

CHPOA BOARD MEETING

March 25, 2026

(On Zoom)

Present: Bob Leavitt, Vice President (BL)
Johnnie Buzek, Treasurer (JB)
Amanda Luchsinger, Secretary (AJL)
Jim McCormick, Director (JM0)

The meeting was called to order at 2.06 pm by Bob Leavitt

Review and Approval of Minutes: Minutes from November 18th, 2025, were reviewed, in particular, the action items.

1. Recommendation by JB at the last meeting that the Board consider drafting a formal budget. Today, JB stated that the final column of the financial statements can serve as a budget for the year.
2. Michael Wold had been asked to provide the President with a list of letters he sends out every month. However, neither Board member was present today. **Action Item:** AJL will look into whether the new residents are receiving a welcome letter and whether a recent newsletter can be given to them, as has been done in the past. AJL has the extra copies and will pass them on.
3. Contact information for the CHPOA attorney. BL obtained this and will place it on the Google Drive.
4. Storage of games and gear. AJL reported that President Rehm had, as planned, given the items to Michael Wold.
5. Updating the mailing list. BL did perform an update late in 2025.
6. 2026 Dues. BL did change the price on the payment site to reflect the \$50 cost until March 31st, 2026.
7. Fire mitigation. BL recently submitted the application for the Larimer County grant. It was also planned to look into other options for slash pick-up, which can be pursued if the grant is approved. \$6,000 was requested.

After review of the above action items, JB moved to accept the minutes, JM seconded, and the minutes were unanimously approved.

Financial Status Report: Johnnie Buzek, Treasurer.

JB reviewed the last three columns on the financial statements. He has additional dues checks which will be deposited this week. He has deposited \$7,200 in dues, with \$3,300 pending deposit, and \$1,300 deposited for 2026 from last year, totaling \$11,800 in dues. On the statement, JB is projecting 300 members, which would mean we have \$15,000 in dues if we reach that number.

Expenses so far this year have been the newsletter and the post-office box fees. The newsletter was less expensive than the previous one, which may allow us to produce

another this year if needed. Fire mitigation was very expensive last year, so the same amount was projected for 2026, considering the possibility of not obtaining a Larimer County grant. The annual picnic costs might be higher than JB budgeted. There is a net operating surplus of \$390.02, but if we receive a higher fire-mitigation grant, we will have a larger surplus. The Friends of Carriage Hills' balance was rolled into the general fund. JM asked whether we had contacted the people who gave the money for legal expenses; JB replied that the money had been applied to legal expenses incurred to look into mandatory dues. Projected bank balance is \$14,628.70, but that depends on the dues, the fire-mitigation grant, and the collection of next year's dues at the end of this year. Also, our expenses could be higher than expected.

JM felt the financial statements were very well done and moved that we take the final column on the right as our projected budget, seconded by BL, and unanimously approved. **Action Item:** JB will place the document on Google Drive.

Yard Sale: AJL has been organizing this with Sally Park. AJL will be out of town in June/early July this year, which is typically when the sale occurs. She felt she could organize it remotely, but would need someone on site to physically place the advertising signs. A discussion was held about a date, and AJL proposed Saturday, June 20th. We will need to place the date on the CHPOA website and advertise in the *Estes Park News* one week and the day before the event. AJL placed notices on the CHPOA Facebook page and other local group sites last year, and will do so again. A map was placed on the CHPOA website last year, which BL will do when we have the list of addresses. The proposed cut-off for sign-ups is June 9th, to give us enough time to place the newspaper advertisement.

Annual Meeting Date: After a discussion, JM suggested Wednesday, July 22, as he will be available then. **Action Item:** BL will contact the Estes Valley Recreation Center and reserve two sections of the usual meeting room. The event will start at 6.30 pm. **Action Item:** BL will post the information on the website once the room is confirmed.

CHPOA Email: AJL has an issue with her emails generating messages about the email provider's noncompliance. **Action Item:** After a discussion, JB, AJL, and BL will have a meeting towards the end of April to work on various CHPOA email concerns

Carriage Hills Waterline Project Update: BL attended the Utilities Department's latest update. Currently, Whispering Pines from Larkspur to Ponderosa is closed. Carriage Drive to Ramshorn is to be worked on soon. A new section of pipe will be added between Ramshorn and further south along Carriage Drive. Phase I will be completed in mid-July. One goal is to improve the firefighting water flow rate. Phase 2 funding has not yet been obtained, and dates for Phase 2 have not been projected.

