

CKIA Board Meeting Minutes
October 13, 2015
Sandburg Elementary, Centennial, CO
Music Room

Attendees: Fred Thomas, Keith Woodward, Patrick Singer, Rod MacDonald, Peggy Hanson, Jerry Summers, Carol Kleeb, Bob Curtiss, D.J. Inman, Conrad Steller, AJ Bryant & Sandy Wischmeyer

1. Call to Order at 7pm

2. September Minutes – approved as distributed via email before and at the meeting.

3. Reports:

a. President - Fred Thomas,

- Fred has received nice comments from residents about interest and initiative shown in conducting survey.
- Traffic Study was done on Columbine; no conclusion yet. Fred will let us know when he hears.

b. Vice President - Patrick Singer

- Reported he was grateful for his comments being reflected in September minutes.
- Reiterated the idea of having red and white holiday lights instead of multi-color for consistent theme of **Cherry** Knolls.

c. Treasurer - Peggy Hanson

(See attached Treasurer's Report)

- Peggy reported cash balance as of Oct 11 was \$64,079.
- Budgeted items outstanding total \$47,107 (including the recently approved \$30,000 for rock installation perimeter improvement). This leaves a cushion of \$16,972.

- Melanie Ranallo inquired whether we want to get holiday wreaths and garland from cub scouts as was done in prior years. The records reflect these typically ran \$170-\$200/year. Peggy proposed we vote to approve this during “new business” section at the end of the meeting.
- Rod Talley has conducted a review of all monthly bank reconciliations Nov 2014-Sep 2015. This oversight was required by underwriters for our Directors & Officers policy and Rod was not only willing, but qualified as our old treasurer to perform the review/oversight.
- 410 households (58%) have paid dues which is only a few shy of where we were last year at this time.

Financial Questions fielded from attendees:

- DJ asked if we have ever sent reminders to residents who have not paid dues. Discussion ensued about prior methods including 2 staggered dues notices/year. The 2nd notice was eliminated with the regular appeal in the bi-monthly Newsletter which is free. The concluding question is whether either was effective at producing more dues.
- Also discussed was whether a reminder could be sent ONLY to those who hadn't paid instead of sending to all residents. This would be more cost-efficient than sending to all.
- Several years ago a few residents conducted a phone bank which was slightly more effective.
- Carol Kleeb inquired about the \$30,000 capital improvement budgeted; Peggy described the September motion approved to expend no more than \$30,000 to install rock along perimeter fence sections 2 & 3 (Nobles/Arapahoe entrance) to church and church south to S Colorado Blvd and Nobles.

- DJ asked if we could revisit the idea of acknowledging dues-payers in the directory. Fred suggested the directory committee could discuss and propose that change for next year's directory. AJ Bryant suggested an 'Opt In entry' for recognition on the directory data sheet instead of an 'Opt-out'. Sandy said this would be a good discussion when the new directory data sheet gets developed next spring.
- d. Secretary – vacant (Peggy taking notes for Oct minutes)
- e. Newsletter - Rod MacDonald
Rod reported that 4 new features in the newsletter:
 1. A new "It Doesn't Happen by Magic" article by Sandy Wischmeyer to feature CKIA volunteers in each issue.
 2. Art by Sandburg students addressing a neighborhood issue. The November issue uses the subject of trash cans, in particular, trash cans left out beyond the guidelines in the covenants.
 3. A change from the colored pastel paper (low quality) to white paper which would be photo-friendlier.
 4. A change in front page format to include a neighborhood current event.

Sandy Wischmeyer (newsletter committee) explained the arrangement with Colorado Lasertype in producing our newsletter. We don't pay for the newsletter, rather Colorado Lasertype solicits advertisement revenue to compensate for the newsletter production. Peggy clarified that CKIA pays \$200 to Colorado Lasertype for every issue which represents postage cost to send the newsletter to every home.

The board commented that the newsletter is much more appealing than last year due to the changes she and Rod have spear-headed to improve it. Sandy indicated they've recently obtained more control in layout with a neighbor, Amy Folkestad, doing our layout and submitting it to Colorado Lasertype for print.

Sandy also reported that she gathered several volunteers together last month to discuss communication improvements within the neighborhood including website, newsletter, Nextdoor.com and directory volunteers. This committee titled themselves the communication committee and hopes to include the new neighbor greeter as well to ensure a consistent message.

f. Neighborhood Watch – vacant position, no report.

g. Keith Woodward – Perimeter Committee Report

Keith reported on the following:

- Restaining of fence: the perimeter committee reviewed bids for restaining the first section of the fence and awarded the bid to Standard Fence. He gave special recognition to DJ for pursuing all the bids and coordinating a meeting to get the job contracted before winter.
- Holiday Lights: Keith reported he's been in contact with the company that handles our holiday lights at the entrances. He will ask about the red & white light option Patrick suggested. Lights should be hung before Thanksgiving and turned on the day after Thanksgiving. Keith said he is discussing a different display option because the power lines prevent one of the trees from being hung all the way up. It ends up looking like it wasn't finished.

