

Minutes of the CKS/E Board of Directors Meeting on January 11th, 2018

The meeting was called to order at 7:00 pm.

Board members present: Tom Majcen, Gary Englebright, Norman Davis, Becky Englebright, Pauline Gerali, Lorenzo Sammauro and Annie Berger.

Residents present: Bill Kacena, Al Nemes, John La Breche, Ryan Stadtmuller, Scott Manley, Mark & Michelle Germann, Barbara Mastro, Ryan Barrett and Susie Johnston.

President's Report: President Tom Majcen reported that he has received numerous phone calls about a home with a covenant violation. See more on this topic under New Business.

Approval of the Minutes: A homeowner requested that three changes be made to the December minutes. 1) "Annual Meeting" needs to be deleted from the title of the Minutes. 2) Fix the Minutes so that homeowners' names are not listed except in the "Residents present" list above. 3) Indicate that the President asked a Board member to resign. The Board agreed with these changes. A motion was made and passed by the Board to approve the December 14th Board Meeting Minutes as corrected.

Treasurer's Report: Treasurer Gary Englebright reviewed the monthly income, expenses and bank balances. A motion was made and passed by the Board to approve the December 2017 report as submitted. Gary reported on the status of the nine checks received due to the flyers that were erroneously delivered to homeowners in November. All of the checks were returned to the homeowners, either by personal contact or by US Mail. Seven of the checks were subsequently returned to the HOA to pay for dues.

Dues Report: Presently, 399 (52.5%) of the households have paid their annual CKS/E Homeowners' Association dues, compared to 412 (54.2%) at this time last year.

Special Events: Annie Berger has kindly volunteered to chair the Easter Egg Hunt to be held March 31st at West Laurel Park. Look for more information in this Scroll.

Membership/Blockworkers: Chair Pauline Gerali reported that Beth Davis is replacing Mary Ann Lovato as the Blockworker for Area 21.

Traffic and Streets: Chair Don Huff has resigned. Nothing to report.

COHOPE: The Jeffco Planning and Zoning Director attended the COHOPE meeting last month. After the meeting, Tom talked with the Director to ask him about any plans for the old Safeway location. The Director indicated that the property is still zoned for commercial use only. The Director gave Tom information about the process a property owner must go through before new construction happens. The process includes numerous steps, each of which can take up to 6 months or more. The process includes several community meetings for neighbors to weigh in on the proposed plans.

Parks: See the separate report in this Scroll.

ACC: See the separate report in this Scroll.

Old Business:

- 1) The November invoice from the HindmanSanchez legal firm was \$337 for three phone conversations. A motion was made and passed to pay the HindmanSanchez bill.
- 2) The Board reviewed the options for the yearly HindmanSanchez contract. The options were: pay a yearly fee of \$2,340 or pay a flat fee as needed. The yearly fee would include unlimited telephone consultations, but would exclude any covenant enforcement and questions about HOA document updates. After some discussion, a motion was made and passed to continue paying the flat fee as needed for the lawyer.

New Business:

- 1) Secretary Becky Englebright indicated that the request for a quote from Colorado DataMail to print and mail the dues reminder letters in February would be sent out on January 18th.
- 2) The Board is considering changing the monthly publishing date for the Scroll. During the discussion, a few questions came up that none of the Board had answers to. Becky will contact the Scroll publisher to get the answers and to see if moving the publishing date would be feasible. She will let the Board and the Blockworker Captains know the results of the conversation.
- 3) Gary presented the results of the research that he and Becky did concerning the files on the HOA website. They discovered that there were some files that were either missing or in need of updating. His recommended actions were:
 - a) Determine if the Voluntary Public Disclosures file is required and, if so, what needs to be in the file. A question to the HOA lawyer was sent to Tom to pass on to the HOA lawyer.
 - b) Put the 2017-2018 budget in this Scroll and add it to the HOA website.
 - c) Add the 2017 Profit and Loss YTD Comparison Reports to the HOA website.
- 4) Tom received an email from the HOA lawyer suggesting that there should be only one primary contact. A suggestion was made that the Board should do most of the communication with the HOA lawyer via email. That way there is a record of the communication. If any Board member has a question for the HOA lawyer, the question will be emailed to the new point-of-contact (POC) before forwarding to the lawyer. A motion was made to have the President be the single POC with the HOA lawyer and the President will contact the lawyer only after the Board does an email review of the questions to send. The motion passed. A second motion was made to have the Vice President be the single POC with the HOA lawyer if the President is unavailable. The motion passed.
- 5) A Board member asked why the Neighbor Signature page is needed with a Project Request. The Board agrees that the form is voluntary; however, contacting the neighbors for signatures gives the neighbors notice that a project may be occurring at a residence near them in the near future.

6) ACC Chair Norman Davis made a request that he would only like to do the Project Request part of the ACC. After much discussion, the Board decided to break the ACC into two pieces – Project Requests and Covenant Enforcement. Norman will be the Chair for the Project Requests and Lorenzo Sammauro will be the Chair for the Covenant Enforcement. Annie Berger will take care of the Covenant Enforcement paperwork for Lorenzo, with Gary as her backup.

7) Given the change to the ACC above, the Minutes from the Project Request meeting will continue to be included in the Scroll as a separate article. However, the Covenant Enforcement discussion will be held during the New Business of the Board Meeting, with the covenant violations to be documented in the New Business section of the Board Meeting minutes.

8) A Board member asked for clarification on the process used to handle a Covenant violation. The process is as follows:

a) Either a friendly contact is made with the homeowners OR

b) A friendly letter is sent to the homeowners

c) After approximately two weeks, if the violation has not been corrected or the homeowners have not contacted a Board member with a plan to resolve it, a Covenant Violation letter is sent to the homeowners.

d) Approximately two weeks after the Covenant Violation letter has been sent, if the homeowners still have not resolved the violation or come up with a plan to resolve it, the Board will ask the HOA lawyer to send a Demand letter. Once a Demand letter is sent, the issue may go to court.

9) Covenant enforcement actions:

a) S. Yarrow St. – A complaint was sent in regarding several ongoing issues at this address. A friendly letter has been sent to the owners of the property. To this date, nothing has been done to fix the problems. A Covenant violation letter will be sent.

b) W. David Ave. – A large white van with a ladder on the side is parked in the driveway. Lorenzo will contact the homeowners.

c) S. Yukon Ct. – A snowmobile trailer is periodically parked in front of the house. If the trailer is there for more than three days, Lorenzo will contact the homeowners.

d) W. Laurel Ave. – Garbage cans in front of the house. Lorenzo will contact the homeowners.

e) S. Reed Ct. – A trailer is parked in front of the house. Lorenzo will contact the homeowners.

The next ACC Project Request meeting will be on February 8th at 6:30 pm, followed by the Board meeting at 7 pm at Deer Creek Community Church.

The meeting was adjourned at 9:02 pm.

- **Becky Englebright, Secretary**