Depositing Dues Payment Checks: AJL had been receiving email queries about undeposited dues checks, and felt we needed to expedite their deposit. JB noted that he has only seen about a dozen of these queries. Two-thirds of the dues payments are in the form of checks, which means considerable paperwork to process them. JB noted that he had

fallen behind in the processing. **Action Item:** He committed to depositing the checks within a month of receiving them. AJL expressed her willingness to help with any and all of the process.

Membership Database Updates: BL had put together a new spreadsheet that was current through November. A few new people have moved into Carriage Hills since then. JB would rather figure out a digital method to get the information into the database. The current methodology is to check each entry and, if there's a change, add it. The ideal would be to pull from the membership database and compare it. JB wanted to add the previous owner to the database to help avoid selecting records. A simple way of selecting the current owners would be needed. BL wonders if it is useful to have the previous owners in the database. JB noted that in the database, each record could represent both a member and possibly a different owner.

BL did not feel ready to redesign the database. He felt the generic address information should be at the top level, and the individual owner information should appear later. He would like to make it easier for himself when he pulls the database. JB intends to fix this this year. If we drop the previous owner, we lose the longitudinal data, he pointed out. We might want to analyze which addresses are now paying that weren't before, for example. JB will try to spend some time on this once he has dealt with payments. He has a little bit more time with a change in working hours. BL noted that there is currently a way to compare two spreadsheets to identify their differences.

If Lisa Payden, a community member who has expressed willingness to help on the Board, is interested, we could give her some guidance to accomplish some of this. Artificial Intelligence can compare things only if the addresses are physically IDENTICAL. BL offered to present these options to Lisa and see if she can identify the differences. She is good at spreadsheets. JB was fine with this. He would also like to speak with her about this. The resident at the address may not be the owner listed in the county records, which is one concern. **Action Item:** BL will speak with Lisa about this after obtaining the two spreadsheets. It was decided that we would not add the filing field until JB has had a chance to look into it. If updates could be automated, it would be easier to update periodically.

Migrating Personal CHPOA Files to the Google Drive Library: BL preferred to wait until the data is more organized. He also felt we should defer including old paper records until the end of April special group meeting is held

Bob Leavitt's *How to Manage CHPOA Documents*: BL has several documents about managing the CHPOA. JL wanted to update the database before the annual meeting. BL will place the documents in Google Drive under "Managing CHPOA."

Other Business:

The SurveyMonkey contract expired. We used the program to facilitate the Mandatory Dues Survey. JM asked if we had a current need for it. JB noted that when your paid membership lapses, you lose access to the survey responses. Libby Rehm was applauded for her amazing work analyzing the survey data. BL and JM did not feel that we needed access. It

was suggested that we ask President Libby Rehm whether we need access to the raw data.

Action Item: BL offered to email Libby to ask about this.

JM asked BL if he recalls how much it cost to put up the entrance stone signs. BL and JB thought it was in the \$9,000-\$10,000 range. JM was wondering if we wanted to put one up on the Fish Creek side of Carriage Hills to identify its boundary. Property access to place the sign might be an issue, however. The land on Hwy 7, where the current sign stands, is town property. It becomes CDOT-controlled land, even though it belongs to the town. The sign was put up in 2012, most likely. JM stated that Tom Moretti conducted some research about installing another sign. JM would be willing to do some further research, which the Board agreed with. BL would be willing to look through the old documents to learn about the cost. JM asked whether, if we could afford it, the Board would want to pursue it? JB says we could reach out to the membership to see if people are willing to increase dues for a year or make private contributions to support it as a potential funding method. JM asked if we could allocate funds from the current bank balance. JB noted that we have barely enough to get us through a bad year if we incur high expenses or have low membership payments. JB thought we should consider the Scott Avenue and Lakeshore Drive area as a potential site for a new sign as well. Former President Tom Moretti looked into that, and it is County land, which would require more investigation. **Action Item:** JM will obtain cost estimates from *Lyons Stone* before conducting any further research. The Board, in general, was willing to consider installing a new sign.

Discussion of the next meeting: the Board concluded that the best option is an in-person meeting. Today's meeting was on Zoom in the hope that President Rehm could attend, but it was poorly attended by other Board members.

The meeting was concluded at 3.49 pm.

Respectfully submitted by Amanda Luchsinger, CHPOA Secretary