Conrad Steller suggested we choose to use the same quantity of lights but concentrate them on fewer trees, i.e., increase light density. Discussion ensued which entrances we should decorate. It was concluded that we'd use wreaths and garland at all entrance monuments but focus holiday lighting at Elizabeth and Nobles/Arapahoe.

Comments/Questions from attendees

- Comments concerning Nobles/Arapahoe entrance followed and Conrad Steller stated that District 2 Council Member, Keith Gardner told him there is a new initiative to partner with the Centennial neighborhoods on their perimeters. There may be an opportunity in the near future to improve the perimeter and entrances with the city's financial help.
- Perimeter Improvement: Keith has several bids and is awaiting two more. Cost ranges from \$11,000 to \$30,000 for each section. In part, this is because the bids are not calling for similar standards. For example, there are three sizes of rock and different bids call for different sizes which contributes to price discrepancy.

DJ suggested that in the future we adopt a Scope of Work (SOW) or Request for Proposals (RFP) procedure to eliminate these discrepancies. Conrad suggested we reference the master plan to verify square footage.

Jerry raised concern that the rock installation conversation was initiated in February but it still hasn't gotten underway in October. Keith explained that until September he was under the impression from the Treasurer that funds for the project would have to come from the Perimeter Improvement fund which totaled less than \$6,000. Since the lowest bid was \$11,000, he had stopped soliciting bids. Peggy explained that she was mistaken not to have raised the issue at our last meeting before summer break. Until May, we didn't really know what our dues revenues were so it was hard to allocate operating funds to capital projects before then. At our next meeting in September, with 9 months of revenue and expenses realized, the

board voted to allocate ~\$24,000 of operating funds to the perimeter improvement project combining with the ~\$6,000 in the perimeter improvement fund totals the \$30,000 budget.

h. CenCon Report – Allen Black absent but Fred mentioned the traffic study request on Columbine in his report.

i. Covenants - Jerry Summers

Jerry reported that there were just a few pre-existing issues that don't need repeating. A few notes warranted:

- One issue was resolved by building a wood topper for an airstream that is kept in their back yard. This seemed to satisfy neighbors concerned about the airstream storage.
- There is a group of S. Adams neighbors who are frustrated about one residence that seems to be occupied by several unrelated people but has not, as yet, violated any covenants. They are worried about the decline of the neighborhood and their property values.
- Jerry pointed out that throughout his tenure on covenant committee, only ~1% of residences violate covenants which is a pretty good record. Most neighbors do abide by the covenants.

j. Committee Reports

i. Website – Bryan Wainscott absent, no report

ii. New Neighbor Greeter – Melanie Ranallo absent but Sandy Wischmeyer relayed that Melanie is struggling to get face-to-face meetings with new neighbors. She wants to have new-neighbor party and is open to getting help to create information packets that could be distributed. Neighbor Courtney O'Shea has offered to help design a welcome brochure with important neighborhood

information. Conrad Steller has offered to distribute packets at closings of Cherry Knolls homes.

The board asked our new neighbor, Bob Curtiss, about his experience with the New Neighbor Greeter program. He said his wife Terry spoke with Melanie.

- iii. Directory – Anna Childs absent, no report
- iv. Data Base – Anna Childs absent, no report

4. Business

a. Unfinished Business

- i. Perimeter Improvement Project reported in Perimeter report
- ii. Recruitment of New Board Members
 - 1. Fred inquired of current board members if anyone planned to run again and/or fulfill their 2nd year term. Rod, Jerry and Keith want to be nominated for the November election. Peggy intends to fulfill her second year of term. Fred does not intend to serve again, nor does Patrick intend to serve next year.
 - 2. Nominations taken from board members and attendees:
 - The board asked if Conrad Steller would serve and he said yes.
 - Peggy suggested Sandy Wischmeyer & Ryan Crawford
 - Jerry suggested Scott Jarrett and Steve Linger

b. New Business

- i. Peggy motions for \$200 to be approved for holiday garland and wreaths from scouts. Motion seconded by Keith. Motion passes.

5. No open discussion nor community comment

6. Adjournment: Meeting adjourned at 8:02pm.

Respectfully submitted,

Peggy Hanson – subbing for vacated Secretary position

Attachments: Treasurer Report 10-08-15