

CHPOA Board Officers Meeting, July 29, 2025

Present:

Libby Rehm	President (LR)
Bob Leavitt	Vice President (BL)
Johnnie Buzek	Treasurer (JB)
Amanda Luchsinger	Secretary (AL)

The meeting was called to order by LR at 3.05. LR stated that the purpose of the meeting is to create a “to-do list” for the transition to the new Board. The agenda was presented and accepted by all present.

Transition Requirements/Suggestions: Bank signature cards need to be changed. One of the current signers must initiate the process of adding new signers. JB will take charge of this. JB proposes that all Board officers become signatories to facilitate the signing of larger checks. Amounts over \$500 need to have two signatures. JB would also like to set up electronic transfers for direct payment to reimburse Board Members for their expenses. Board officers can set it up the first time they receive an email from the Bank of Estes regarding a payment. At that point, we need to register our bank account with them.

Action item: JB will go to the bank to arrange the necessary details and then contact us to arrange a signing time. He will let us know if there is a particular person to contact there. Board officers will need to take identification.

LR asked if there were any other banking, legal, purchase contracts, or insurance accounts that needed changes along these lines. BL felt we could address each one as we proceed.

The new insurance policy requires payment. This is insurance for CHPOA incorporated and covers General Liability, Officer’s Liability and a rider for damage to signs. Current insurance is with Philadelphia Insurance Companies.

CHPOA is registered with the Secretary of State as a non-profit corporation without the specific names of Board members listed. They need a physical address; currently, it is an old board member's address (Mike Wold). The insurance also requires a physical address to be noted. We may need to update coverage for the stone signs and pillars. JB and BL would like to preserve what we have in the event of damage. Replacement costs are surprisingly high. Insurance policies are stored with the Treasurer.

Action item: JB will check the insurance amount for signs and need for a physical address for CHPOA to be registered with the insurer.

Google Group: A presentation of what's out there on Google Drive to the Board officers would be a good idea per JB. All CHPOA documents and communications are archived on this site. JB uses Labels in the email section. We need to archive and digitize the former President's physical box of documents that LR will be collecting. LR would like to scan and store the relevant documents under Google Drive. All of us with CHPOA documents on our personal drives should also have them centralized. We will plan to take care of this in August and October. JB suggested a working session with just the officers to look at this before presenting to the larger Board. For future turnover of the Board, JB felt the new officers should take their positions after a transition period with a transition meeting, rather than immediately after the Annual Meeting, as happened this time. BL noted that he wrote a transition plan for previous Board elections, when he used to be the President. **Action Item:** He will email the officers a copy of the plan.

Action item: JB will update the Board Google Group list. Also, the Google Group email list needs Tom Moretti removed.

Facebook Page: Former President Moretti should be removed from admin on this page.

Action item: LR will remove Tom Moretti from admin. It was agreed that LR and BL will be admin for the page. LR is vetting the new member requests and will continue to do so. BL is willing to help if needed. LR reported that people seem to be following the rules since she cleaned up the page and established clearer rules. LR will let us know if we need to remove an inappropriate post.

Emails: BL mentioned that he has old emails to CHPOA from ten years past saved to a folder. The emails are referred to sometimes for repeat issues with residents. They are saved in his personal Google email in a folder. JB suggested considering putting it in a text files and then into the CHPOA folder, so that it is searchable for everyone.

LR needs to be added to the general email. We all share the same password. We have access to the Google Group and Drive under the email account.

GID-4: there is no legal connection between the CHPOA and GID-4. However, JB felt we should be more closely involved, given the number of emails we receive from the residents about roads. He suggested that Mel Causer or Tom Maher from the GID-4 Board attend the CHPOA Board meetings intermittently.

LR expressed that she would like to develop a list of annual deadlines for payment of things like the P.O. Box fees, Adams Tree Service and others. JB stated that he has been handling this, processing them and sending payments. **Action item:** JB felt he could add the payment due dates as a standard note on the Financial Statements.

LR also felt that we should officially let our vendors and important contacts know about the new Board. **Action item:** LR will provide AL with a list of vendors/contacts that should receive a letter about our new Board members and AL will send a letter to them, first running the letter by LR for approval. Included in the mailing would be our lawyer, Adams Tree Service, contact at the Town water project, Fire Department, Larimer County

Emergency Management, Board of Realtors and so on. The Bank of Estes will likely need the letter and a copy of the official minutes with the election results.

