

CKIA Board Meeting February 13th, 2018 / 7:00pm
Carl Sandburg Elementary, Centennial, CO
Music Room

In attendance: Peggy Hanson, Courtney O'Shea, Christine Sweetland, Ryan Goldstein, Ryan Crawford, Steve Linger, Seth Jones, Sue Carlton-Smith, Keith Woodward, Bryan Wainscott, Carol McDaniel, D.J. Inman, Deb Nazzaro, Allen Black, Jim Scully, Jeff Dark, Jim & Cindy Misener, Scott Rodgers, Sandy Wischmeyer

1. Call to order – Peggy called meeting to order at 7:02 p.m.
2. Approval of past meeting minutes – Sue Carlton-Smith motioned to approve– Steve Linger seconded, minutes were unanimously approved.
3. Reports/Updates
 - a. President – Peggy Hanson – welcome to everyone in attendance.
 - b. Vice President- Seth Jones – reported H frames have been received and he has put up/taken down the signs about CKIA monthly meetings at entrances throughout the neighborhood.
 - c. Treasurer- Ryan Crawford – reported that ~\$22,000 has been received and this is pacing similar to last year. The perimeter improvements fund is receiving money and, so far, 40 people have used PayPal to pay their dues suggesting increasing popularity for this payment method. Last year there were a total of 60 homeowners that paid using PayPal. CKIA absorbs all Paypal transaction fees which are charged as administration expenses; the cost is \$3.20 per transaction (*after the meeting Ryan reviewed the PayPal fees and the charges are actually \$3.78 per transaction*) for a \$120 payment. \$1300 was received the day the dues letter was received. The treasurer's report is copied on the back side of the agenda. The 2017 water bill was finally received; it is \$2752 and is not reflected in financials as bill was just received. The increase in administration expense is the production/mailing of the dues letter representing ½ of admin budget. The 2nd dues letter costs significantly less. The signatory on the checking account has been changed: Conrad was removed and Seth Jones was added.. Seth, Peggy and Ryan are the signatories on the CKIA checking account.
 - i. Jeff Dark asked if Betsy Trefz is still turning off the water at Cherry Field to reduce costs. Keith said a water sensor will be installed this spring to help reduce these costs. Cherry Field is just over an acre with 8 zones and 96 heads. All the sprinkler heads were fixed and Keith manually managed the

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heads to help reduce the costs in the years he has served as perimeter chair.

- d. Secretary - Christine Sweetland- No report
- e. Newsletter - Brett East – unable to attend – Sandy Wischmeyer reported that the newsletter deadline is the 15th of February and Colorado Lasertype (CL) will print and mail. Sandy reported that the committee is still hoping to self-publish the CKIA newsletter in the future; they are exploring options to keep costs comparable to current costs. This will allow us to publish the newsletter to meet our needs not being met by CL: newsletter ads limit the substantive article content, timing is dictated by our vendor, and poor paper/print quality makes it difficult to read. The Keller Williams Steller group has recently purchased a new printer and has generously volunteered to print at cost the newsletter for the CKIA community. The Steller group will be able to print in color, fold, and collate the newsletter so should reduce costs. Sandy is researching with the Highlands Ranch Post Office to get a pre-sorted permit which reduces the costs from the typical first-class postage. Still investigating but hoping to have completed due diligence for next newsletter in 2 months. Will have to sell some advertising to help with costs and ads can be in color which is attractive to advertisers but currently not the case. Sandy suggests we package ads with directory, new neighbor and newsletter. She would like to have a committee formed to discuss this idea. Sandy answered the question about the mailing permit having limits - it must have over 500 pieces. Since we send the newsletter to all 701 homes, we qualify.
- f. Perimeter Maintenance- Keith Woodward reported that there was an accident on Arapahoe Rd. and ~ 2 sections of the split rail fence were broken. He has started the process of seeking bids to fix it. No one claimed responsibility for the damage so CKIA will eat that cost. Keith estimates the fix will be less than the deductible so most likely no insurance claim will be filed. Keith also stated when he turned off Christmas lights, he noticed that the spotlights at entrance on Elizabeth is very dull so will have electrician come look at the lights. Peggy suggested we call Nobles Electric for a quote as several neighbors have recommended them. There was a question about how dry this winter has been and if Cherry Field is being watered. Keith said the sprinklers have been blown out and it would increase costs if he

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started them again only to blow them out again. There was a question about resolving the issues CKIA has had in the past with Standard Fence. (A repair made along Arapahoe Rd March 2017 of fencing Standard originally installed.) CKIA disputed the invoice charges on the grounds that Standard did not install the fence to the standard specified. CKIA has heard nothing back. CKIA has received bids from Standard Fence for other work in the meantime, so it seems the issue is dead.

