

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

Attendees: Peggy Hanson, Seth Jones, Christine Sweetland, Ryan Crawford, Keith Woodward, Ryan Goldstein, Steve Linger, Sue Carlton-Smith, Courtney O'Shea, Brett East and 42 community members

1. Call to order – meeting called to order at 7:02 pm
2. Reports – Peggy Hanson – Welcomed everyone to the meeting and reminded everyone that the board was elected last November; we are volunteers and your neighbors; we don't receive compensation for being on the board This is a board meeting with a packed agenda that follows Roberts Rules of Order and will be more formal then in the past to ensure all items are covered in the agenda as it has been thoughtfully prepared. The meeting is over when board votes to adjourn however if you need to leave early please feel free to do so discreetly. The agenda has a public comment period and people can sign up for a 2 minute uninterrupted commentary period. Please stand up and address everyone, introduce yourself and project so that everyone can hear. Every board member may open to membership to ask questions after their report and should be about the items being reported. During the meeting if motion is seconded a vote will be taken. Please let us know if you can't hear us. Please refer to the posted rules. We can all agree to disagree.
3. Agenda items not addressed last meeting
 - a. Carol McDaniel – Homeowner Liability Awareness – not in attendance and will be tabled to the next meeting
 - b. Peggy Hanson – Pond Odor – there is an odor emitting from the pond and article in newsletter asked if getting better and several members agreed that it is. It is on a 5 year plan to get it dredged.
4. Approval of past meeting minutes. – Keith motioned to approve Seth seconded minutes were approved unanimously.
5. Reports/Updates
 - a. President – Peggy Hanson
 - i. Proposed format for meetings (based on Roberts Rules as required by Bylaws) - no further report
 - b. Vice President- Seth Jones - no report

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- c. Treasurer- Ryan Crawford - introduced himself and stated that CKIA has received \$36,900 from 302 residents and an additional \$7649 for perimeter. More residents are paying with PayPal and so far the fees are \$300. Legal expense which was passed in the prior meeting has been added to the budget. Ryan opened for questions which included where we are in terms of last year. The dues letter was sent later last year but appears to be about the same and last year we exceeded the budget. There will be a reminder letter sent in April which typically generates \$4000 - \$5000. Options for payment include mailing a check, dropping off at treasurer's house or PayPal. 3 years ago about 30 people paid using PayPal. This year we have received 78 PayPal payments. CKIA pays the \$3.78 fee and it does save time by having people pay this way. There is a link on the website to pay dues making this as easy as possible for people to pay.

- d. Secretary - Christine Sweetland - apologized to those in attendance for not having the minutes posted on the web site in a timely manner due to not understanding the process and that has since been corrected.
 - i. Adopt Document Retention Policy - currently CKIA does not have a policy to retain or destroy (shred) documents. Currently the files have many items that could be destroyed. The goal of the policy is to retain historical data that will be easy to access. The policy is based on the National Council of Non-Profits and IRS policies. Peggy motioned to approve, Sue seconded and was unanimously approved.

- e. Newsletter - Brett East -
 - i. Request to consider self-publish proposal on a similar bi-monthly basis - Brett asked Sandy Wischmeyer to present the proposal that Cherry Knolls begin self-publishing newsletter that would also allow color printing, making it more appealing to read. Sandy stated that we publish the newsletter 6 times a year using Colorado Lasertype for the past 10 years, it is mostly ads and it's hard to find articles. The committee decided to investigate publishing for themselves. They have spoken with and received 7 bids. Brett showed a sample and the most reasonable bid was to publish 4 color/8 pages at cost of \$583. At this time the \$200 budget is for postage to mail the newsletter. There is a secured advertiser offsetting \$165 leaving \$218 to cover with other additional advertisers, if publish

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in color. Only \$86 of additional advertisers if publish in black and white. The committee will pursue advertisers to offset the costs and print in color or black & white depending on ad revenues generated. If anyone is interested in advertising please contact Sandy Wischmeyer. (Sandy passed around advertising interest sign-up sheets). She will also contact the directory advertisers. If board approves and doesn't work out then we are able to go back to Colorado Lasertype at any time. As another argument for self-publish trial, Courtney stated that the designer has 48 hours to get all articles into the newsletter and some information may get edited for space. Amy Folkestad has been volunteering her time to lay out the newsletter and doesn't know how much content space is available each month due to the variable ad space dictated by Lasertype. By self-publishing, Amy can control content better and alter the schedule slightly if needed by the community for notices, events, etc. A question was raised about sending the newsletter electronically and Sandy stated we don't have 701 email addresses for each homeowner, there is a cost to the service provider to send the newsletter electronically and if a homeowner changes their email we might not receive it. The newsletter is posted on the CKIA web site. Jeff Dark stated he is in favor of self-publishing to increase the quality of the newsletter and having more control of the content. Brett encouraged people to send her articles or ideas for articles they would like to see in the future. Pictures are always welcome. It was requested that the May newsletter be self-published. If no advertising dollars, worse case \$86 above budget. Keith motioned to move forward with self-publishing, Courtney seconded and was unanimously approved.

