MEETING MINUTES

VAN AIRE SKYPORT CORPORATION BOARD OF DIRECTORS
Monthly Meeting on November 20, 2025

The meeting was convened at the home of Jim and Jeanette Vyduna at 15886 Delta Court, Brighton, CO, on November 20, 2025, at 6:05 pm.

Present at the Meeting were:

- **Board Members:**
  - Director Maureen Bendure, Vice-President (1B) (Term expires at end of 2025)
  - Director Tom Edwards (2A) (Term expires at end of 2026)
  - Director Charles Elliston, President (Director At-large) (Term expires at end of 2025)
  - Director Buddy Goeritz (2B) (Term expires at end of 2025)
  - Director D.J. Hernandez (1A) – (Term expires at end of 2026)
  - Treasurer Jeanette Vyduna
- **Guests**: (Indicate the names of guests in attendance.)
  - Fuel Committee and Investment Committee member, Mr. Jim Vyduna
  - Governing Document Review Committee Member, Mr. Don Watkins
  - Member Mr. Brandon Jewett visited briefly.

NOTE: Everyone present was informed that all aspects of the meeting are being video and/or audio recorded.

1. President Elliston called the meeting to order at 6:05 pm.

2. Due to the absence of former Board Secretary, President Elliston:
   - verified that meeting notice was issued in accordance with the bylaws,
   - conducted a roll call,
   - verified that a quorum was present, (three directors are required to be present in person or electronically for a quorum)
   - verified that the previous month's meeting minutes had been approved via email.

3. **President's Report**: The President did not take meeting time to verbally present the report to the board.

   A. The Walking/Biking Path is now almost complete. Arrangements are being made to seed the backfill and remove any remaining large clods of dirt or residual chunks of concrete from the backfill surface.

B. The proposed bylaw amendment ballots were distributed as previously announced and a counting meeting was scheduled for November 17th. An insufficient number of ballots was received to achieve a 50% plus one majority vote, so the ballots were not counted and remained sealed. This topic will be discussed under the Governing Documents Review Committee report below.
C. Prairie dog treatment began on Monday November 3rd. 144 holes were treated, 156 fewer than last year. Success has not been absolute. Holes that remain active will be retreated on an as-needed basis until the end of February, 2026.
D. Steel fence posts with reflectors have been installed on the curve of 160th Ave to discourage unauthorized vehicles from accessing the common area. We owe a big THANK YOU to Wayne and Peggy Henke for providing most of the posts that were installed.
E. At the last board meeting, President Elliston was directed by the board to investigate and make recommendations to the board regarding professional HOA management contractors to assist with secretarial and bookkeeping tasks. This month's board meeting will be attended by a representative of AdvanceHOA, an organization that has been recommended by a board member of the Todd Creek HOA.

-End of Report-

A presentation by a representative of AdvanceHOA was scheduled, but the presenter did not appear. Consequently, a discussion of the need for professional secretarial and bookkeeping assistance was discussed. Additionally, arrangements were made for a presentation at the next meeting by Brian Hagerty, a financial manager with fiduciary certification who is being considered to assist the Investment Committee with its task of prudent investment of the corporations' excess funds.

<u>Editors Note:</u> At approximately 9:59 am on Friday, November 21, 2025, President Elliston received a phone call from the AdvanceHOA representative. He stated that on his way to the office to set up the virtual meeting for his presentation to the board, his personal vehicle was involved in a rear-end collision. That event derailed his plans to make his presentation to the board. An attempt will be made to arrange another meeting with the board for a presentation in the near future.

4. **Treasurer's Report**:
    - Treasurer Vyduna briefed the board on receipts and expenditures for the previous month, as well as the current corporate financial status, which remains very sound.

5. **Committee Reports:**

- **Architectural Control Committee:**
  Tom Alexander, John Conroy, Tom Edwards, and Maria Riehl.
    - Director Edwards stated that no new applications had been received by the Architectural Control Committee since the last meeting.
    - President Elliston briefly introduced the topic of Adams County's apparent reluctance to issue variances for members who wished to enlarge or build new hangars on their property. Additional detailed discussion occurred later in the meeting when Member Brandon Jewett addressed the board on the topic.

- **Audit Committee:**
  Linda Alexander, Maureen Bendure, Nancy Flanigan, Helen Gaines, and Wendy Odenbrett.
    - No Report was presented.

- **Common Area Committee:**
  Terry Jackson, Vince Phelps, Charles Elliston, Carl "Buddy" Goeritz.
    - President Elliston presented bids by two contractors to accomplish seeding of common areas adjacent to the runway and walking path, as well as affect a modification to the parallel taxiway culvert backfill between the fuel facility and the first north-south access taxiway west of the fuel facility. Director Edwards stated that he believed insufficient information was available for an immediate decision. The board agreed to table the issue until later in the meeting.

