

## CHPOA BOARD MEETING

December 13, 2018

Members in attendance:

Bob Leavitt, Mike Wold, Debbie Stalder, Alan Shadduck, Kim McCormick.

We tried to set up a conference call for Corine and Bettie but it didn't go as planned.

Members not-present:

David Born

Bettie Tully

Corine Knudsen

New Members:

Alan Shadduck

Bill Cook. Interested in joining, was a former board member

Bob mentions he is turning over the Presidency in July after serving as President for 3 years. He will assist whomever takes over with the transition. Mike Wold has been President and Vice President multiple times. If you are interested in serving as President let Bob know. It is not a difficult or time consuming job. Also if you know of anyone interested in serving on the board let Bob know. Board memberships begin in July and normally run for 2 years, but can be adjusted. Mike suggested Jack Holmquist as a possible new board member.

### ROTATING THE TAKING OF CALLS AND EMAILS

This year various members have been taking calls, and online inquiries from Carriage Hills residents, including Debbi, Kim, Corinne, Bettie, and Mike (who has done the last 3 months). Bob sets it up each month for the next person getting the calls with Google voice mail and email settings. Bob handed out a document with a set of guidelines for handling calls. Bob also mentioned that the list of covenants is on the Carriage Hills website. Mike suggested a list of board members names and phones numbers, etc would be helpful. Bob will update the current list and send it out to the board.

The taking of calls and emails in upcoming months are assigned as follows:

- Mike - Current month, December
- Debbi - January and February 2019
- Alan- March
- Kim - April
- Mike - May

- June - Bob
- Corinne - July (added after meeting)
- Bettie - August (added after meeting)

#### TREASURER'S REPORT - DEBBI STALDER

Debbi provided the financial report from July 2018 and the current financial report. She explained the both reports matched with the bank statements. The main expenses include:

- Insurance
- Membership communications/mailings
- Donations toward the printing of the Estes weed booklet
- Website hosting
- Slash pick up (by far the largest expense)

Our income is from dues received for new members and renewals

Debbie questioned if we should continue the mailing of the newsletter. It was decided to continue with the present process. If an email address has been provided it will be emailed. If there is not an email address provided the newsletter will be mailed to the mailing address we have on record (not necessarily the property address).

There is an HOA registration of \$10 that needs to be paid. Bob will pass this along to Debbi.

Alan asked about insurance payments. Insurance includes:

- 1 policy covers carriage hills board members
- 1 policy covers the carriage hills property association

The weed prevention booklet donation of \$200 is something the board has done for several years. It could be stopped if desired, or if there is a need to keep more money in our account

We thanked Debbi for handling the job of Treasurer, which can be time consuming.

#### SPRING CLEANUP

Every year in the spring a group of volunteers living around the Scott Ponds pick up trash in that area. In the last 2 years we've advertised this as a neighborhood project and a few other Carriage Hills residents have participated. We would like to get more people involved and possibly expand the trash pickup to parts of Fish Creek Road and Carriage Drive. This event is coordinated with Estes Park's cleanup event held in late April. The town provides trash bags and picks them up at the end of the day. Dave Born had been handling this for the board. Debbie and Kim offered to work on this project this year. The contact person is

Hattie Schetzslle ([hschetzslle@hotmail.com](mailto:hschetzslle@hotmail.com)). She lives by the ponds and organizes the overall event.

Two things are needed:

1. Find out the date, or a date needs to be decided for this. Hattie may know or ask the Rotary Club as they handle the overall project for the Town.
2. Advertise on Carriage Hills Facebook page, and the January newsletter

Mike suggested offering coffee and donuts. Hattie has done this in the past.

### NEWSLETTER FOR JANUARY 2019

The date for the January Newsletter is January 15. Bob explained that he is working with Mailchimp for the newsletters. It allows sending mass emails more easily. It inserts information automatically such as mailing addresses etc from our membership spreadsheet. Bob asked Alan, Debbi, and Kim if they would be willing to work on the newsletter production and they agreed.

