.00 |
| Total Bridges, Jo | | | | | 250.00 |
| Brown, Dr. Robert | | | | | |
| 12/06/2025 | 598 | Brown, Dr. Robert | | | 5,000.00 |
| Total Brown, Dr. Robert | | | | | 5,000.00 |
| Buchner, Susan and Michael | | | | | |
| 12/09/2025 | 645 | Buchner, Susan ... | | | 120.00 |
| Total Buchner, Susan and Michael | | | | | 120.00 |
| Carstensen, Keena & Todd (c) | | | | | |
| 12/09/2025 | 641 | Carstensen, Kee... | | | 25.00 |
| Total Carstensen, Keena & Todd (c) | | | | | 25.00 |
| CHFA | | | | | |
| 10/28/2025 | | CHFA | | Check | 1,000.00 |
| Total CHFA | | | | | 1,000.00 |
| Christine Schmidt | | | | | |
| 11/12/2025 | 624 | Christine Schmidt | | | 5,000.00 |
| Total Christine Schmidt | | | | | 5,000.00 |
| Cox, Jackie & Bart | | | | | |
| 12/18/2025 | 616 | Cox, Jackie & Bart | | | 200.00 |
| Total Cox, Jackie & Bart | | | | | 200.00 |
| Crouse, Bill & Nancy | | | | | |
| 12/01/2025 | 604 | Crouse, Bill & Na... | | | 5,000.00 |
| Total Crouse, Bill & Nancy | | | | | 5,000.00 |
| Crull, Penny | | | | | |
| 12/30/2025 | 609 | Crull, Penny | | | 1,000.00 |
| Total Crull, Penny | | | | | 1,000.00 |
| Edwards, Craig & Tina | | | | | |
| 11/19/2025 | 631 | Edwards, Craig ... | | | 100.00 |
| Total Edwards, Craig & Tina | | | | | 100.00 |
| Fischer, Matt & Maggie | | | | | |
| 11/26/2025 | 633 | Fischer, Matt & ... | | | 100.00 |
| Total Fischer, Matt & Maggie | | | | | 100.00 |

**A Safe Place in Pagosa, Inc. AH operating
Donor Contribution Summary
October 15 through December 31, 2025**

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Pay Meth</u> | <u>Amount</u> |
|--|------------|----------------------|-------------|-----------------|---------------|
| Jennings, Deborah | | | | | |
| 12/01/2025 | 635 | Jennings, Deborah | | | 100.00 |
| Total Jennings, Deborah | | | | | 100.00 |
| Joycrow Inc. | | | | | |
| 12/24/2025 | 614 | Joycrow Inc. | | | 500.00 |
| Total Joycrow Inc. | | | | | 500.00 |
| Knights of Columbus | | | | | |
| 12/01/2025 | 603 | Knights of Colum... | | | 1,000.00 |
| Total Knights of Columbus | | | | | 1,000.00 |
| Kroger | | | | | |
| 11/12/2025 | 85 | Kroger | | | 330.89 |
| Total Kroger | | | | | 330.89 |
| Langianese, Michele | | | | | |
| 12/09/2025 | 642 | Langianese, Mic... | | | 25.00 |
| Total Langianese, Michele | | | | | 25.00 |
| Lattin, Linda & Leroy | | | | | |
| 12/01/2025 | 597 | Lattin, Linda & L... | | | 200.00 |
| Total Lattin, Linda & Leroy | | | | | 200.00 |
| Leentjes, Danyelle | | | | | |
| 11/12/2025 | 625 | Leentjes, Danyelle | | | 100.00 |
| Total Leentjes, Danyelle | | | | | 100.00 |
| Lewis, Darren & Carmen | | | | | |
| 10/31/2025 | 88 | Lewis, Darren & ... | | | 10.00 |
| 11/26/2025 | 634 | Lewis, Darren & ... | | | 10.00 |
| Total Lewis, Darren & Carmen | | | | | 20.00 |
| Lloyd-Jones, Kimball & Mary | | | | | |
| 12/30/2025 | 622 | Lloyd-Jones, Kim... | | | 100.00 |
| Total Lloyd-Jones, Kimball & Mary | | | | | 100.00 |
| Lussier-Jones, Julia | | | | | |
| 12/30/2025 | 612 | Lussier-Jones, J... | | | 5,000.00 |
| Total Lussier-Jones, Julia | | | | | 5,000.00 |
| M Lane Media | | | | | |
| 12/09/2025 | 606 | M Lane Media | | | 1,500.00 |
| Total M Lane Media | | | | | 1,500.00 |
| Margiotta, Guiseppe & Maureen | | | | | |
| 12/30/2025 | 621 | Margiotta, Guise... | | | 10.00 |
| Total Margiotta, Guiseppe & Maureen | | | | | 10.00 |
| Miller, Peggie | | | | | |
| 12/24/2025 | 613 | Miller, Peggie | | | 1,000.00 |