- **Governing Document Review Committee:**
  Carl Goeritz, Don Watkins, Charles Elliston
    - President Elliston informed the board that the Vote Counting Committee elected not to open or count the received ballots because an insufficient number was received to achieve a fifty percent (50%) plus one majority on any question on the ballot. The bylaws require such a majority to approve any amendment to the bylaws. It was noted

that a total of forty-three (43) ballots were returned, which would have been enough to pass an amendment – fifty percent (50%) of the members eligible to vote is forty-two (42). However, two members decided to ignore the balloting instructions and obliterate the ballot control number on their ballot return envelopes. (This number is necessary to ensure that no one votes more than one ballot.) Because the return envelope control number was defaced, the ballots affected were declared spoiled and would not be counted. This consequence was clearly explained in the voting instructions that accompanied the ballots, as was the definitive procedure the committee was to follow to ensure the contents of each ballot could not be correlated with any voter – thus maintaining the intent of secret balloting. This act of defiance by two voters subverted the entire election process.

The Vote Counting Committee chose to retain the unopened ballots in controlled storage until the full board could decide what to do. Director Edwards moved to extend the election time window to December 31st, 2025, to give board members time to contact the members who did not vote and encourage them to take an active part in the self-governance process by voting. Director Bendure seconded the motion, and it passed unanimously. At the end of the extended balloting period, the Vote Counting Committee will meet again and count the existing returned ballots in addition to the newly received ballots.

- President Elliston then asked the board to formally approve the proposed Guidelines for Volunteer Committees Policy. (**See Addendum 2**) This action was deferred per a motion by Director Edwards at the August 14, 2025 board meeting to the next monthly meeting to give absent board members time to read the document and express their opinions on the subject. After the directors reread the proposed guidelines, Director Edwards moved to approve the document as presented. Director Hernandez seconded the motion, and it was passed unanimously.

- **Fuel Facility Committee:**
  <u>Jim Vyduna, Charles Elliston, John Conroy, Charles Elliston, and Wayne Henke</u>.
  - Fuel Committee Chair, Jim Vyduna briefed the board regarding his meetings with two separate contractors about adding a second larger aviation fuel storage tank to our fuel facility. This is a reasonable solution to our recurring problem of needing to cooperate with two

other major fuel purchasers (whose fuel volume demands often do not coincide with our volume requirement timing) to get the lowest price for the fuel we purchase. This project would be funded by the oil and gas money, so no additional assessments to the membership would be necessary for the system upgrade.
    - Mr. Vyduna also advised the board that we currently have about 1,700 gallons of avgas on hand so we will be ordering another fuel delivery soon.

- **Investment Committee:**
  Director Maureen Bendure, Terry Jackson, Jim Vyduna, Treasurer Jeanette Vyduna, and Office Manager Ron Stites (Mr. Stites is NOT a voting member of the committee. He serves in an advisory capacity only.)
    - Treasurer Vyduna briefed the board on the committee's reaction to a presentation to the Committee by representatives of Charles Schwab earlier this month. Member Jim Vyduna discussed the constraints imposed on the investment of reserve funds by the Colorado Common Interest Ownership Act, as well as lesser constraints imposed on investing unrelated business taxable income (the oil and gas money). He observed that with prudent long-term investing, it may be possible to ensure that no special assessments will be necessary for runway replacement in the future.

- **Nominating Committee:**
  Director Maureen Bendure, Director Tom Edwards, and Kathy McGurran.
    - We still need a Board Secretary. We will also need three replacement board members to be elected at the next annual membership meeting. The retiring board members represent Blocks 1B, 2B, and the At Large position. Corporate members interested in running for these positions should contact a member of the nominating committee prior to the annual meeting in early 2026.

- **Runway/Facility Committee:**
  Vince Phelps, Charles Elliston, Wayne Henke, John Conroy, Leon Brodie, Buddy Goeritz
    - No report was presented.

- **Oil and Gas Committee:**
  Don Smallwood, John Allison

- No report was presented.

At this time, Member Brandon Jewett joined the meeting and was given the floor. He alerted the board to a problem that several members who reside on Harvest Court have experienced and continue to experience when applying to the Adams County Planning and Development Department for variances to construct new hangars on their property. It seems that a couple of years ago, Adams County determined that because of the land area absorbed by easements associated with the irrigation canal between the Van Aire compound and Harvest Road, as well as the easements associated with the Harvest Court roadway, the useable area of those owners' plots was significantly reduced. This is important because county regulations limit the amount of non-permeable surface (either pavement or structures) that can be built on any given plot to about seven percent (7%) of the total lot area. As a result, Adams County is declining to approve applications for variances by claiming that the structures for which approval is sought substantially exceed the 7% surface area limitation for the reduced available area of these arbitrarily reduced-size lots.