- f. Perimeter Maintenance- Keith Woodward - Introduced himself and stated he's on 3rd term with the board. He reported there is a contract to have the split rail fence repaired on Arapahoe Rd as that section was hit by a car. There is an issue with lighting on Elizabeth entrance and an electrician has reviewed and Keith is waiting for bid. A question from the community as to if there are any plans to refurbish on the entrance signs? Keith stated that we are doing a push to do all entrances so Colo. Blvd and Nobles entrance is next based on design. Asked if refurbish or cost to replace might be more economical. There is not a plan to refurbish the signs at this time. A community member suggested the signs are washed and painted. Keith

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mentioned the cost of repair should be compared to cost of replacement. Sign replacement is part of the Long Range Planning committee domain. Peggy suggested the LRP Committee and Keith's perimeter maintenance committee consider the sign maintenance in light of the entrance improvement plans. A community member asked if LED lighting has been considered to reduce cost. Keith mentioned that the lighting in the community is a mix of incandescent and LED. The Elizabeth lights are broken off at head and electrician has recommended different fixtures to reduce risk of breakage.

- g. Centennial Interface – Sue Carlton-Smith
 - i. Cen Con (Allen Black) – Allen reported the last meeting was mostly about the ongoing talks of combing the fire departments. Littleton is the only one that is not in. It appears that all will join to one entity. This will cost residents a bit more money. Once combined higher insurance rating which should lower insurance on your home which should offset some of the mill levy increase for homeowners. Vote in May to explain the consolidation. Chad East is a firefighter in Denver and stated that basically we have 3 entities with inter-governmental agreement. If approved, South Metro will respond and service times would remain the same. All 3 entities were having issues so once they merge will be better for all. Allen stated that two mill levies that will be a little bit of cost but minimal based on service. Another fire station may be built but we are in between 2 that are close so our response times are already good. Firefighters will remain and not offloaded or change rank so will remain in their station.
 - ii. Neighborhood Watch (Sue Carlton-Smith) – No report
- h. Covenants & Architectural Review - Steve Linger - introduced himself and stated that this is his 2nd term and in the past month no issues that have been brought to his attention for covenant or architectural requests.

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- i. Community Spirit & Events – Ryan Goldstein introduced himself and stated the upcoming events :
 - 1. Easter Egg Hunt is March 31st at 9:30am. Katie Hess is in charge, everyone is invited. The kids are split up by age group so everyone has a fair chance.
 - 2. Neighborhood Garage Sale is May 4/5. Contact Jen Steller to register to put on the map for all people that come into the neighborhood for the sale. Cherry Knolls shop and drop for the community will be Saturday, May 5th from 7 AM – 2 PM and anyone can donate items to sell. The money raised goes to the perimeter fence and maintenance fund. Peggy is looking for volunteers to help that day and people willing to donate items.
 - 3. Dumpster Day –is May 12th allowing dues paying members to get rid of larger items.
- j. Communications – Courtney O’Shea – introduced herself and working on neighborhood communications to ensure positive, consistent messaging. This includes working with both the directory and newsletter committees. Her mission is to take care of each other and help foster community.
 - 1. Website Re- - Bryan Wainscott – not present, no report
 - 2. New Neighbor Greeter – Sue Carlton-Smith - Sue stated they are looking for more volunteers to welcome new neighbors to the neighborhood. Seth then described what new neighbors are receiving to feel welcome when just moving in to Cherry Knolls including information about the pool, paying dues, coupons from local businesses and information about the history or Cherry Knolls an events that take place. He asked whether there was anyone in attendance who has received the new neighbor goody bag and one attendee raised his hand and commented positively.
 - 3. Directory- Sandy Wischmeyer - Sandy stated the directory will be published middle of June and advertising is how we offset costs so any suggestions for advertisers is greatly appreciated. Some very faithful advertisers come back year over year. They received \$3100 in advertising revenue which off-set cost of printing the directory. CKIA is mandated to produce the directory per bylaws.

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4. Data Base- Mary Beth Rapp – several people acknowledged that she does a wonderful job and we are fortunate to have her volunteering her time.
5. Garden Club – Carol McDaniel – Deb Nazzarro reported on behalf of Carol – Everyone interested is welcome to join the garden club. Seeding party on April 4th from 10:30-12:30 which was posted in newsletter, will be posted on Nextdoor next week and all are welcome. The garden club has a social aspect in addition to maintaining the gardens at Elizabeth entrance. May is the kick off brunch to assign people to schedule to water/maintain beds in area.