Items suggested for the January Newsletter:

- The electrical wires project in Carriage Hills. There Some confusion among residents whether lines to be above ground or underground. They will be above ground, underground wires would be cost prohibitive - Bob.
- A short piece about sales tax differences between Estes Park and Carriage Hills and recent changes in state law - Alan
- Article on the Spring Cleanup assigned to Kim and Debbi
- Article on keeping your property clean and picking up any trash left there - Kim & Debbi
- Looking for new people to join the board - Bob
- How to get in touch with CHPOA - Bob
- A brief mention for the 4th Annual Carriage Hills Garage Sale...TO SAVE THE DATE June 15, 2018 - Kim
- We can recycle old newsletter articles as needed. Some items will be saved for the spring/summer newsletter.

Bob, Kim, Alan, and Debbi will meet at Debbi's house, 10 am 12/19 to learn about Mailchimp and work on the newsletter. Additional meetings will be scheduled.

### ANNUAL NEIGHBORHOOD GARAGE SALE

It was decided to pick the date of Saturday, June 15. Mike suggested mid June seemed to be a date that might not be in conflict with other events such as the community monthly sale

at the Masonic Lodge or graduations etc. It was decided to put a small mention in the January newsletter mentioning “The 4th annual Carriage Hills Sale” or something like that.

- Mike had previously put out signs around CH before the sale and agreed to do so again
- Kim put an ad in the paper last year and will do so again
- Bob provided a map that was somewhat successful, and will do so again after working out some “kinks”. Thanks Bob

#### WELCOME LETTER / PACKET

Mike wanted feedback on the welcome letter which he mails out. This involves:

- Identify homes that have recently sold from real estate transactions. Bettie gets a list of real estate transactions from a realtor and forwards it to the group.
- Include a welcome letter written by Bob
- Include a copy of the most recent newsletter
- Mail this packet to the mailing address of the new owner, as listed in the Larimer County property records.

In the past we enclosed a Newcomers Club brochure, but it is no longer being produced by the club. With the brochure it costs \$.50 more per mailing. We decided not to enclose the brochure anymore. It was decided to continue with mailing the welcome packet with Mike doing this. Thanks Mike

#### COMMITTEES

With the assignments made today Bob suggested postponing further assignments until others get back.

#### DISCUSSION ON “HOW TO RUN CHPOA” GUIDE

Bob has assembled this guide to help the Board members respond to calls/questions from Carriage Hills residents or anything else that comes up while serving on the Board. When taking a call or email the first thing to do is acknowledge the inquiry to let them know that we received their message and will get back to them. You can use this guide or contact Bob for assistance in answering questions. A lot of calls are from title companies and realtors concerning HOA dues. The main thing to tell them is that our dues are voluntary and we never place a lien on a property.

Mike suggested keeping an online list of those who are making changes to their property and that have received approval from CHPOA. If anyone sees a project underway and it's not on the list it means they haven't contacted CHPOA. We can then proceed to contact

them. Bob agreed to add this to the CH website. When a project is finished it will be removed from the list.

Bob reviewed the Carriage Hills website [www.carriagehillspoa.org](http://www.carriagehillspoa.org) in depth, which was very informative. This included the covenants and different filings (sections of Carriage Hills).

He also mentioned that we have examples of several types of CHPOA letters that can be used to notify a resident of a complaint. These are in the CHPOA shared folder on Google Drive.

#### GID 4 BOARD VACANCY

Bob provided an update on General Improvement District 4 (GID4)

- It is an independent board that manages road maintenance and snowplowing, deals with contractors, etc. within CH
- There are 2 GID4 Board vacancies
- Ron Duell has left the board. He was the longtime president.
- Christian Lopez is still on, basically a committee of one
- Bob mentioned that Connie Leavitt is considering joining. She needs to talk to Christian.
- We want to advertise these vacancies in the newsletter.

MINUTES Submitted by Secretary Kim McCormick  
December 14, 2018