**A Safe Place in Pagosa, Inc. AH operating
Donor Contribution Summary
October 15 through December 31, 2025**

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Pay Meth</u> | <u>Amount</u> |
|--------------------------------------|------------|----------------------|-------------|-----------------|---------------|
| Total Miller, Peggie | | | | | 1,000.00 |
| No Limits | | | | | |
| 12/11/2025 | 94 | No Limits | | | 40.00 |
| Total No Limits | | | | | 40.00 |
| Nobles, Cindy | | | | | |
| 12/09/2025 | 640 | Nobles, Cindy | | | 50.00 |
| Total Nobles, Cindy | | | | | 50.00 |
| Owen, Frazer | | | | | |
| 12/02/2025 | 600 | Owen, Frazer | | | 4,900.00 |
| Total Owen, Frazer | | | | | 4,900.00 |
| Pain, David and Janet | | | | | |
| 12/30/2025 | 611 | Pain, David and ... | | | 1,000.00 |
| Total Pain, David and Janet | | | | | 1,000.00 |
| Palma, Sueyel | | | | | |
| 11/12/2025 | 626 | Palma, Sueyel | | | 50.00 |
| Total Palma, Sueyel | | | | | 50.00 |
| Paschal, Carolyn (c) | | | | | |
| 11/14/2025 | 629 | Paschal, Carolyn... | | | 100.00 |
| 12/30/2025 | 615 | Paschal, Carolyn... | | | 250.00 |
| Total Paschal, Carolyn (c) | | | | | 350.00 |
| Pederson, Julie | | | | | |
| 12/01/2025 | 639 | Pederson, Julie | | | 500.00 |
| Total Pederson, Julie | | | | | 500.00 |
| Pilgrim, Greg & Lisa Ann | | | | | |
| 11/14/2025 | 627 | Pilgrim, Greg & L... | | | 500.00 |
| Total Pilgrim, Greg & Lisa Ann | | | | | 500.00 |
| Potenz, Rica | | | | | |
| 12/09/2025 | 644 | Potenz, Rica | | | 25.00 |
| Total Potenz, Rica | | | | | 25.00 |
| Ray Family Charitable Account | | | | | |
| 12/02/2025 | 602 | Ray Family Chari... | | | 1,000.00 |
| 12/15/2025 | 620 | Ray Family Chari... | | | 2,000.00 |
| Total Ray Family Charitable Account | | | | | 3,000.00 |
| Richardson, Janet | | | | | |
| 11/26/2025 | 632 | Richardson, Janet | | | 100.00 |
| Total Richardson, Janet | | | | | 100.00 |
| Ridenhour, Katherine | | | | | |
| 12/01/2025 | 637 | Ridenhour, Kath... | | | 60.00 |
| Total Ridenhour, Katherine | | | | | 60.00 |
| Riley (fka Koegle), Carol | | | | | |