6. Business

a. Unfinished Business

- i. Long Range Planning Committee – Diane Gimber reported on the plans for Colo. Blvd and Nobles entrance. More comprehensive plan to come next month, be for now, a tree must be removed. The long range committee has received 3 bids, adjacent homeowner has agreed. Diane on behalf of the LRP requesting \$600 to remove the tree. Seth moved that we use \$600 from LRP budget and Brett second and was unanimously approved.
- ii. Advisory Committee Update and request for funds:
Peggy reported that we have gotten a few concerns from the neighbors about transparency and costs. The newsletter outlined the process to ensure transparency. The board started reviewing in January based on the bylaws. There was a concern over process 10 years ago and the costs. The treasurer's report will have a line item that will outline legal costs to all community members. The board has approved \$2100 and to date the committee has spent \$640 for attorney consultation fees which is approximately 2 hours. Courtney reminded people that Nextdoor.com is an easy way to communicate but to remember that we are neighbors; communication should be thoughtful and respectful. Discussion about the communication to board members: Christine raised that, in the spirit of transparency, that all such communications should be shared to all board members for transparency. The communications from members will be confidential, however responses from the board can be made

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public by the community member. Keith moved that we accept this policy and Steve second and unanimously approved.

Steve Linger presented the status of proposed amendments and consolidation of declaration of covenants. Steve introduced himself and stated he has been in the neighborhood 43 years. Values of homes over past 10 years have increased substantially. The committee is requesting that we consolidate the 6 covenants to one documents. The last update was 26 years ago. What we are proposing is nothing new -- filings 1 &3 and 2 &6 were both consolidated in 1989 and 1992. Surrounding neighborhoods have done the consolidation including Highlands 460 and recently Columbine Knolls (both voluntary dues communities) have gone through this process in 2004 and 2014 respectively.

Currently Cherry Knolls is 700 homes, with 6 separate covenant documents that range from 12 homes to 248 homes. Currently they all contain the same provisions. There is an expense to making a change to 6 separate documents. Sue has map of the filings and Peggy has an illustration showing moving 6 to 1. Those homes have the ability to make amendments to their own set of rules and covenants which could be contrary to what the rest of the neighborhood wants. A sample is the tiny home on Briarwood that if members in that separate covenant wanted to have tiny homes and amended their covenants, then all homes around that filing would have to live with that. We have consulted an attorney to consolidate from 6 to 1. We propose a notice mailed containing the new covenant document and a cover letter outlining the changes to all of the neighbors.

There are 3 governing documents, covenants, bylaws and articles of incorporation. In that order of importance. At the last meeting Jeff Dark recommended that we are doing too much, making it overly complicated. We are requesting the board agree to postpone bylaw vote to November. Brett motioned, Keith seconded and unanimously approved.

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The changes to the current document include:

- * Correct the name from erroneously Cherry Knolls Homeowner Association to Cherry Knolls Improvement Association

- * Eliminate references to corner lot sightlines to meet City of Centennial's stricter standards

- * Revise provision for solar panels to comply with Colorado statute Homeowners don't need Architectural Control Committee consent to have solar panels as our current covenants imply.

- * Revise provision for satellite dishes to meet Federal laws. (No ACC approval required for satellite dish installation as our current covenants imply.)

- * Revise the duration provision to eliminate misleading language that currently states 9/1/2008 and 10-year automatic extension – the covenants can be changed at any time as they always have been.

Motion to approve these legal amendments – Keith motioned, Brett seconded. Before the vote there was a question about the cost – the mailing will include the update, cover letter and the cost is \$1200 to every resident within Cherry Knolls. There will also be a color illustration that will be in mailing to better clarify the consolidation. **The vote then proceeded and was unanimously approved.**

Steve then stated this is a two-step process. We need approval of the draft documents to be included in the mailing and the associated costs estimated at \$1,200. This has to be approved tonight so that the information is received by April 8th, allowing 30 days for homeowners to deliberate. Drafts of the documents were provided board members before the meeting.

On May 8th, at the general meeting, a vote will be facilitated so all homeowners will consent or object to the proposed consolidation and amendments as

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outlined in the notices. We would like all homeowners to attend. Someone asked where it will be stated in the budget and the \$1200 will be under the administrative line item. Ryan will have to justify the overage in column on the right. It does happen occasionally that unforeseen expenses do occur and are justified but the funds are available with a balance of ~\$14,000. A community member stated they were not aware of the changes and the advisory committee recommendations. The board responded that the notices will be sent to all members in the community. The consolidation and the 5 amendments are the only things proposed to be voted on May 8. We truly want every homeowner to voice their opinion if you don't show up it is same as an objection. May 8th the community will decide on consolidation and the 5 items outlined above.

There was discussion about the board being allowed to pursue consent if deems sufficient evidence after May 8th. Also board members stated importance of cover letter being as accurate as possible and that the attorney has reviewed and approved the documents. Peggy requested resolution of 2 suggested edits by board members to the cover letter. These were discussed and the board agreed upon the final language for the cover letter to include the 2 suggested edits.

Steve stated that based on changes to the letter need to have the board approval for the cover letter. Keith moved, Ryan seconded and was unanimously approved.