Slash pick-up: LR asked if we could send an email blast for slash pick-up to start on August 4. **Action item:** BL will send out the email blast. It goes to all the CH residents, and AL asked if it could just go to paid-up members who are entitled to the slash pick-up. Although that is possible, BL recommended we send the email to all members, with a note that they must be paid-up members to have their slash picked up. LR has a new Facebook posting about the slash pick-up, which could be used for the email blast, and will send the copy to BL for the email blast.

Renomination of Jim McCormick: LR would like to renominate him to the Board after his resignation and has had discussions with him. He is willing to serve on the Board again. All four officers were in favor.

The new board will be referred to as the Board of Directors and not the Executive Board. Tom Moretti is willing to serve as an Advisor, meaning he can take questions and phone calls from current Board members, but will not be attending meetings or voting.

LR wondered whether we should have meeting attendance requirements for Board members and a discussion about that ensued, with the officers feeling attendance should be required and a member not attending multiple meetings should be approached to discuss that. LR would like to put that on the Agenda for August 20. For example, Shayne Hatzenbuhler has not come to most of the meetings. He is a useful resource for IT issues and LR pointed out that we have not given him an actual task to accomplish. Perhaps he could also be a designated Advisor to help when needed. In particular, LR is concerned about database management, which we can address at a later date. **Action item:** BL will provide more detailed information about the website and outline the necessary improvements. LR brought up the option of David Bash, a website manager, who could be our IT Advisor, or a second Advisor. BL expressed concerns about 'messing with the database.'

LR felt that an address list by filing would be helpful. JB stated that one of the fields in the Larimer Co database names the subdivision or filing. We also know which streets are in each filing, except the streets that cross over. It could be done with a spreadsheet or a simple selection rather than changing the database too much. We should also store the owner's name and address in the database.

Email Communications:

LR commented that we had great teamwork on the recent short-term rental letter of objection. However, she would prefer to plan ahead rather than fight fires.

Architectural Committee: JB keeps a folder for this. Historically, the committee has been the President, Vice President, and Treasurer. BL suggested that all four of the officers be on the Committee. JB declined, as he has no covenants in his area and feels he has the wrong perspective. No one was sure how Bylaws and Covenants address this, so those need to

be reviewed. In the meantime, the President, Vice-President, and Secretary will collaborate on architectural reviews, with two of them required to approve a project. AL was concerned that we limit our oversight to whether the proposed changes to the property meet the standards of Carriage Hills and avoid involvement in neighbor disputes regarding property lines, viewshed, and so on. **Action item:** BL suggested adding an Architectural Review page to the CHPOA website to inform residents of the following steps, with a more visible link to Larimer County regulations. It was also agreed that we need to add a note to the page regarding the response to requests, allowing the review committee a week or two to respond, so we are not pressured to respond within two days or less.

CHPOA Phone: AL asked whether we need to continue to have the phone number. It is very difficult to answer and monitor and is rarely used. All present agreed that the phone number is superfluous. **Action Item:** JB and BL will remove the phone number from Google services and the webpage.

LR also asked if we could add a spam filter to the Google Email site. **Action item:** BL will look into installing a spam filter.

LR suggested placing a note on the website contact page that volunteers staff it, and we will get back to you when we can. **Action item:** LR will draft something in that regard for JB to add to the webpage.

AL agreed to continue to monitor the emails frequently, unless she is out of communication. Board officers agreed to let one another know if they are unavailable for periods of time. AL will forward emails to the appropriate officer if she is unable to answer it herself.

Slash pick-up eyes and ears: LR volunteered to drive around on Monday morning and ensure no obvious commercial tree people are putting out piles of slash and so on.

A brief review of the agenda for the August 20th Board Meeting was conducted, and many of the issues discussed today can be discussed further at that meeting.

LR and AL suggested that phoning or texting each other for more urgent CHPOA matters might be more effective than email at times. **Action item:** AL will provide an up-to-date list of Board officer phone numbers.

There being no further business, a motion to adjourn the meeting at 4.45 was made by LR, seconded by AL. All were in favor, and the meeting was adjourned.

Respectfully submitted by Amanda Luchsinger, Secretary, CHPOA, July 29th, 2025