Mr. Jewett suggested that since the residents on Harvest Court are, as a class, being apparently arbitrarily discriminated against unfairly by the county, it may be prudent for the board and the membership to assist these residents by forming an ad hoc committee to interact with the responsible authorities at the county to obtain a one-time blanket approval for all Van Aire residents to construct hangars that will exceed the current 7% coverage limit. If successful, this would prevent the need for residents seeking future hangar construction to spend the time and money that is currently being spent on obtaining such variances with unsuccessful outcomes. Mr. Jewett then exited the meeting.

After additional discussion of the topic, Director Hernandez moved to create an ad hoc committee to interact with Adams County planning authorities to seek a one-time blanket amendment to the county's variance policy to increase lot coverage allowance to 20%. An additional element of the motion would authorize the committee to spend up to $5,000.00 of currently budgeted funds to defray costs for legal counsel and assistance in dealing with the county. Director Bendure seconded the motion, and it passed unanimously.

6. **Old Business:**
    - Director Edwards indicated that he had made no progress with finding a signage supplier for "No Trespassing" signs.
    - Director Goritz presented a preliminary plan for the proposed

community center/equipment storage facility. It is much the same plan that was considered by the board a few years ago. The board agreed with the general characteristics of Director Goeritz' proposed building design. It was agreed that a site must be chosen before a final design can be adopted for submission to the Adams County Planning Department for approval. After considerable discussion Director Edwards moved to locate the proposed building on the recently acquired five (5) acre plot on the northeast corner of Harvest Rd and 156th Ave. Director Hernandez seconded the motion, and it passed with four (4) affirmative votes and one (1) dissenting vote (Director Goeritz was the dissenting member). The next step will be to issue requests for proposals to several builders to determine the final design and obtain definitive construction plans that can be submitted to the Adams County Planning Department with a building permit application.

7. **New Business:**
    - President Elliston asked the board to set a date for the annual membership meeting. The tentative dates are **January 31st** or **February 1st, 2026**, depending upon venue availability.

8. **The next board meeting** was scheduled to be held at **6:00 pm** on **December 18th, 2025** at the home of Jeanette and Jim Vyduna.

9. **Adjournment**: The meeting was adjourned at 9:12 pm.

Addendums:

Addendum 1:

Board Motions and Disposition for Calendar Year 2024:

- **July 15, 2024**: Maureen nominated Charles Elliston to fill the vacant At-Large Director position. Since the position was uncontested, the nomination was accepted unanimously. *(Completed).*
- **July 15, 2024:** Maureen called for a motion to nominate Charles for the position of President. Tom nominated Charles and Buddy seconded the motion. The motion passed unanimously. (*Completed)*
- **July 15, 2024:** Tom proposed a motion to increase the cap for Ron's work by $500.00 monthly. Which will be a total of 1500.00 per month for his continued support. Ed seconded the motion and it was approved unanimously. (*Completed.)*
- **July 15, 2024:** Tom proposed a motion, in light of Ron's move to Missouri, for an extra person to help with the Certificates of Deposit and Schwab account rollovers. Maureen volunteered to serve in that capacity going forward. Ed and Maureen will coordinate with Ron to manage the

CD investments portfolio to make sure they are properly timed and accounted for. Maureen seconded the motion, and it was approved unanimously. (*Completed.*)

- **July 15, 2024:** Buddy made a motion to retract the Board's proposed revision of the Airport Operating Rules and Regulations. Maureen seconded the motion, and it passed unanimously. (*Completed.*)
- **August 19, 2024**: The board moved to require formal Adams County approval of a proposal by Adam Vaughn to partner with Rod Woodard to create a drainage system that would spill into the bar ditch on the east side of Fortune Court towards 160th Avenue prior to Architectural Control Committee approval of the plan. Further, the board directed that Mr. Vaughn should be notified of this decision in writing ASAP. (*Completed.*)
- **September 16, 2024**: Director Cole moved to authorize rental of a handicapped capable Porta-Potty unit for the VASC Annual Picnic/Fly-in. Director Edwards seconded the motion and it was passed unanimously. (*Completed.*)
- **September 16, 2024**: Director Bendure moved for the directors to take two weeks to present the three walking/biking path options suggested by Director Edwards to their constituents for comments or suggestion of improvements. If no significant improvement suggestions are received from the membership by October 1, 2024, Director Edwards will proceed to acquire updated engineering drawings of all three options from Western Engineering and seek contractors willing to make bids for all three options. Director Edwards will then forward the updated drawings to the members of the board via e-mail before the October meeting, at which the options will be further considered prior to presentation to the full membership for approval at a special meeting. Director Cole seconded the motion, and it was passed unanimously. (*Completed.*)
- **September 16, 2024**: Director Elliston called for adoption of the Approved Vendor Policy that was presented to the board at the August board meeting. Director Edwards moved to accept proposed policy as presented. Director Bendure seconded the motion, and it was passed unanimously. (*Completed*.)
- **September 16, 2024**: Director Cole moved to authorize the purchase of the Owl Meeting device for $1,099.00 from Mr. Jim Vyduna. The device will become the property of VASC. Director Goeritz seconded the motion, and it passed unanimously. For the foreseeable future the board president will maintain custody of the unit. (*Completed*.) Note: Mr. Jim Vyduna has generously volunteered a room in his residence for future board meetings. The room is equipped with a very large screen TV, which will facilitate electronic attendance by Office Manager Stites as well as other Directors who may not be able to attend in person. To facilitate this change, Mr. Vyduna will maintain physical possession of the Owl device for the foreseeable future.
- **September 16, 2024:** Director Edwards moved, and Director Cole seconded the motion to approve an annual subscription with the HOA Start web-hosting service as requested by Director Elliston and Office Manager Stites. The motion passed unanimously. *In progress. Note: HOA Start failed to meet our needs, so we are now developing a website using **EasyHOA** software. It is hoped the new website will be on line for introduction to the membership at the annual membership meeting on January 18th, 2025*. (*Completed*.)
- **October 13, 2024:** Director Goeritz moved to formally appoint Jeanette Vyduna as the VASC Treasurer. Director Bendure seconded, and it passed unanimously. (*Completed.*)
- **October 13, 2024:** Director Bendure moved to authorize Director Goeritz to negotiate with