**A Safe Place in Pagosa, Inc. AH operating
Donor Contribution Summary
October 15 through December 31, 2025**

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Pay Meth</u> | <u>Amount</u> |
|--|------------|----------------------|-------------|-----------------|---------------|
| 12/18/2025 | 617 | Riley (fka Koegle... | | | 100.00 |
| Total Riley (fka Koegle), Carol | | | | | 100.00 |
| Rogers, Ken | | | | | |
| 12/30/2025 | 610 | Rogers, Ken | | | 200.00 |
| Total Rogers, Ken | | | | | 200.00 |
| Rosenthal, Rachel | | | | | |
| 12/01/2025 | 638 | Rosenthal, Rachel | | | 50.00 |
| Total Rosenthal, Rachel | | | | | 50.00 |
| Ross, Cameron | | | | | |
| 10/17/2025 | 607 | Ross, Cameron | | | 25,000.00 |
| Total Ross, Cameron | | | | | 25,000.00 |
| Santa Fe Community Foundation | | | | | |
| 10/28/2025 | | Santa Fe Comm... | | Check | 2,000.00 |
| Total Santa Fe Community Foundation | | | | | 2,000.00 |
| Scott, Joan | | | | | |
| 11/19/2025 | 93 | Scott, Joan | | | 2,000.00 |
| Total Scott, Joan | | | | | 2,000.00 |
| Sims, Todd & Stacey | | | | | |
| 11/07/2025 | 92 | Sims, Todd & St... | | | 425.00 |
| 12/01/2025 | 596 | Sims, Todd & St... | | | 425.00 |
| Total Sims, Todd & Stacey | | | | | 850.00 |
| Smith, Fran | | | | | |
| 12/02/2025 | 601 | Smith, Fran | | | 500.00 |
| Total Smith, Fran | | | | | 500.00 |
| Smith, Nicole (c) | | | | | |
| 10/15/2025 | 84 | Smith, Nicole (c) | | | 25.00 |
| 11/07/2025 | 91 | Smith, Nicole (c) | | | 25.00 |
| 12/15/2025 | 618 | Smith, Nicole (c) | | | 25.00 |
| Total Smith, Nicole (c) | | | | | 75.00 |
| Strang, Thomas & Katheryn | | | | | |
| 12/01/2025 | 595 | Strang, Thomas ... | | | 500.00 |
| Total Strang, Thomas & Katheryn | | | | | 500.00 |
| Strom, Leif | | | | | |
| 12/01/2025 | 605 | Strom, Leif | | | 20,000.00 |
| Total Strom, Leif | | | | | 20,000.00 |
| Taylor, Sarah (Charitable Fund) | | | | | |
| 12/15/2025 | 619 | Taylor, Sarah (C... | | | 1,000.00 |
| Total Taylor, Sarah (Charitable Fund) | | | | | 1,000.00 |
| Tesoriere, Joseph | | | | | |
| 11/14/2025 | 628 | Tesoriere, Joseph | | | 100.00 |

**A Safe Place in Pagosa, Inc. AH operating
Donor Contribution Summary
October 15 through December 31, 2025**

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Pay Meth</u> | <u>Amount</u> |
|-------------------------|------------|----------------|-------------|-----------------|------------------|
| Total Tesoriere, Joseph | | | | | 100.00 |
| The Tile Store | | | | | |
| 12/09/2025 | 599 | The Tile Store | | | 250.00 |
| Total The Tile Store | | | | | 250.00 |
| Toner, Cynthia | | | | | |
| 12/01/2025 | 636 | Toner, Cynthia | | | 50.00 |
| Total Toner, Cynthia | | | | | 50.00 |
| Weddle, Jody | | | | | |
| 11/07/2025 | 90 | Weddle, Jody | | | 50.00 |
| 12/30/2025 | 623 | Weddle, Jody | | | 50.00 |
| Total Weddle, Jody | | | | | 100.00 |
| White, James | | | | | |
| 11/03/2025 | 83 | White, James | | | 1,000.00 |
| Total White, James | | | | | 1,000.00 |
| TOTAL | | | | | 96,530.89 |

