CHPOA BOARD MEETING

November 18th, 2025

Present:

Libby Rehm (LR)	President
Bob Leavitt (BL)	Vice President
Johnnie Buzek (JB)	Treasurer
Amanda Luchsinger (AL)	Secretary
Jim McCormick (JM)	Director
Michael Wold (MW)	Director
David Born (DB)	Director
Sally Park (SP)	Director

The meeting was called to order by President Rehm at 3.05 pm.

Approval of Minutes: The minutes of the August 20th, 2025, meeting were approved as read.

Addendum: President Rehm requested the inclusion of Addendum 1 in today's minutes.

FINANCIALS: (JB)
A copy of the financial report provided by JB ahead of the meeting is included at the end of the minutes.

Discussion: The ending bank balance included projected expenses for a winter newsletter. Our membership projections were 300, but we only have 283, and the slash pick-up was more expensive than projected, despite the $1,000 Fire Adapted Colorado Ember Grant offset, both of which affected the balance. The $2,300 that was donated to Friends of Carriage Hills to offset legal fees has not yet been assigned to that line item. Legal expenses totaled $3,800 over the past two years. JM made a motion to apply the donated funds to the legal fees. Seconded by BL and passed unanimously. This will not affect the bottom-line balance.

JB discussed the 2026 projections, which he based on this year, and he mentioned that we have never had a formal budget. Action Item: He recommended that the Board review the financials and consider drafting a formal budget. His numbers are based on 300 members. SP asked about the potential membership, and JB replied that it was 600. JM pointed out that membership has increased substantially over the past three years, from a low of about 158 to 283.

Board Member Formal Nomination:
SP and DB nominated Jim McCormick to return to the Board. All present were in favor.

CONTINUING BUSINESS:

1. Notifying organizations regarding new Board members. AL reported that she had sent out emails to the list provided by LR. She was concerned that she could not locate copies of her emails in the 'sent' box, and JB will help her with this.
2. CHPOA Email Account. AL has been monitoring this daily, answering simple emails and forwarding more complex questions to the core board members and architectural review requests to the committee. Things seem to be running smoothly. AL commented that she found the email's organization complex and challenging to follow. JB has been working on keeping the inbox from having too many old emails.
3. Newcomers update/mailing contact numbers. SP had reported that she had not sent out any recent letters. MW reported sending out two letters from August to October. He sends the letters to the address on the tax records, since home purchasers do not necessarily live in the home. Action Item: MW was asked to provide LR with a list of the letters he sends out every month. BL sends the whole Board, especially MW, an email when he is notified of home sales in Carriage Hills. SP remarked that she has been giving out the most recent newsletter when she personally visits the new homeowner. LR would like to include information on fire mitigation and noxious weeds but has found that all those documents do not fit in the envelope for the welcome letter. MW will let SP know if he is mailing to a new resident, so that she can consider a personal visit.
4. Entrance Signs: In the survey sent out before the meeting, several Board members suggested a sign about Board member recruitment. JM stated that we had no response when we tried that in the past. JM is in charge of signs and went over the upcoming sequence, starting with holiday greetings, followed by the membership dues sign, reminding residents that payment before April 1st results in the lower cost of $50. We also have the upcoming event signs for the garage sale and annual picnic, as well as a reminder that Carriage Hills has no sidewalks and the speed limit is 25 mph. Current road disruption for the water project is probably making the signs less effective, however.

NEW BUSINESS:

1. **Contacting CHPOA Attorney**: LR asked if we felt this should be done. BL did not feel that was necessary at this time, and the other Board members agreed. LR asked about a copy of the contract with the attorney. It is an hourly rate contract and not a retainer contract. Action Item: BL felt the contract should be placed in Google Drive and will look into it.

2. **Games and Gear**: LR asked who was willing to store the corn hole and other games that Tom Moretti passed on. Action Item: MW volunteered, and LR will drop the games off at his home.

3. **The Box:** LR was relieved to report that the box of documents she obtained from former President Tom Moretti was just one, fairly standard-sized box. A working session was planned, probably for January, to review existing documents and remove old, unnecessary, or outdated documents from all locations (the box, personal drives, Google Drive, emails, letters). LR would like to centralize documents and archive items, using

standardized categories. Board members LR, BL, JB, and AL will be involved in this. BL pointed out that Google Drive has a 15 GB limit, so we have plenty of space. JM noted that storage is cheap, and we could keep that in mind as we go through things. Action item: LR to schedule a working session for the above volunteers, probably at the end of January. We can go through our personal storage files in the meantime.