Steve asked for approval of the 30-day notice, \$1,200 cost and contents, drafts of which had been sent to board members before the meeting. Steve asked for the approval from the board for the notice contents. Courtney moved, Keith 2nd and the motion was unanimously approved the notice contents with edits to Cover Letter.

Sue said all the filing make her head swim; it blows her mind that developers did this when they started Cherry Knolls. Sue feels the cover letter explains the verbiage on other side. Thanks to Jeff Dark for helping us realize makes sense to split the consolidation of the filings and bylaws.

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There was concern from a homeowner that the letter not include salesmanship and bias as it will be mailed to every homeowner. Is there any language in the letter that someone could read as bias or that this not on the up and up? This concerned homeowner requested to read the letter to ensure neutrality. The board explained that the language does ask for approval because the board believes this proposal is the right thing to do as a protective move for our community. The letter is fair and factual and invites homeowners to participate in May. The vote will be taken by each of the 6 different covenant communities. The board indicated they didn't have a board-approved letter to present to the community and would rather everyone receive at the same time.

A community member stated that most people in Cherry Knolls don't know that there are different filings. What difference if you are in a different filing. Steve responded the simple reason that if you have a filing that they don't want to amend to be part of one document they are allowed to make any changes they want with majority vote of that filing. The idea is to consolidate to 1 document that conforms to city and state requirements—so it won't matter that you are in a different filing.

For the benefit of those in attendance, Steve explained the process for the May meeting as explained in the cover letter:

- (A) Adoption requires a signature on the document to be recorded along with the document. One vote per household both members can sign but one household vote counts. The signer is the home owner of public record. We are requesting signatures for consent and objection so that all votes are evidenced. No ID is required as the signature attests that they are who they say they are by signing the document.
- (B) Everyone that is a homeowner, regardless if they pay dues, can vote and if a homeowner doesn't show up that would be considered a no vote.
- (C) If there does appear to be enough interest in covenant consolidation we have 59 days beyond the May 8 to solicit signatures from the homeowners that didn't

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vote May 8. The last time our amended documents were amended (1989 and 1992) it was completed in a similar manner with signatures obtained by going house to house and those signatures appear in the public record. The two examples of communities that have completed this consolidation Highlands 460, and Columbine Knolls used mail ballot. The Advisory Committee could find no evidence that Cherry Knolls has ever done mail in ballots for any measure and the Advisory Committee didn't feel this was the time to start. Multiple signatures evidenced as attachments to the new declaration of covenants reduces recording costs and is consistent with CKIA precedence.

For the May 8th meeting the Advisory Committee is requesting \$200 for printing and supplies. Brett moved, Sue 2nd and was unanimously approved.

Steve then alerted the board that the committee will request funds for the recording fees for any approved proposed consolidated and amended covenants. The cost is \$13 for the first page and \$5 for every add'l page. The committee is minimizing the cost by having multiple signatures per page—reducing costs to about \$500, from nearly \$2,000.

Questions on the covenant consolidation by the community in attendance:
Ann Hastings – is this for homeowners or residents? This is for homeowners. She is concerned that landlords aren't present. Who gets to vote if he is out of state? Homeowner will receive letter and he may attend.

Stuart Greenwood – if filing 8 doesn't have majority then they could stay by themselves? This could be the case with 6 separate filings. Only filings with 50% of the homes consenting will consolidate.

DJ Inman – Expressed concern that those who don't show up for vote count as a "no". After the vote we have 60 days to have those not in attendance voice their opinion by signing to consent or object. Please encourage your neighbors to show up to May 8 vote.

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Jeff Dark – one thing not made clear is that we want to operate under one covenant, will maintain 8 filings remain as separate legal entity? In the proposed consolidation – it does refer to filing 1 – 8 but we are all governed by 1 document. If we were to consolidate then the majority would be to 700 homes as a whole, not to individual filing, e.t., 1 & 3 and 2 & 6 have previously consolidated. Discussion as to what happens in the future and would it remain that would take the majority of the sites to pass changes going forward. pass. Peggy provided the example of Columbine Knolls. They had a filing of ~20 homes try to abolish certain covenants by obtaining majority consent. The association was able to negotiate a vote to consolidate and was 100% successful.

At the end of this still a voluntary HOA? Yes, and any changes would still require majority of homeowner and the board. Concern was raised that the board doesn't represent community because there is no discussion for this proposal. Point made that the members are elected by the membership with the intent of representing the community.