g. Centennial Interface – Sue Carlton-Smith -

- i. Cen Con (Allen Black) – Allen reported the last meeting was about combining the fire departments and it is on track to combine South Metro, Littleton, and Cunningham fire departments. Insurance rating higher and response time shorter, economy of scale. Information on Next door and local City newsletter. Sherriff’s Academy is scheduled 4/1-5/1 to acquaint the public with the job of the sherriff. Police are offering opportunity to drive patrol cars, etc.
- ii. Neighborhood Watch (Sue Carlton-Smith) – Sue reported that Nextdoor.com is holding focus groups to get reactions to their new video on sharing information about crime on Nextdoor.com. She applied on behalf of Cherry Knolls but didn’t get a seat this past session. Sue has noticed that when people are posting on Next Door they are stating if it has been reported to the police which is very helpful.

h. Covenants & Architectural Review - Steve Linger reported that it is a quiet month with no complaints and no applications for architectural control committee to review. There seems to be more trailers on properties in the neighborhood so those people will be getting letters.

i. Community Spirit & Events – Ryan Goldstein reported that a date has been established for the Easter Egg Hunt which this year will be March 31st.

- i. One-Truck Initiative/Dumpster Day – Rod MacDonald – Rod was not in attendance so Peggy reported on his behalf that he has identified people in neighborhood that are not using Pro Disposal to and will reach out to help educate them about the benefits of the one truck initiative.
- ii. Easter Egg Hunt – NEXT MONTH – March 31st
- iii. 4th of July

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- iv. Garage Sale
 - v. As spirit of community Ryan G will look at an 'event coverage' insurance policy if it would help in deliberations/decision about the proposed annual neighborhood campout at Cherry Field.
- j. Communications – Courtney O'Shea reported that she has met with Brett and Sandy about the newsletter to help with some editing. She is also planning on working with Ryan Goldstein with new events. Her role is to ensure consistent messaging across our many communication modes.
1. Website Re- - Bryan Wainscott reported as a follow up on last month's discussion about having to establish an account on the web site in order to pay dues. He has now updated the web site with a highlighted message that states to wait for approval which typically takes 24 hours. There is tracking involved with dues payment which is why an account must be established. Once account is established and approved the owner receives an email stated account approved and can then edit their information and pay dues. Bryan can pull a report to see who has never updated the information which may be helpful for the directory committee. Bryan is happy to provide reports with any information we may need. Scott Rogers offered to learn about the website to be able to back up Bryan if necessary. Thanks Bryan for all your help.
 2. New Neighbor Greeter – Sue Carlton-Smith reported that it has been slower year than last year. 3 houses purchased by flippers and only 5 homes with new neighbors since January 1st. Sue has delivered welcome bags to these neighbors. More supplies and books will need to be purchased and assembled.
 3. Directory- Sandy Wischmeyer reported that the timeline should be updated with when the directory needs to be published and it is contingent on the dues letter timing. The dues letter was late last year but on time this year. Sandy asked for discussion; it was decided the 2nd dues letter should go out after Tax Day, on April 18, and delivered on Monday, April 23rd. Last year \$5300 was received after the 2nd letter so it is deemed worthwhile to send the 2nd dues

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letter. The directory will be published June 1st and all information must be received by May 15th.

4. Data Base- Mary Beth Rapp – Peggy reported on behalf of Mary Beth that everything is current including all dues payments.
5. Garden Club – Carol McDaniel - Deb Nazarro reported that the garden club has been in existence since the start of the neighborhood and is currently in the process of a revival. The garden club focus is the Elizabeth entrance. Neighbors might not understand the amount of time and people involved to make the entrance beautiful. The garden club is developing a social element with quarterly excursions like Cherokee Castle and Ranch in Douglas County, the Curtis Art Center. The Garden Club will host an open house seeding workshop in April for CKIA neighbors to get acquainted with the Garden Club. The goal of the club is to build community and bring gardeners in the neighborhood together. The entrance maintenance season will kick off at the annual brunch in May where Carol will be putting together a watering schedule for all the volunteers. There are 8 very active members and others that help when they can. The club needs to grow to help beautify other parts of the neighborhood. Contact Carol McDaniel if interested in joining. All are welcome. Anyone looking for community service hours can help, including scouts that may need to receive patches.
6. Long Range Planning Committee - Peggy reported that the committee met at the site in January and tried to contend with the many constraints including site lines, utilities and a proposed traffic signal. The City suggested the signal is in the top 5 traffic lights on the city plans. The LRP's design plans are on hold until the city re-prioritizes proposed signals in the next few months. The LRP Committee does recommend the removal of a tree in the meantime that is encroaching on the site lines. The adjacent neighbors approved of the tree removal so bids have been solicited to remove the tree. The tree is deemed a hazard and will need to be removed to improve the sight line regardless of design.