4. **Board Transition Guidelines:** discussion of these was postponed for now.

5. **Database Management**: discussion deferred for the working session committee in late January.

6. **Compulsory Dues Letter:** MW had suggested at the last meeting that it include the lack of support from the community and the limited financial return. Action Item: JM offered to draft an article for the newsletter for the Board to review. He will send it to BL for collaboration and then to all Board members.

7. **Winter Newsletter:** LR obtained estimates from the printer. It will take them 4 to 5 days to prepare the document for printing, and they offer one free proofreading. It takes them 2-3 days to print and mail out once the go-ahead is received. LR commented that 500 newsletters were mailed out last time, but 700 were printed. She proposed a newsletter of 4 pages (2 sheets printed on both sides) and noted that color printing does not cost more than black-and-white printing. She proposed the shorter newsletter to save money. Action Item: The Board members were asked to pick a topic and write a short piece to send to LR for editing.
   JB will write a financial update.
   LR will write about the benefits of membership.
   BL will write about the Carriage Hills water project.
   JM will write about ending the pursuit of mandatory dues.
   LR will write about the fire mitigation achievements this year.
   AL will write about being a good neighbor (covenants, nuisance) Larimer County will have a new Code Compliance Officer soon and we may wish to include that.
   SP/MW will discuss a newcomer's packet.

   All agreed with JM's suggestion to print 100 more copies of the newspaper than are mailed out.

   Action Item: BL will update the mailing list with JB's help. JB felt we should include all filings in the neighborhood, which is 640 newsletters, plus 100 more for us to use for other purposes.

   LR also felt we could include information about the GID-4 Board needing volunteers and explaining that it is not the same Board as CHPOA. The information could be taken from the CHPOA website. Action Item: David Born will write this.

It was proposed that all submissions be completed by January 15th, 2026, after which LR and BL will meet to edit and finalize. Also requested are photos, send to LR. LR is particularly interested in pictures of people with leaf bags.

8. **2026 Dues:** JB would like to start reminding people about dues. In the past, we started taking payments for the next year on December 1st. Action Item: BL will change the price on PayPal and the website back to $50 if paid before April 1st.

   There was consideration of sending out a bulk email to all residents from the participants' database to remind them to pay 2026 dues. Action Item: BL will address this after December 1st and set up an email blast. AL asked about clarifying to residents that you can use a credit card on the PayPal payment icon, as it is not very clear. LR may put that in the newsletter. JM suggested a QR code in the newsletter, which links to the 'renew your membership' page. Action Item: LR will look into making a QR code. Action Item: JB will update the website link to read 'renew or join,' as it currently only reads 'join.'

9. **Facebook Page/Estes Land Stewardship Association (ELSA):** LR received a note from Hattie about weeds, which included promotion for businesses in the way it was written, so LR rewrote it, since we do not allow business promotions on the page. JB suggested we could thank the businesses that helped by using a headline like 'Thank You for Making Our Neighborhood Better'. BL mentioned using a business's logos, as other sites do, but LR felt that might be interpreted as a promotion. ELSA could use the copy if it wanted, however, and could put it on its own page as well as the Carriage Hills Page.

10. **Recruitment of New Board Members:** A discussion was held about bringing potential board members to meetings. JM suggested they could come for the last 20 minutes of the meeting. BL noted that the Estes Valley Watershed Coalition. has them attend the entire meeting and listen, unless the meeting goes into executive session. BL suggested that a board member have a one-on-one meeting with a potential candidate to learn more about them before they decide to apply.

    DB has a potential candidate who is a political science academic. BL is planning to meet with someone with expertise in web design. JM asked what we should do if we feel that someone is not well-suited, and that we should be sure that just showing up for a meeting does not mean they can join the Board. The CHPOA Bylaws state that the President fills vacancies with the concurrence of the other Board members. LR suggested that, after a one-on-one meeting, the Board member involved should inform the others about the potential candidate in advance. JM asked about advertising for new Board members in the EPNews, which BL has tried for the Estes Valley Watershed Coalition.

11. **Fire Mitigation Grant:** JM asked when we would be applying for the next year's grant. Action Item: BL will take this on. A discussion of the potential cost reduction for fire mitigation followed this. LR reported that this year, more slash was picked up, and the dump fees have increased. Also discussed was the possibility of having another company bid on the job. Action Item: LR will look into Affordable Tree.

The meeting was adjourned at 17.05.

Respectfully submitted by Amanda Luchsinger, CHPOA Secretary, 11/21/2025