A Safe Place In Pagosa, INC.
Aspen House Operating Budget Overview
 January through December 2026

| | Jan - Dec 26 |
|--|---------------------|
| Ordinary Income/Expense | |
| Income | |
| 43400 · Direct Public Support | |
| 43451 · Individual Donations | 30,000.00 |
| 43452 · Rest. Construction Donations | 500,000.00 |
| 43453 · Board Member Donations | 3,000.00 |
| 43454 · In Kind- Donations | 350,000.00 |
| Total 43400 · Direct Public Support | 883,000.00 |
| 46400 · Direct Public Grants | |
| 43433 · Government Grants | 400,000.00 |
| 46431 · Corporate & Business Grants | 20,000.00 |
| 46432 · Foundation and Trust Grants | 50,000.00 |
| 46400 · Direct Public Grants - Other | 50,000.00 |
| Total 46400 · Direct Public Grants | 520,000.00 |
| 47200 · Fundraising & Events Income | |
| 47240 · Special Events/ Sponsorships | |
| 47241 · Golf Tourn | |
| 47241.2 · Golf Tourn Costs | -7,000.00 |
| 47241 · Golf Tourn - Other | 15,000.00 |
| Total 47241 · Golf Tourn | 8,000.00 |
| 47242 · Duathlon | |
| 47242.2 · Duathlon Costs | -2,500.00 |
| 47242 · Duathlon - Other | 5,000.00 |
| Total 47242 · Duathlon | 2,500.00 |
| 47243 · Color Run | |
| 47243.2 · Color Run Costs | -2,000.00 |
| 47243 · Color Run - Other | 10,000.00 |
| Total 47243 · Color Run | 8,000.00 |
| 47244 · Annual Gala | |
| 47244.2 · Annual Gala Costs | -7,000.00 |
| 47244 · Annual Gala - Other | 25,000.00 |
| Total 47244 · Annual Gala | 18,000.00 |
| 47240 · Special Events/ Sponsorships - Other | 15,000.00 |
| Total 47240 · Special Events/ Sponsorships | 51,500.00 |
| Total 47200 · Fundraising & Events Income | 51,500.00 |
| Total Income | 1,454,500.00 |
| Gross Profit | 1,454,500.00 |
| Expense | |
| 60900 · Fundraising Expenses | |
| 60901 · Donor Relations | 1,500.00 |
| 60900 · Fundraising Expenses - Other | 58,000.00 |
| Total 60900 · Fundraising Expenses | 59,500.00 |
| 62100 · Contract Services | |
| 62110 · Accounting & Bookkeeping Fees | 23,120.00 |
| 62140 · Legal Fees | 2,000.00 |
| Total 62100 · Contract Services | 25,120.00 |
| 65000 · Operations | |
| 65010 · Memberships, Dues & Subscripts | 2,400.00 |
| 65020 · Postage, Mailing Service | 500.00 |
| 65030 · Printing and Copying | 3,000.00 |
| 65040 · Office Supplies and Equipment | 3,500.00 |

A Safe Place In Pagosa, INC.
Aspen House Operating Budget Overview
 January through December 2026

| | Jan - Dec 26 |
|--|--------------------|
| 65050 · Computer Exp & Software | 2,000.00 |
| 65051 · Rent Expense | 6,000.00 |
| 65052 · Utilities | |
| 65052.1 · Electric | 1,200.00 |
| 65052.2 · Natural Gas | 1,200.00 |
| 65202.3 · Telephone | 2,400.00 |
| 65202.4 · Internet | 1,200.00 |
| Total 65052 · Utilities | 6,000.00 |
| 65053 · Repairs & Maint. | 4,000.00 |
| 65054 · Snow Removal | 500.00 |
| 65055 · Board Expenses | 4,000.00 |
| 65056 · Website Maint & Tech. | 3,000.00 |
| 65057 · Advertising | 10,000.00 |
| 65058 · Donations and Contributions | 1,000.00 |
| Total 65000 · Operations | 45,900.00 |
| 65061 · In Kind Donations Out | 350,000.00 |
| 65120 · Insurance | |
| 65121 · D&O | 1,400.00 |
| 65122 · General Liab | 18,000.00 |
| 65123 · Workers Comp | 400.00 |
| Total 65120 · Insurance | 19,800.00 |
| 66000 · Payroll Expenses | |
| 66001 · Wages | 60,000.00 |
| 66002 · Payroll Taxes | 5,200.00 |
| 66003 · Bonuses | 1,250.00 |
| Total 66000 · Payroll Expenses | 66,450.00 |
| 68300 · Travel and Meetings | |
| 68310 · Conference & Training Fees | 1,500.00 |
| 68320 · Travel | 1,500.00 |
| 68321 · Lodging | 900.00 |
| 68322 · Meals | 500.00 |
| Total 68300 · Travel and Meetings | 4,400.00 |
| Total Expense | 571,170.00 |
| Net Ordinary Income | 883,330.00 |
| Other Income/Expense | |
| Other Income | |
| 80001 · Interest Income | 2,000.00 |
| Total Other Income | 2,000.00 |
| Other Expense | |
| 25000 · Construction In Progress | 700,000.00 |
| Total Other Expense | 700,000.00 |
| Net Other Income | -698,000.00 |
| Net Income | 185,330.00 |