Front Range Asphalt for procurement of a multi-year maintenance contract to include crack filling and seal coating using CDOT approved materials for runway preservation. Director Goeritz seconded the motion and it passed unanimously. Director Goertiz was further instructed to email the board with the results of the negotiations. (*Completed.)*

- **December 5, 2024:** A motion was made and passed unanimously to accept the proposal by Prairie Dog Pros to perform the prairie dog poison application for an amount not to exceed $900. (*Completed.)*
- **December 5, 2024:** Director Edwards moved, and Director Cole seconded a motion to table a discussion of Director Goeritz' desire to rescind the two-proxy limit specified in the bylaws until the next board meeting. The motion passed unanimously. (*Completed via membership ballot to approve amended bylaws issued in October, 2025.)*
- **December 5, 2024:** Director Edwards moved, and Director Bendure seconded a motion, to approve the proposed 2025 budget for presentation to the general membership at the Annual Meeting in January 2025. The motion passed unanimously. (*Completed.)*
- **December 5, 2024:** Director Cole moved, and Director Edwards seconded a motion to adopt the proposed Policy for adopting new rules and policies in compliance with CCIOA requirements. The motion passed unanimously. (*Completed.)*
- **December 5, 2024:** Director Edwards moved, and Director Cole seconded a motion to adopt the proposed policy detailing how board members will resolve conflicts of interests in their board work, in compliance with CCIOA requirements. The motion passed unanimously. (*Completed.)*
- **December 5, 2024:** Director Bendure moved, and Director Edwards seconded a motion to adopt the proposed Dispute Resolution Policy in compliance with CCIOA requirements. The motion passed unanimously. (*Completed.)*
- **December 5, 2024:** Director Edwards moved, and Director Cole seconded a motion to adopt the proposed policy prescribing unit owners' right to inspect and copy corporate documents in compliance with CCIOA requirements. The motion passed unanimously. (*Completed.)*
- **December 5, 2024:** Director Edwards moved, and Director Cole seconded a motion to adopt the proposed amendment to the previously adopted Conduct of Meetings Policy to bring it in line with proposed amendments to the Bylaws. The motion passed unanimously. (*Completed.)*

2025 Year-to-Date Board Motions and Disposition of Same:

- **January 9, 2025:** Director Cole moved, and Director Edwards seconded a motion "To create an ad hoc committee called the Tax Strategy Task Force, to be chaired by John Conroy and populated by volunteers he selects. Said committee will conduct research and seek legal advice from qualified tax and non-profit experts, providing monthly reports to the board, which may be verbal or in writing. The committee will be funded initially with $5000.00 for legal and research fees." The motion passed unanimously. (*Completed via board action to disband the Tax Strategy Task Force per meeting minutes for August 14, 2025*.)
- **January 9, 2025:** Director Edwards moved, and Director Cole seconded a motion to "Approve the proposed bylaw revisions for presentation to the membership for a first reading at the annual meeting, followed by a 30-day comment period, followed by a full membership vote on the website or US Postal Service for our members who prefer working in hard copy." The motion was approved unanimously. (*Completed*)
- **February 11, 2025:** Director Cole moved that the proposed **Policy Prescribing Methodology in**

Revising Governing Documents be adopted as presented. Director Goeritz seconded the motion. The motion passed with two votes FOR, no votes opposed, with two board members absent. (*Completed.)*