- iii. Cherry Field use –due to time and number of members in attendance this was not discussed. Carry forward to April agenda.
- iv. Extent of cement work at Nobles/Briarwood/Costilla and Arapahoe Place- not discussed. Carry forward to April agenda.

b. New Business

7. Public Comment

a. Community members request to speak to the board 2 minutes

- 1) Jim Scully - map represents that this is how it has been since the neighborhood has been founded. He speculates that it would make changes easier to pass. He likes that current structure requires a preponderance of the neighborhood— adopt proposals that everyone can agree on. We want clean air and pond not smelling like crap. Would be harder if one filing, he disagrees if we have 51% vote for something and 49% vote against then we aren't coming near 80 – 90% which is what would happen today with the separate filings. Ensures that the

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board proposes things beneficial to the entire neighborhood and doesn't leave 49% unfulfilled

- 2) Jeremy Harris – I understand that statics can be interpreted in many ways. 100% of a single filing is less than 2 – 3% of the 700 homes to votes on something. Can make reverse argument. We have republic system with 6 individual segments suggesting competing interests. We are all Cherry Knolls, a small individualized place—not like a country with competing interests regionally. It's more manageable by voting together. We also have the opportunity to amend to have super majority we can do that as a consolidated group as a whole community. Not specific to bylaws that can never change. But a community as whole.
- 3) Amy Marzalek – concern with voting in public at separate stations for objections and consent--would like it to be private
- 4) Scott Ranallo – we're here because we love Cherry Knolls and would be better to stop with the conspiracy theories. Please be respectful of everyone don't call out or make negative statements about your neighbors and hold on to past grudges.
- 5) Jeff Dark - I was around and involved 10 years ago and didn't like what happened 10 years ago. Caused problems and shouldn't go there. Losing our individual legal status. It makes it easier for them to make any changes they want to. On board after the vote and spent a lot of time putting a broken neighborhood back together. Has requested Peggy to slow process down -- moving too quickly. 90% of the neighborhood didn't even know until the newsletter came out.
- 6) Stuart Greenwood – Asked if there were times that we were asked to consolidated or make these changes based on State and City requirements? Peggy responded that we as a board believed that the terminology in covenants suggested we needed to do a review. The board agreed that we should review. The attorney has stated that we have items that aren't compliant. He asked if the legal references could be posted electronically. Peggy has it and said she'd be happy to share the state, county and city codes to which the amendments refer. For example, the city standard is stricter than what our current

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covenants state so we are proposing revision to refer members to the city covenant. We are subject to Colorado nonprofit corporation act. Committee felt it was too much detail in the cover letter to refer to specific codes, statutes and regulations. We will post online once notices are received by homeowners.

- 7) George Levi – will you have absentee ballots for May and why considered a no vote if not received. Peggy responded that the bylaws prohibit proxies and absentee ballots however, we are allowed to have mail in ballots, but as discussed earlier, we were not comfortable making the change from precedence. If it does look like there is significantly more yeas than nays we will look at majority of the homes in those filings. If majority is nays we will not pursue. Peggy re-stated that in January we made decision to review and now its March. We have to give adequate notice for May meeting. Talk to your neighbors, encourage them to attend and make sure you go and be heard. Peggy stated if we consolidate then we can do mail in ballot down the road and proxy could be changed down the road. The bylaws will have to allow that change. George asked if the board would consider sometime between the letter and how we vote. Majority of no vote will that be understood. This board has chosen May and board approved May and all of these items have been approved in public meetings. Relative balance of yeas to nays our intent is that we have a board meeting in May and think it is the right thing. The board recognizes the sensitivity about the timeline. Everyone on CKIA Board are community members. Employed people to attend next meeting, it helps with clarity throughout the neighborhood.
- 8) DJ Inman – possibility of explanatory meetings that people can come and learn about the changes and have more opportunity to vote. May want to consider after the 30 day notice received – just an information meeting that is not a board meeting. DJ Inman offered to host a house party for neighbors to understand the complexities of what is being proposed. If this doesn't satisfy everyone, then it's a motion in the right direction. Peggy stated that this is a step. If it doesn't pass and there is enough interest in the community to re-consider, it's not fixed; you don't have to wait 10 years. This is a living, evolving neighborhood. Acknowledged the board for their work.

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8. Adjournment of Board Meeting - Keith moved that the meeting be adjourned Steve seconded meeting unanimously approved, meeting adjourned at 9:32 pm.

03-06-2018 - Advisory Committee Proposal to Defer Bylaw Amendments

For a couple reasons, the Advisory Committee recommends deferral of the vote for bylaw amendments (reflecting only legal minimum standard updates). The amendment to the Covenants (legal updates and consolidation) will still be addressed at the May 8, 2018 meeting. The reasoning is as follows:

- a. The criteria for voting on bylaw amendments is different than the consent to amend the Declaration of Covenants. We feel it simplifies the substance of the matter for members. Bylaws require a quorum (30 voting members, i.e. current dues-paid members) whereas the consent requires a majority of filings covered by each filing (357 members regardless of whether they paid dues). The attorney agreed.
- b. There are a few legal amendments that the Committee deliberated which require revision to draft documents to ensure only the minimum legal changes were made. Thus, the bylaws draft cannot reasonably be completed by the 30-day notice requirement on April 8.

Cherry Knolls Newsletter Self Publishing options 2018

Our Cherry Knolls By Laws dictate that CKIA publish a newsletter and a directory each year.