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k. Unfinished Business

- i. 2018 Dues Letter status – delivered on time – thanks Sandy Wischmeyer. 2nd letter out on April 18th.
- ii. Cherry Field use – Peggy stated that she emailed board members a letter from past CKIA president Pete Egan on overnight use of Cherry Field to review. This had come up in the past when the Boys Scouts asked to use the park for a camp out in 2009. At that time, the neighbors surrounding the park were contacted and they raised concerns about the noise and precedence it set. Peggy also spoke with our insurance company and they requested that we post a sign with the rules of the park to limit liability. (There is concern about the liability of those using the park as well as any damage that might occur and currently, the rules of the park are posted on the Cherry Knolls web site only.) The camp out had minimal attendance last summer and resulted in no neighbor complaints. However, it was so well received that future camp outs might see more neighbors attending. There was discussion about rules of public parks vs neighborhood parks, lack of shelter and restroom at Cherry Field, the administrative burden associated with a field reservation system and ensuring a consistent message for potential requests in the future. Peggy asked for a committee to review the rules, determine liability issues and requirements for potential future camp outs and to have a sign posted at the park. Steve Linger volunteered to pursue the sign options. Keith and Ryan Goldstein will begin looking into the campout matter considering points raised and report back to the board.
- iii. Advisory Committee Report - Proposal and Request for legal expenses up to \$2,100. Peggy reported that the Committee met and agreed we needed some legal advice in understanding the requirement for the board to review governing documents periodically and what is involved in the process. She and Steve Linger met with an HOA attorney at HindmanSanchez for an hour, who is familiar with our Association. The attorney stated that our governing documents are complex, contain obsolete information and some provisions that don't comply with state law. The Committee met again to discuss and developed the following recommendation:

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- The first step is to get the governing documents up to minimum legal standards and simplify the covenant structure. The target date for these proposed amendments would be the May 2018 General Meeting. Our community is subject to the Colorado Nonprofit Act and the statute continues to evolve but our documents don't reflect that. The process is complex because we have a community with one set of bylaws but 6 different covenants for 8 filings. In 2004 all of the covenants were consolidated and recorded, however no signatures are evidenced in the record so the document is invalid, despite the county record. Jeff Dark pulled out personal files with signatures and stated that in 1989 all of the covenants were consolidated. Peggy stated that she would review the county records again to ensure we are working with the correct documents. Based on the records the attorney has, the 6 filings all have separate but similar covenant documents. The committee recommends the consolidation of all 6 covenants to reflect how we operate as one community and not as individual filings, i.e., as represented in our one directory. The vote in May is about administrative and legal updates.
- The second step would be to canvass neighbors and see if there is interest in updating/changing covenants. The community will be given an opportunity to express their view and understand associated costs. We are anticipating having a vote on covenant changes in May 2019. Jim Scully expressed concern that neighbors will not give their true opinion in face to face meetings. He suggested the board should survey the community to ensure they are getting accurate feedback. He also stated that the canvasser might be biased. The committee responded that they will be hosting trainings to ensure those leading the discussion don't display bias towards any issues but that there will be several ways to provide community input. Jim Scully also stated a concern that the attorneys we are using are HOA attorneys and their only clients are HOA's in the Denver Metro area. He stated that 10 years ago the attorney fees were \$70,000 which was disputed during the discussion as being an inaccurate number. Jim stated that he was part of the opposition party 10 years ago. The board members stated that we will try to maintain a

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more civil conversation with our neighbors this time around. Nearly 50% of the neighborhood has changed in the past 10 years and there is a different demographic in the community. The advisory committee will be having town hall meetings so that everyone has a chance to get educated and be involved and part of the discussion. The goal is to listen to the community, synthesize the data and report back -- which is why the 2nd step of the process will take a year in order to ensure everyone is heard and can see what their neighbors want.

The committee recommends this two-step process because the last vote had people vote on everything at once so changes were not made to bring us up to legal compliance. We have learned from the past. The covenants do state we must review these documents every 10 years so the board has an obligation to perform this review. We hope that people will remain civil during the process and that everyone has an opportunity to be heard. We will reach out to people in the community with marketing experience to help us develop a strategy to get authentic input as we know no single method of communication will work and we want to reach as many people as possible via different avenues of communication. As a community, we now have more common property represented by the perimeter improvements and Cherry Field; we look a lot like a common interest community. Jeff Dark stated we don't own Cherry Field—the community has a lease agreement for that property. Peggy reiterated that we are looking to address this in two steps – legal updates and simplification of legal structure – and she will investigate to see if covenants are all one document. The Covenants are a contract with individual homeowners in each filing. By consolidating the documents and filings we reduce costs and work under one document as we are all one community. At this time, filings range from 14 – 250 homes.

Jeff Dark read from an article in the Cherry Knolls newsletter from the vote 10 years ago that stated in the President's column that while the majority of the homes supported the covenant changes they were not accepted by all filings and

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so the board decided not to splinter the neighborhood by accepting the changes to some of the filings. The community was divided last time and there was apathy with people not voting or not enough education of the homeowners. Jim Scully stated that he did not want to live in a Highlands Ranch community. Peggy stated our job as the board is to find out what the community wants and hopefully people will trust we are doing what the community has requested. Peggy stated that the attorney fees are \$350 an hour and the first step in the review process is estimated to take the attorney 5 ½ hours to make the legal amendments to the governing documents. Courtney O'Shea moved that we approve the spending of up to \$2100 in attorney fees to complete this first step of the process. Sue Carlton-Smith 2nd the motion and the board unanimously passed the motion.

Meeting adjourned at 9:20 pm

Due to the lateness of the meeting 3 agenda items were not discussed including Cement work at Nobles/Briarwood/Costilla and Arapahoe Place and New Business items.