- **February 11, 2025:** Director Cole moved that the board direct the Governing Documents Review Committee to study the Protective Covenants in detail, with an eye to recommending to the membership that the three-hangered-airplane restriction, along with other inappropriate and unjustifiable rules, be removed from the protective covenants in accordance with the procedure specified in the governing documents and VASC Policy Prescribing Methodology for Amending Governing Documents. Director Goeritz seconded the motion. The motion passed with three votes FOR, and no votes opposed, with two members of the board absent. (*In process.)*
- **March 11, 2025:** Election of board officers for 2025: President, Director Charles Elliston; Vice-president, Director Maureen Bendure; Board Secretary, Member Amanda Donovan; Board Treasurer, Member Jeanette Vyduna. *(Completed.)*
- **March 11, 2025:** Director Edwards moved to give Director Goeritz until March 30th to find someone to farm the land. If no one is found to farm the land before that date, the board will approach Mr. Don Smallwood to plant grass on the property, with the caveat that Mr. Smallwood would be compensated for seed, fuel, fertilizer, and equipment rental, but not for labor, per the VASC Bylaws. Director Bendure seconded the motion, which passed unanimously. (*Completed.)*
- **March 11, 2025:** Director Elliston said that he had been contacted by Adam Vaughn, who is a certified prairie dog applicator to obtain bait and and apply it to remaining active holes under Mr. Vaughn's supervision. The board voted to approve the purchase. *(Completed.)*
- **April 17, 2025:** Director Edwards moved, Director Goeritz seconded, and the board voted unanimously to approve the (proposed Land Use) agreement including the once-per-season seeding provision and that VASC would contract directly with Agfinity for herbicide application. (*Completed.)*
- **May 6, 2025:** Director Edwards moved and Director Hernandez seconded this motion: "President Elliston Shall email all bids in hand to board members for crack seal and Walking path project today by 4 pm and we shall vote electronically by noon tomorrow." Directors Bendure, Edwards, and Hernandez voted in the affirmative, constituting a majority, motion passed. (*Completed*.)
- **May 6, 2025:** President Elliston emailed copies of the bid comparison to all board members at approximately 3:45 pm, May 6, 2025.

  Votes cast via email during evening of May 6, 2025 were:

  Director Bendure: "Option 5" (DC Construction)

  Director Hernandez: "Option 5" (DC Construction)

  Vote cast via email on morning of May 7, 2025 was:

  Director Edwards: "Option 5" (DC Construction)

  Director Goeritz did not vote.

  Three votes constitute a majority, the measure passed. The board has selected DC Construction to complete the crack-fill operation for calendar 2025. (*Completed*.)
- **June 12, 2025:** Director Edwards moved to formalize the choice of three contractors, , Chavez Construction, DC Construction (the crack-fill contractor), and Harris/Bijou Grading, for submission to the full membership to approve the cost of the project and to select the contractor to do the

work. Director Bendure seconded the motion. The motion was passed with four votes (including Director Hernandez' proxy). Director Goeritz abstained from voting. (*Completed.*)

- **June 12, 2025:** Director Edwards moved to direct President Elliston to contact all 3 contractors to verify they still wanted the job, when they could start work, and how long the job would take. Director Bendure seconded the motion. The motion passed with 4 votes (including Director Hernandez' proxy) with Director Goeritz abstaining. (*Completed.*)
- **June 12, 2025:** Director Bendure moved to present only the fourth Walk/Bike Path design option, i.e., a ten-foot-wide asphalt path on the north side of the runway, a sixteen-foot-wide path/parallel taxiway on the south side of the runway, rerouting the northwestern-most taxiway to the runup pad instead of the end of the runway, and enlargement of the runup pads on both ends of the runway to the membership for approval. The reasoning is that four configuration options, and three contractor options represented too many choices for presentation to the membership at one time. It is believed that so many choices might discourage some members from voting, and that the voting results might not result in a clear majority for any one option. Director Edwards seconded the motion. The measure passed unanimously. (*Completed.*)
- **June 12, 2025:** Director Bendure moved that the presentation to the membership for a vote on the path project include the information about availability of each of the selected finalist contractors to do the work, as well as the bid price by each contractor be presented to the membership at the time of the vote. Director Edwards seconded the motion, and it passed unanimously. (*Completed.*)
- **June 12, 2025:** After more discussions about the bike path and how to present it to the membership continued, it was decided that only one contractor and one layout be presented to the membership with the membership then voting YES they want it as proposed on NO they do not. Director Edwards moved to authorize up to three (3) electronic meetings to make a final decision regarding the contractor and then to discuss the layout and timeline before presenting it. The electronic meetings will be conducted in accordance with the VASC Conduct of Meetings Policy, and as such will not be impromptu in nature. Director Bendure seconded the motion, and it passed unanimously. (*Completed.*)
- **June 12, 2025:** The board also decided, without a formal motion that the vote on the Walking/Biking Path issues would be a mail-in ballot for all members, rather than the electronic vote using the new website favored by President Elliston. (*Completed.*)
- **June 12, 2025:** President Elliston discussed a proposed amendment to the VASC Conduct of Meetings Policy. This proposed amendment was presented to the board for board consideration with the meeting agenda ten (10) days prior to this meeting. The proposed amendment adds a requirement for minutes of all meetings of the board and membership to be recorded and posted to the membership via email, to the website, and to the corporate document archives with specific time frames for each posting. President Elliston said that this provision should have been included in the original version of the policy, but was inadvertently omitted. Director Edwards offered a motion to approve the amended policy as presented. Director Bendure seconded the motion which passed unanimously. (*Completed.*)
- **June 12, 2025:** Mr. Vyduna also informed the board that he had previously installed, on a trail basis, a new faster Wi-Fi router by Verzion in the fuel facility building. The Wi-Fi router is an integral part of our credit card processing system. He stated that the router had much higher data throughput capability than the old Comcast system and that a Verizon account was considerably less expensive. Mr. Vyduna asked the board to approve the cancelation of the Comcast service