After many years of publishing our Cherry Knolls Newsletter through Colorado Laser Type we are suggesting that we begin to self publish once again for the following reasons—

- The Newsletter created by Colorado Laser Type is made up of 50% or more of advertising creating a publication that is hard to read and unattractive.
- The print quality of the newsletter is very poor due to the current publishers equipment.
- Our graphic artist is given a very small window in which to create the contents of the newsletter.
- Our editor and her staff never know how much space will be available for our information. It is very different each issue so it is hard to gather news.
- We are totally unable to control when the publication will be sent to our residents. Laser Type decides when the Newsletters are mailed.

We believe that a self publish Newsletter will be more readable, interesting and attractive. Thus, we hope to increase readership and community.

On the Pro side- We presently only pay \$200 an issue for postage—a total of \$1,200.00 annually for our bimonthly publication.

The committee feels that with advertising and the \$200 already allocated in the budget for mailing that we can publish a newsletter that does not cost the community any more.

We will be creating ad specs for the Newsletter and selling them with the Directory advertising as well a separate solicitation.

We are proposing an 8 page (2 11x17 sheets) full color letter folded piece to be created and mailed 6 times a year. The first publication will be in before May 1. However, if advertising revenues do not offset cost we propose reducing costs by publishing in B&W.

Variables

Printing

The following are printing options

Size-

4 pages- 1 11x17 folded

8 pages 2 11x17 folded

4 color

Cover and back page color- inside black and white

Black and white

Providers

Steller and Associates- Printing and collating only

Signal Graphics- Printing only

Colorado Data Mail- Mailing only

Alternative Press- Printing and Mailing

Dilly Printing- Printing and Mailing

Henry Wurst Printing- Printing and Mailing

Sundance Printing- Printing and Mailing

SEE BACK FOR ESTIMATES AND COMPARISONS TO SUBSTANTIATE THE PROPOSED COSTS

Comparisons

Business	4 page full color	4 page B&W	8 page Full color	8 page 1 side color	8 page B&W	Processing cost	Mailing cost	Total
Steller	\$.50 @ \$350.00		\$50 @ \$350.00					
Signal Graphics	\$1.39@ \$974.39		\$2.40@ \$1,681.00	\$1.23 \$868.00	\$.36 \$251.00	\$101.00		
Colorado Data Mail						\$232.50	\$110.00	
Alternative Press	\$.45@ \$319.00	\$.20@ \$140.00	\$.54@ \$380.00	\$.48@ \$341.39	\$.36@ \$248.00	\$140.00	\$203.00	
Dilly Printing	\$.87@ \$609.00		\$1.28@ \$903.00		\$.71@ \$496.00	\$172.00		
Sundance Print			\$1.57@ \$1,102.00	\$1.17@ \$819.00	\$.55@ \$460.00	\$460.00		
Henry Wurst								\$913.00