A Safe Place In Pagosa, INC.
PS Froyo Budget Overview
 January through December 2026

01/06/26

Accrual Basis

| | Jan - Dec 26 |
|--|-------------------|
| Ordinary Income/Expense | |
| Income | |
| 43300 · Froyo Sales | 222,000.00 |
| 43400 · Direct Public Support | |
| 43451 · Individual Donations | 600.00 |
| Total 43400 · Direct Public Support | 600.00 |
| 46400 · Direct Public Grants | |
| 43433 · Government Grants | 5,000.00 |
| 46431 · Corporate & Business Grants | 2,500.00 |
| 46432 · Foundation and Trust Grants | 2,500.00 |
| Total 46400 · Direct Public Grants | 10,000.00 |
| 47200 · Fundraising & Events Income | 3,000.00 |
| Total Income | 235,600.00 |
| Cost of Goods Sold | |
| 43301 · Food Purchases | 65,000.00 |
| 43302 · Rest Supplies and Small Equip | 5,000.00 |
| Total COGS | 70,000.00 |
| Gross Profit | 165,600.00 |
| Expense | |
| 60900 · Fundraising Expenses | 2,000.00 |
| 62100 · Contract Services | |
| 62110 · Accounting & Bookkeeping Fees | 2,340.00 |
| Total 62100 · Contract Services | 2,340.00 |
| 65000 · Operations | |
| 65010 · Memberships, Dues & Subscripts | 350.00 |
| 65040 · Office Supplies and Equipment | 1,500.00 |
| 65050 · Computer Exp & Software | 2,000.00 |
| 65051 · Rent Expense | 6,000.00 |
| 65052 · Utilities | |
| 65052.1 · Electric | 3,000.00 |
| 65052.2 · Natural Gas | 1,000.00 |
| 65202.3 · Telephone | 35.00 |
| 65202.5 · Trash Services | 1,080.00 |
| 65202.6 · Water/ Sewer | 1,500.00 |
| Total 65052 · Utilities | 6,615.00 |
| 65053 · Repairs & Maint. | 6,500.00 |
| 65054 · Snow Removal | 500.00 |
| 65056 · Website Maint & Tech. | 2,500.00 |
| 65057 · Advertising | 6,500.00 |
| Total 65000 · Operations | 32,465.00 |
| 65061 · In Kind Donations Out | 400.00 |
| 65120 · Insurance | |
| 65123 · Workers Comp | 1,000.00 |
| 65120 · Insurance - Other | 750.00 |
| Total 65120 · Insurance | 1,750.00 |
| 66000 · Payroll Expenses | |
| 66001 · Wages | 104,000.00 |
| 66002 · Payroll Taxes | 9,000.00 |
| 66003 · Bonuses | 800.00 |
| Total 66000 · Payroll Expenses | 113,800.00 |

3:00 PM

01/06/26

Accrual Basis

A Safe Place In Pagosa, INC.
PS Froyo Budget Overview
January through December 2026

| | <u>Jan - Dec 26</u> |
|---------------------|-------------------------|
| Total Expense | <u>152,755.00</u> |
| Net Ordinary Income | <u>12,845.00</u> |
| Net Income | <u><u>12,845.00</u></u> |