and change to Verizon on a permanent basis. Director Edwards moved to cancel Comcast and move to Verizon. Director Bendure seconded the motion, which passed unanimously. (*Completed.*)

- **August 14, 2025:** Director Edwards moved to direct Office Manager Stites to contact Altitude Law, our HOA legal counsel, with instructions to draft an update to our Collections Policy incorporating changes to the Colorado Common Ownership Interest Act that were enacted by the Colorado legislature to go into effect on October 1, 2025, for the price of $350.00. Director Goeritz seconded the motion. The motion was approved unanimously. (*In process*.)
- **August 14, 2025:** Director Edwards moved to authorize Office Manager Stites to confer with Altitude Law regarding filing a lien against the property of one member who is more than a year overdue in assessments. Director Goeritz seconded the motion. The motion passed unanimously. (*Completed.*)
- **August 14, 2025:** Director Edwards moved to disband the VASC Tax Strategy Committee and incorporate that function into the Investment Committee. Director Goeritz seconded the motion. The motion passed unanimously. (*Completed*.)
- **August 14, 2025:** Director Edwards moved to defer action on the proposed Guidelines for Volunteer Committees policy until the next monthly meeting in order to give the absent board members and opportunity to express their opinions on the subject. Director Goreitz seconded the motion. The motion carried. (*Completed*.)
- **August 14, 2025:** Director Edwards moved to hire one or our members who is a state-certified applicator to eradicate the prairie dogs using poison bait as soon as it is legal to do so. Director Goeritz seconded the motion. The motion passed unanimously. (*Completed*.)
- **September 16, 2025:** Director Edwards moved to strike Question 3 (the proposal to increase the required quorum size) from the version of the proposed Bylaw amendments to be presented to the membership for ratification. The reasoning was that such a high quorum might prove difficult to achieve, given the poor attendance at annual and special membership meetings of late. Director Hernandez seconded the motion, and it was passed unanimously. (*Completed*.)
- **September 16, 2025:** Director Edwards offered a motion to direct the GDRC to include a provision in the bylaws authorizing the board to expend emergency funds on an as-needed basis from the reserve fund. The reasoning is that the current bylaws fail to address such contingencies, and in some circumstances, it may be necessary for the board to exercise such authority to avoid higher costs to the membership later. Director Bendure seconded the motion, and it was passed unanimously. (*In Process*.)
- **September 16, 2025:** Director Edwards offered a motion to approve the Bylaw amendments as presented to the board, and as amended at this meeting for presentation to the membership for a mail-in ballot as soon as possible. Director Hernandez seconded the motion, and it was passed unanimously. (*Completed.)*
- **September 16, 2025:** Director Edwards offered a motion to direct President Elliston to solicit additional bids and fee schedules from several local HOA management providers for secretarial and accounting services. Director Bendure seconded, and the motion passed unanimously. (*In Process*.)
- **September 16, 2025:** Director Edwards offered a motion to authorize an ad hoc committee to investigate the cost and process for installing "No Trespassing" signs around the VASC compound. Director Edwards volunteered to chair the committee and populate it with volunteers from the

corporate membership. Director Hernandez seconded the motion, and it was passed unanimously. (*In Process*.)