Blue Highlighting- Committee feels is best option pending sample of printing

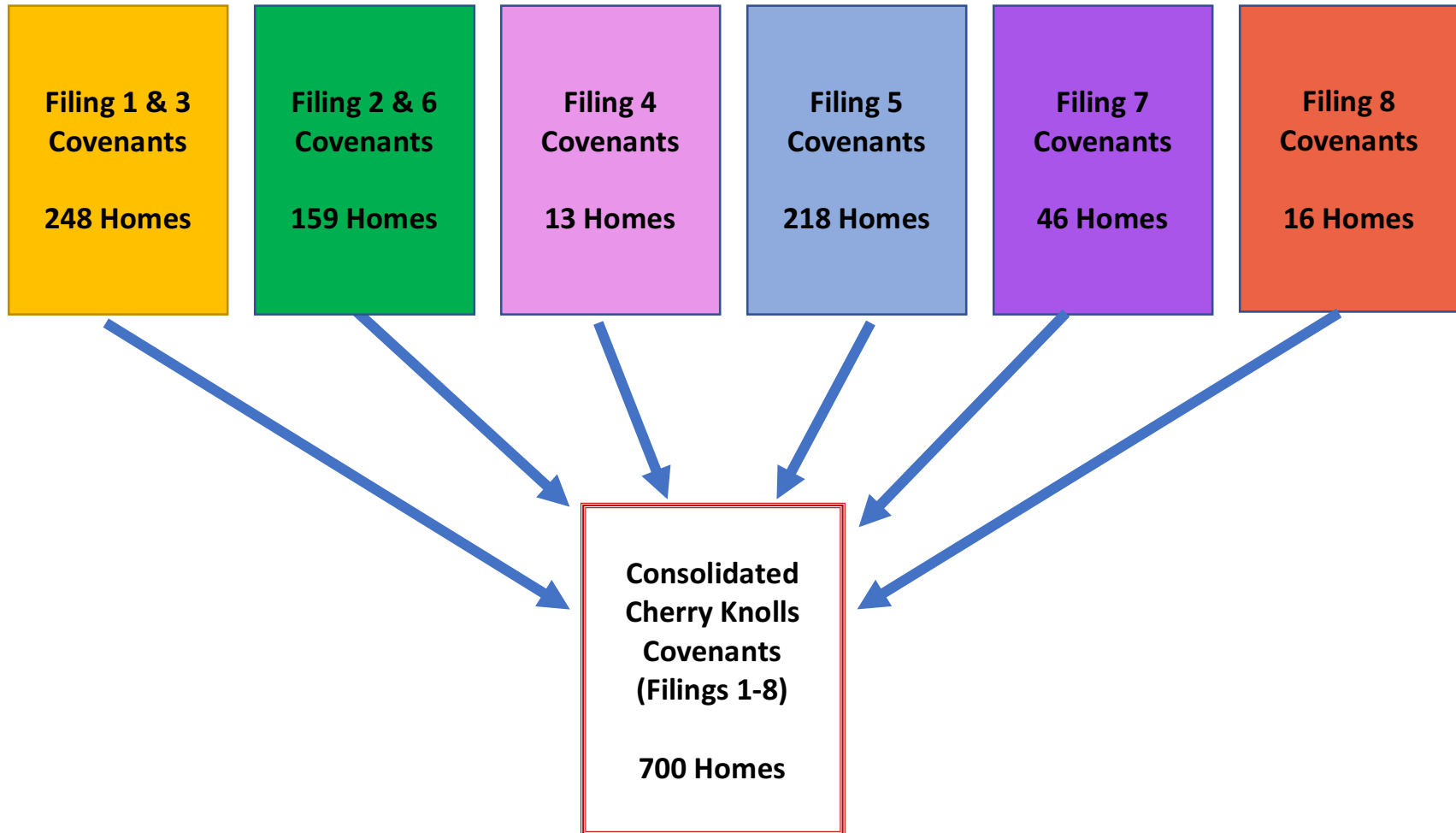
Distribution

1. Committee of Volunteers deliver each issue- free- Finding volunteers and supervisor difficult, **Committee feedback- too confusing and safety of volunteers due to dogs etc. -not recommended**
2. Paid volunteers deliver each issue- approx. \$14- **Committee feedback- too confusing and Safety of volunteers due to dogs etc. -not recommended**
3. Cherry Knolls buys a bulk mail permit and self mails- Permit fee \$250.00 each year \$250 plus piece rate – **Too expensive**
4. Mail house addresses and mails each issue- see tables- **best option**

Other options

We stay with Colorado Laser Type and pay \$200 postage only.

Cherry Knolls Covenant Consolidation Illustration



**Minimal Language Changes
Involving Minimum Legal Updates Only**

Cherry Knolls Improvement Association
Document Retention and Destruction Policy

The purpose of this policy is to adopt rules and guidelines and facilitate directors' fulfillment of the duty of care, establish transparency and ensure compliance. This policy applies equally to documents saved electronically as well as physical documentation. The policy is based on retention guidelines from the National Council of Nonprofits as well as the IRS rules. At the beginning of each year archived documents will be given to Secretary for retention.

****NOTE:** All documents requiring destruction will be destroyed by the Secretary or the board member responsible for the document. Document destruction should be by shredding or other secure method.

Type of Document	Minimum Requirement	Location of Prior Year Records	Responsibility to Provide to Secretary for Retention
Articles of Incorporation & Amendments	Permanently	Archives – at Secretary's residence	Secretary
Bylaws & Amendments	Permanently	Archives – at Secretary's residence	Secretary
Declaration of Covenants & Amendments	Permanently	Archives – at Secretary's residence	Secretary
List of Board Members, terms and contact info.	Permanently	Archives – at Secretary's residence	Secretary
Deeds, mortgages, and bills of sale	Permanently	Archives – at Secretary's residence	Secretary
Year –End financial statements	Permanently	Archives – at Secretary's residence; Past year & current year at Treasurer's residence	Treasurer/Secretary(archived)
Insurance Records, current accident reports, claims, policies, etc. (active and expired)	Permanently	Archives – at Secretary's residence; Past year & current year at Treasurer's residence	Treasurer or President/Secretary(archived)
Meeting Minutes/Board actions	Permanently	Archives – at Secretary's residence	Secretary
Newsletters	Permanently	Archives – at Secretary's residence; Past year & current year at Newsletter editor's residence	Editor/Secretary (archived)

Type of Document	Minimum Requirement	Location of Prior Year Records	Responsibility to Provide to Secretary for Retention
Trademark registrations and copyrights	Permanently	Archives – at Secretary’s residence	Secretary
Tax Returns	Permanently	Archives – at Secretary’s residence; Past year & current year at Treasurer’s residence	Treasurer/Secretary (archived)
Audit Reports	Permanently	Archives – at Secretary’s residence; Past year & current year at President’s residence	President/Secretary (archived)
Account Payable ledgers and schedules	7 years	Archives – at Secretary’s residence; Past year & current year at Treasurer’s residence	Treasurer/Secretary(archived)
Bank reconciliations	2 years	Archives – at Secretary’s residence; Past year & current year at Treasurer’s residence	Treasurer
Bank statements	3 years	Archives – – at Secretary’s residence; Past year & current year at Treasurer’s residence	Treasurer/Secretary
Long Range Plans	3 years after completion	Archives – – at Secretary’s residence; Past & current year at Long Range Planning Committee Chair’s Residence	Long Range Planning Committee Chair/Secretary (archived)
Contracts, mortgages, notes and leases (expired)	7 years	Archives – at Secretary’s residence	Secretary
Contracts (still in effect)	Contract period	Past year & current year – at Secretary’s residence;	Secretary
Correspondence including covenant issues	2 years	Archives – at Secretary’s residence; Current year at Chair of Committee Residence	President or Chair(s) of Committee/Secretary (archived)