A Safe Place In Pagosa, INC.
Aspen House Services Budget Overview
 January through December 2026

| | Jan - Dec 26 |
|---|--------------|
| Ordinary Income/Expense | |
| Income | |
| 43310 · PASA Billable Income | 86,000.00 |
| 43320 · DVR Income | 15,000.00 |
| 43330 · Private Pay Services | 8,000.00 |
| 46400 · Direct Public Grants | |
| 43433 · Government Grants | 15,000.00 |
| 46432 · Foundation and Trust Grants | 35,000.00 |
| Total 46400 · Direct Public Grants | 50,000.00 |
| Total Income | 159,000.00 |
| Gross Profit | 159,000.00 |
| Expense | |
| 62100 · Contract Services | |
| 62110 · Accounting & Bookkeeping Fees | 2,340.00 |
| Total 62100 · Contract Services | 2,340.00 |
| 65000 · Operations | |
| 65030 · Printing and Copying | 450.00 |
| 65040 · Office Supplies and Equipment | 500.00 |
| 65051 · Rent Expense | 6,000.00 |
| 65052 · Utilities | |
| 65202.3 · Telephone | 350.00 |
| Total 65052 · Utilities | 350.00 |
| 65059 · Program License Fees | 500.00 |
| 65060 · Fuel Expense | 1,000.00 |
| 65062 · Program Activities Fees | 5,000.00 |
| Total 65000 · Operations | 13,800.00 |
| 65061 · In Kind Donations Out | 0.00 |
| 65120 · Insurance | |
| 65124 · Auto | 3,000.00 |
| 65120 · Insurance - Other | 18,000.00 |
| Total 65120 · Insurance | 21,000.00 |
| 66000 · Payroll Expenses | |
| 66001 · Wages | 132,000.00 |
| 66002 · Payroll Taxes | 10,600.00 |
| 66003 · Bonuses | 1,500.00 |
| Total 66000 · Payroll Expenses | 144,100.00 |
| 68300 · Travel and Meetings | |
| 68310 · Conference & Training Fees | 2,000.00 |
| 68320 · Travel | 1,000.00 |
| Total 68300 · Travel and Meetings | 3,000.00 |
| Total Expense | 184,240.00 |
| Net Ordinary Income | -25,240.00 |
| Net Income | -25,240.00 |

Wednesday, January 7, 2026 at 13:37:09 Mountain Standard Time

Subject: Letter of Resignation from Aspen House Board of Directors
Date: Wednesday, December 17, 2025 at 9:58:53 AM Mountain Standard Time
From: Kelly
To: Keena Carstensen, Pattie Copenhaver

Pattie and Keena,

Please accept this email as a formal letter of resignation from the Aspen House Board of Directors.

As you know, I sought out Aspen House in the spring of 2025 to offer respite care/nursing services and help an organization that I felt passionate about. I did not intend to join the board, and when offered, I could see the potential to be of service in that capacity until a time when I could be utilized for direct care.

At this time, I do not feel that it is in my best interest to continue to sit on this board. Over the last 7 months I have witnessed too much confrontation, drama and outright insubordination without consequences. I am of the belief and opinion that structure, process, policy and accountability are of the utmost importance for a well run organization. Unfortunately, I feel that the board is not aligned. There has been far too much subjective, “behind the scenes” discussion from some staff with the board members. I have not seen any accountability for this behavior and I know that Pattie’s hands are tied, which is the biggest problem as I see it.

I thank you for the wonderful opportunity and I plan to continue to be involved on a volunteer basis from this point forward. I am happy to assist you both in the future and I am grateful for the connections with so many lovely people.

Respectfully submitted,

Kelly Vergo

Salaried Exempt Employees – Overtime and Comp Hours Information

The statement from the COMPS poster and CDLE guidance:

**“Employers may not provide time off instead of overtime pay (‘comp time’).”
is about non-exempt employees only.**

It means:

- If overtime pay is legally required,
- An employer **cannot substitute time off** instead of paying the overtime premium

For EXEMPT Employees

Under both Colorado law and the FLSA, **exempt** employees are:

- Paid to do the job
- Not paid by the hour

When an employer:

- Tracks hours closely
- Credits 1 hour off for every hour over 40
- Allows large balances to accrue
- Treats comp time like earned wages

It may look like:

- The employee is actually being treated as **hourly**
- The role may not truly be **exempt**

That opens the door to

- Misclassification claims
- Retroactive overtime liability
- Wage audits

B. Wage-payment risk

If comp time:

- Is promised
- Is accrued
- Is capped like vacation
- Is expected to be honored later

It may be treated as **earned compensation**, which creates payout obligations if employment ends.