- **September 16, 2025:** Director Edwards moved that the board direct the Common Area Committee to conduct a search of local fencing companies to solicit bids for construction of fencing in the vulnerable areas. Director Bendure seconded the motion and it was passed unanimously. *(Rescinded per board meeting minutes for October 29, 2025*.)
- **October 29, 2025:** Director Edwards offered a motion to direct President Elliston to purchase steel fence posts in sufficient number to erect a barrier (with reflectors) to prevent vehicular traffic from crossing onto the property on the curve of 160th where there is no bar ditch. Director Bendure seconded the motion, and it passed without objection. (*Completed*.)
- **October 29, 2025:** Director Hernandez offered a motion to direct the Fuel Facility Committee to explore other options for acquiring bulk fuel, including contacting a vendor recommended by Mr. Adam Vaughn, as well as exploring the possibility of installing additional fuel storage capacity which would enable us to purchase fuel cost-effectively independent of cooperative purchase arrangements with other local fuel consumers. Director Edwards seconded the motion, and it passed unanimously. (*In process*.)
- **October 29, 2025:** Director Edwards offered a motion to direct Fuel Facility Chair Jim Vyduna to look into every possible option to locate a bulk fuel supplier other than Platte Valley Airpark. Director Bendure seconded the motion, and it was passed without objection. (*In process*.)
- **October 29, 2025:** Director Edwards offered a motion to create an ad hoc committee to begin formal planning for the future VASC Equipment Storage Building/Community Events Center/Corporate Office, naming President Elliston as the committee chair, who will populate the committee with additional community volunteers. Director Bendure seconded the motion, and it passed without objection. (*Completed.*)
- **October 29, 2025:** Director Hernandez offered a motion to instruct Office Manager Stites to not send a proposed payment plan to the delinquent member this month, in favor of allowing a board member to speak personally with the individual in question in an effort to resolve the issue amicably. If the personal contact initiative fails, a payment plan letter will be sent to the delinquent member at the end of November. Director Edwards seconded the motion, and it passed without objection. (*Completed*.)
- **November 20, 2025:** Director Edwards moved to extend the bylaw amendment approval election time window to December 31st, 2025, to give board members time to contact the members who did not vote and encourage them to take an active part in the self-governance process by voting. Director Bendure seconded the motion, and it passed unanimously. At the end of the extended balloting period, the Vote Counting Committee will meet again and count the existing returned ballots in addition to the newly received ballots. (*In process*.)
- **November 20, 2025:** Director Edwards moved to approve the proposed Guidelines for Volunteer Committees document as presented. Director Hernandez seconded the motion, and it was passed unanimously. (*Completed*.)
- **November 20, 2025:** Director Hernandez moved to create an ad hoc committee to interact with Adams County planning authorities to seek a one-time blanket amendment to the county's variance policy to increase lot coverage allowance to 20%. An additional element of the motion would authorize the committee to spend up to $5,000.00 of currently budgeted funds to defray costs for legal counsel and assistance in dealing with the county. Director Bendure seconded the motion, and it passed unanimously. (*In process*.)

- **November 20, 2025:** Director Edwards moved to locate the proposed Tractor Shed/Community Center on the recently acquired five (5) acre plot on the northeast corner of Harvest Rd and 156th Ave. Director Hernandez seconded the motion, and it passed with four (4) affirmative votes and one (1) dissenting vote. (*In process*.) -END OF DOCUMENT-

ADDENDUM 2:

Guidelines for Volunteer Committees

(Adopted November 20, 2025)

Introduction:
Due in large part to the incredible volunteerism of residents, Van-Aire Skyport currently offers well maintained facilities at an outstanding value. In an attempt to encourage volunteerism, and to promote efficiency and good cheer amongst those who do volunteer, the board has created a standardized set of procedures to guide the various committees in pursuit of their respective missions. These procedures are intended to serve as guidelines that establish reasonable expectations, and promote efficient use of volunteers' time and energy.

Mission Statement:
Committees exist to perform a necessary function in furtherance of the corporate vision and mission. To assist committee members in maintaining focus on the committee's assigned tasks, the committee should draft a committee mission statement that defines the committee's purpose and methodology. The committee mission statement, like the corporate mission statement should be reviewed by all committee members from to time, especially when new members join the committee.

Committee Members:
Committees are normally populated by community residents who volunteer at the annual general membership meeting, or at other times as circumstances may dictate. The number of committee members, and their respective roles and responsibilities may be determined internally in coordination with the committee chairperson.

Committee Chairperson:
A chairperson should be appointed by each committee. The chairperson will coordinate the actions of the member-volunteers, and serve as the primary point of contact between the committee and the VASC board. The chairperson is responsible to provide the board with a periodic report on the committee's activities.

Committee Reports to the Board:
Depending on the nature of the committee, reports may be as infrequent as annually – at the annual general membership meeting – or as frequent as a monthly presentation at VASC board meetings. Written reports by committee representatives are preferred because they can be entered into the board meeting minutes as part of the permanent record. E-mail is the preferred method of submitting reports due to the ease of dissemination, reproduction, and inclusion into the permanent record.

Budgeting:
The VASC Bylaws permit the board to allocate funding to committees on an as-needed basis. The committee chairperson is responsible for preparing a budget request for submission to the board of directors if the need arises. The committee chairperson will have the authority and responsibility to administer the committee's budgeted funds. Typically, the chair would use personal funds to accomplish the particular committee task, and then submit an invoice with receipts to the board treasurer for reimbursement. This simplifies the bookkeeping and eliminates the need for a corporate credit card, or multiple corporate checkbooks.