Type of Document	Minimum Requirement	Location of Prior Year Records	Responsibility to Provide to Secretary for Retention
Correspondence legal matters re association	Permanently	Archives – at Secretary’s residence; Current year at President’s residence	President/Secretary (archived)
Covenant issues legal matters	3 years after resolution	Archives – at Secretary’s residence; Current year at committee chair’s residence	Architectural and Covenants Committee Chairs/Secretary (archived)
Duplicate deposit slips	2 years	Past year & current year at Treasurer’s residence	Treasurer
Internal audit reports	3 years	Archives – at Secretary’s residence;	Secretary(archived)
Withholding tax statements	7 years	Archives – at Secretary’s residence; Past year & current year at Treasurer’s residence	Treasurer/Secretary (archived)
Community Directory	1 year	Current year’s at Directory Committee Chair’s residence	Directory Committee
Neighborhood data sheets	1 year after data entry	Current year’s data sheets at Database Committee Chair/Manager’s residence	Data Base Committee Chair/Manager
Initiatives by the Board/project files with all relevant documents	3 years after project completion	Archives – – at Secretary’s residence; Current year at Board or committee Chair’s residence responsible for initiative	Board or Committee Chair/Secretary (archived)

Proposal to adopt a bit more formal Robert's Rules Procedures during meetings of high attendance and packed agendas.

We are anticipating a larger-than-normal crowd for the next few meetings. As you are aware, I was disappointed that I didn't get to everything on the agenda at the February meeting and I allowed the meeting to end in some chaos. I apologize. So, after a little review of Robert's Rules and understanding their basis, here is my proposal to

1. touch on everything on the agenda (attend to our business and get things done)
2. encourage board member voices in all matters
3. empower those giving reports to manage attendees' interaction
4. ensure clarity of committee vs. board reports
5. allow attendees an uninterrupted, 2-minute opportunity to comment after board reports and attention to all business.

- ❖ **We will address all unattended business from the past meeting first**, as it has precedence—even if we move to table it.
- ❖ **Board members are encouraged to use their power to move to consider, NOT consider, take action, table, etc. at any time during a deliberation.** (Obviously, it's better not to interrupt someone to do so.) When board members make a motion, the board must take a vote immediately where the majority of board members wins. The secretary will record in the minutes and it will appear as such in the minutes. This can be a highly effective tool. Please balance it with the idea that you are servants of the community....and know that uninterrupted commentary will follow the meeting so if you are perceived as heavy-handed, you may have to sit there and listen to it later. The president is an equal member in deliberation and voting—we were all elected equally and so have the same power. The president presides over the meeting—so holds that power separately. (e.g., if the President perceives someone is out of order, they may call it. Otherwise, board members are encouraged to call the attention of the President if they think someone is out of order for a decision.
- ❖ **Those giving reports are in control of the floor during their reports.** The president will step-in only if he/she deems it is for the benefit of the whole meeting. All of this is subject to a board member making a motion to take action, table, reject consideration, etc. In summary, report-givers may solicit questions from the floor to clarify the substance of their report. If the concept is complex and not appropriate for board meeting, they may encourage a member to contact them after the meeting for more information. If they seek action, they need to request it.
- ❖ **The president shall not also be the committee spokesperson as it confuses board vs. committee report.** If the president was given a committee report to give by a committee member, he/she will only give it if it is short. Otherwise, the vice president or another board member will be asked to give it.
- ❖ In an effort to ensure members get a voice in a respectful and constructive manner, I am implementing a timed 2 minute, uninterrupted commentary period after all the business has been conducted for any member who wishes to take advantage. This is consistent with traditional meeting agendas.

- ❖ Please allow the President to call the meeting adjournment by vote before you take leave unless you've excused yourself early. *It is fine to excuse yourself early and try to make an exit discreetly if necessary.* (Personally, I think it reinforces to everyone that board members have lives—like every other member--and that they are serving out of the goodness of their heart, not because they are compelled by some “other” motive.)

Please remember—the board works best if each feels empowered to voice their views based on the premise—to “preserve, protect and promote the interests of the Association and its members” Article II, Section 2A of our bylaws.

You are an extraordinary team because of what you offer individually and I am truly honored to be on your team. Our differences are our strength. If your gut tells you something's not clear or you disagree with the board's direction, please raise your questions/concerns. Your neighbors are relying on you to voice that concern.