

Cherry Knolls Improvement Association

Meeting Minutes December 8th, 2015 7:00PM

Sandburg Elementary School, Music Room

Attendees: Peggy Hanson, Albert Bryant, Ryan Crawford, Sandy Wischmeyer, Rod MacDonald, Carol Kleeb, Steve Linger, Anna Childs, Jerry Summers, DJ Inman

Call to Order: Call to Order at 7:03PM

November Minutes: Rod moved to approve, Steve seconded, and the vote passed to approve the minutes as distributed.

Motion: Appointment of new board members to fill four vacant seats for one year terms in accordance with the November 10th, 2015, election results –

Nov 10, 2015 Board Election Results

The 5 elected board members

1. Conrad Steller
2. Rod MacDonald
3. Sandy
Wischmeyer
4. Steve Linger
5. Ryan Crawford

The Nominees to be appointed based on voting results are:

1. Anna Childs
2. Albert Bryant
3. Keith Woodward
4. Carol Kleeb

Sandy moved to approve, Steve seconded, and the motion passed by vote.

Motion: Designation of roles & responsibilities of all 10 board members –

Designation of Roles & Responsibilities for Board Members Dec 8, 2015

President: Conrad Steller

VP/Long Range Plan: Peggy Hanson

Secretary: AJ Bryant

Treasurer: Ryan Crawford

Perimeter Maintenance: Keith Woodward

Covenants: Steve Linger

Architectural Review: AJ Bryant

Perimeter Improvements: Peggy Hanson

Holiday Events (4th of July & Easter Egg Hunt): Carol Kleeb

Dumpster Day: Rod MacDonald

Communications: Sandy Wischmeyer, coordinator to ensure various initiatives are consistent

Directory, Newsletter, Website development/maintenance & Nextdoor.com oversight: Sandy Wischmeyer

Database: Anna Childs

Neighborhood Greeter oversight: Rod MacDonald

Babysitting Co-Op oversight: Anna Childs

Cen Con oversight: Keith Woodward

Sandy moved to pass, Steve seconded, and the motion passed by vote.

Reports:

Conrad Steller, President - Absent

Vice President, Peggy Hanson – Nothing to report, in transition.

Treasurer, Ryan Crawford – Nothing extraordinary, work has begun on the budget.

Jerry commented on the power of the neighborhood donors when they have a detailed plan and budget to look at.

Rod asked about an additional container for Dumpster Day. It was agreed that Dumpster Day is a great benefit to membership. Safety concerns about members arranging the items in the dumpsters arose.

Three additional dues payments came in since the November meeting. Ryan wrote his first check for Cherry Field water. The bill was ~\$1,700 lower due to a rainy spring and irrigation changes.

Discussion of the capital investment for the perimeter rock of \$30,000 – money has been allocated and budgeted, but not yet spent.

To facilitate the transfer of treasure records, it was agreed to vote on an expenditure of up to \$100 for a Quicken license for Ryan's Mac in New Business.

Secretary, Albert Bryant – I have subscribed to email notifications for the Secretary of State filing.

I agreed to follow Peggy home to assume custody of the records.

The procedure for minutes was laid out to email a draft around to the board, and once approved, the minutes will be posted.

It was confirmed the board has a standing reservation on the Music Room at Sandburg. Common procedure is to call the school the day of the meeting to establish contact.

Communications, Sandy Wischmeyer – Sandy asked for the remaining board member surveys.

There is a dues letter subcommittee meeting to discuss letter content and frequency on January 6th with Bryan, Anna, Sandy, Ryan, Peggy, and Conrad (optional). A report will follow.

The dues letter must go out by February 1st per the bylaws. Last year, we sent out dues letters with the newsletter in addition to the traditional dues letter. This resulted in some duplicated responses. There is difficulty in keeping up with neighborhood turnover.

Conversation turned to the challenge in aligning names with addresses because the newsletter database has accurate address information, but is sent to "Resident." One difficulty is keeping up with neighborhood turnover; another is that many homes have more than one surname.

This led to discussion of indicating dues paying members in the directory and it was agreed to brainstorm the topic in the January 6th subcommittee meeting.

Neighborhood Watch – Vacant

Perimeter Maintenance, Keith Woodward – Absent; the lights are on!

Cen Con, Allen Black – Absent; there was discussion about clarifying the expectations of content in which the board would be interested. It was suggested that the board bring some issues to Allen to keep an eye on.

Covenants, Steve Linger – There was an emailed complaint about the new color of a house.

Committee Reports

Website, Bryan Wainscott – Absent

New Neighbor Greeter, Melanie Ranallo – Absent; November 14th New Neighbor social gathering

Directory, Sandy Wischmeyer – Sandy will report after the January 6th subcommittee meeting.

Database, Anna Childs – Anna will work with Sandy; will have more to report after the subcommittee meeting.

Unfinished Business -

Fence Maintenance - DJ Inman gave an update on fence maintenance. Standard Fence made repairs to a section between Elizabeth and Steele along Arapahoe Road. The remaining work is postponed until better weather returns in the spring. DJ also spoke with the sprinkler technician for South Suburban Parks and Recreation district who reported that they have adjusted the sprinklers so that the water sprays away from the fence along Cherry Knolls Park. After the thaw, further evaluation of the repairs that were already made will be performed.

Perimeter Improvement – Peggy will have more information in March. DJ suggested that a professional scope of work be performed to evaluate the remaining improvements.

New Business -

Motion – Request funds to purchase new, larger, reusable signage to announce the monthly meetings. The use of the Nextdoor application and email blasts were discussed, with the preference being the use of Nextdoor. The placing of the signs was discussed – All

entrances? Only the main entrances? I will arrange to pick up the signs from Keith. Tabled while a proposal is developed.

Motion – Designation of new signers on checking account. Typically, there are three signers on the account. Peggy will remain a signer, Ryan and Conrad will be new signers. Rod moved, Ryan seconded, and the vote passed.

Motion - To authorize the posting of the approved meeting minutes to the website. We have been doing this for some time. Rod moved, Steve seconded, and the vote passed.

Budget Preparation – Ryan will have the budget in time for January's deadline. Jerry commented that there is typically a \$1,000 legal fund allocation annually. Previous boards had a law firm on retainer to ensure that changes to the bylaws were performed in the most legally binding way. Ryan requested input from the board and committees for the budget.

Motion – Request for funds (no more than \$100) to purchase a Quicken License for CKIA. Ryan moved, Rod seconded, and the vote passed.

Dues Letters – Peggy reminded the board that the bylaws state that the Dues Letter must be out by February 1st. This will be discussed and worked upon at the January 6th subcommittee meeting.

Open Discussion – Rod suggested the expansion of Dumpster Day to a series.

Adjournment of Board Meeting – Rod moved to adjourn, Steve seconded, and the vote passed at 8:39PM.