Committee Standard Operating Procedures (SOP):
Each committee chair should enlist the experience and expertise of the committee members to create a formalized SOP. This will serve to create a body of institutional knowledge to provide guidance for current and future committee members. The SOP should be amended as experience grows and circumstances alter the committee's methods and procedures. Each committee's SOP should be provided to the board and posted on the corporate website.

Frequency of Committee Meetings:
All committees should meet at least annually to select a chairperson, determine task strategies, and establish a communication network. Committees with more complex tasks should meet more frequently as needed.

Meeting Minutes:
All committees should keep formal meeting minutes. This will help maintain institutional memory regarding decisions made, implementation of those decisions, and progress toward long-term committee objectives. Meeting minutes should be kept by a designated committee member. The minutes should be submitted to the VASC board secretary at least annually for posting to the corporate website and retention in the corporation's document archives. E-mail is the preferred method of submitting committee meeting minutes to the board secretary due to the ease of dissemination, reproduction, and inclusion into the permanent record.

Standing Committees

1. Architectural Control Committee:

Responsibilities:

- Provide protective covenant compliance guidance to residents wishing to engage in major property improvements including new home construction, new hangar construction, erecting fences, and other property improvements that may impact neighborhood property values.
- Maintain records of property improvement applications and the disposition of those applications, i.e., approved or denied, and the reasons for denial.

2. Audit Committee:

Responsibilities:

- Conduct internal audits of the corporation's financial records at least annually, and submit the results of those audits to the corporate membership at each annual general membership meeting.
- Arrange for periodic external audits of the corporation's financial records at least once every five (5) years, and submit the results of those audits to the corporate membership at the next respective annual general membership meeting.

3. Common Area Committee:

Responsibilities:

- Maintain the Van-Aire common area including grass landscaping, common area shelter etc.
- Mow and maintain the common area grass.
- Facilitate any prudent improvements that may arise relating to Van-Aire common area.
- Arrange for herbicide treatment to mitigate weed proliferation.
- Arrange for prairie dog colony mitigation.

4. **Fuel Facility Committee:**

   Responsibilities:

   - Maintain the Van-Aire Aviation Fuel Facility.
   - All Fuel Committee members should remain knowledgeable on the emergency procedures (spill cleanup, etc.), troubleshooting techniques, and normal operations of the fuel system so as to serve as a point of contact and assistance for the membership.
   - Assist users in problems that arise with the fuel dispensing system.
   - Be available to provide government required training to users including state and federal inspections, proper use of materials, and spill cleanup and reporting procedures.
   - Facilitate any prudent improvements that may become available and necessary as related to Van-Aire fuel facility safety, security, and efficiency.
   - Recommend and facilitate improvements to the fuel storage/dispensing infrastructure that may be needed improve residents' safety, enjoyment, and the utility of Van-Aire Skyport.

5. **Governing Document Review Committee:**

   Responsibilities:

   - Conduct a review of the corporate governing documents at least bi-annually.
   - Ensure that the corporate governing documents comply with all applicable federal, state, and local laws.
   - Ensure that all corporate governing documents are consistent with all other corporate governing documents. I.e., ensure that no provision of the Bylaws conflicts with any provision of the Articles of Incorporation, or The Declaration and Protective Covenants.
   - Ensure that all board policies are consistent with all provisions the governing documents.

6. **Investment Committee:**

   Responsibilities:

   - Assist the Board Treasurer in monitoring and managing the corporation's investments to ensure that adequate future maintenance reserve funding is available as needed.

7. **Nominating Committee:**

   Responsibilities:

   - Anticipate board vacancies and actively recruit new board members to replace retiring board members, or fill board seat vacancies that occur due to illness or other inability of a board member to fulfil their duties prior to the expiration of their term of office.
   - Create and implement a long-term succession plan to ensure key board positions are filled by trained, experienced, and competent leaders.
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8. **Runway Facilities Committee:**

   Responsibilities:

   - Maintain the airport facilities including the asphalt surface of the runway and taxiways, airport lights, wind socks, wind tetrahedron, segmented circle, and all other equipment related to Van-Aire Skyport.
   - Communicate and coordinate with the board as to the operational status of the airport and future and current maintenance requirements.

- Remove snow, ice, grass, or other contaminates to keep the runway and taxiway surfaces in operational condition.
- Recommend and facilitate improvements to the runway/taxiway infrastructure that may be needed improve residents' safety and enjoyment of the Van-Aire Skyport runway and taxiway system.

Ad Hoc Committees

1. Oil and Gas Committee:

Responsibilities:

- Maintain awareness of the circumstances and actions of VASC's mineral rights lessors.
- Negotiate, or renegotiate contracts with VASC's mineral rights lessors as necessary.
- Keep the board, and thereby, the membership apprised of developments in the Oil and Gas industry and the possible short and long-term impacts of those developments on VASC's mineral rights lessors, and VASC.

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