What is allowed for exempt employees in Colorado

For exempt employees, Colorado law allows:

- Flexible scheduling
- Discretionary time off
- Occasional schedule adjustments
- Manager-approved relief after heavy workloads

As long as:

- Time is **not tracked hour-by-hour**
- Time is **not accrued or banked**
- There is **no guarantee** of future time off
- It is clearly **management discretion**

This is why best practice language focuses on *flexibility*, not *comp time*.

Legal Implementation of Policy

The **most legally precise** statement is:

“Colorado overtime rules, including Rule 4 of the COMPS Order, apply to non-exempt employees only. While exempt employees are not entitled to overtime pay, tracking and granting hour-for-hour compensatory time creates legal and classification risks and is inconsistent with how exempt roles are intended to function. For that reason, the organization is discontinuing this practice.”



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

Exempt Employee Flex-Time Policy

Purpose of new policy:

Under Colorado and Federal Employment standards, exempt employees are not entitled to overtime pay. Exempt employees are **salaried employees who are not entitled to overtime pay** under both the **Fair Labor Standards Act (FLSA)** and **Colorado Overtime and Minimum Pay Standards Order (COMPS Order, 7 CCR 1103-1)**. Exempt employees are paid for a job done, not the number of hours worked. Tracking and granting hour-for-hour compensatory time creates legal and classification risks and is inconsistent with how exempt roles are intended to function. For that reason, the organization is discontinuing any hour-for-hour tracking and compensation for salaried employees as of 1/01/2026.

To support full-time, exempt employees' long-term satisfaction, mission-specific needs, and professional development, the organization provides discretionary time off opportunities as a reward for exemplary effort. This policy also establishes a transition from any prior understandings or practices of providing time off for number of hours worked.

1. Scope

This policy applies to all full-time **salaried, exempt employees only** of A Safe Place in Pagosa, Inc. (*dba: Aspen House, Aspen Services and PS FroYo*).

2. Transition from Prior Practices

- Employees who previously participated in any form of hour-for-hour comp-time accrual for hours worked over 40 are eligible for a **one-time transition leave** of up to **3 weeks**, to be used by **6/30/2026**.
 - This one-time transition leave **replaces any previous tracking of balances** and will not be ongoing.
 - Use of this leave must be **scheduled in advance** and approved by executive leadership.
-



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

3. Flex-Time Guidelines

3.1 Eligibility

- Available to full-time exempt employees in good standing.
- The purpose of the leave is to support mission-related activities, professional development, or other projects aligned with organizational goals.

3.2 Duration

- Up to **3 weeks per year**, scheduled in advance.
- Leave **does not accrue** and is **not guaranteed**; approval is at the discretion of executive leadership.

3.3 Pay and Benefits

- Pay during Flex-time leave will be **determined at the time of approval** (options include full pay, partial pay, or unpaid leave, as appropriate).

3.4 Approval Process

- Employees must submit a **written request** at least **4 weeks in advance**.
- Leadership will evaluate requests based on **workload, organizational needs, and coverage considerations**.
- Approval is **granted annually** and does **not set a precedent** for future years.

4. General Guidelines

- Flex-time leave is **discretionary, not earned compensation**, and does **not accrue**.
- Employees may **not substitute flex-time leave for regular duties or hours worked**.
- The organization reserves the right to **modify, suspend, or deny flex-time leave** based on operational needs.
- Employees taking flex-time leave are expected to reassign duties so that the operation of their department is not disrupted by the leave and clients' needs are met.
- Employees returning from flex-time leave are expected to **resume all regular responsibilities** unless otherwise agreed in writing.



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

5. Policy Administration

- Executive leadership and HR Committee are responsible for **administering this policy** consistently.
- Questions about eligibility, scheduling, or pay during flex-time leave should be directed to Executive leadership and/or HR Committee.

Employee name: _____ Date: _____

Manager/Director: _____ Date: _____



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

TIME OFF – LEAVE REQUEST

Employee Name: _____

Today's Date: _____ Date(s) Requested: _____

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 _____