CARRIAGE HILLS PROPERTY ASSOCIATION

BOARD MEETING

June 30th, 2026

Present: Libby Rehm, President (LR)

Bob Leavitt, Vice President (BL)

Johnnie Buzek, Treasurer (JB)

Amanda Luchsinger, Secretary (AJL)

Sally Park, Director (SP)

The meeting was called to order at 10.02 am

Minutes: The minutes from March 25th were approved as read.

Treasurer's Report: (JB) We reached our 300-member goal for 2026. As of today, we have 303 paid members (but JB has not collected checks from the mailbox for about two weeks, so there is a potential for more). As a result of the higher numbers, JB increased our 2026 membership goal to 310 members. Two checks were voided, one for insufficient funds, the other canceled. JB explained that he is counting $50 of payments as membership dues and the additional $10 for those who paid after April 1 as late payments. We receive $50.18 from PayPal payments; the remainder goes to the PayPal fees. BL asked whether we need to increase the PayPal charge on the website, since their fees have increased. JB felt we could re-examine it next year. BL noted that he sometimes has trouble remembering to increase the PayPal charge to $60 after April 1. Action item: BL and JB to look into automating the PayPal payment system to reflect the $60 change after April 1st and to distinguish whether the payor is a new member (new move-ins are entitled to pay $50, even after April 1st). The signs reminding people to pay seem to be encouraging timely payments, as only 16 people have had to pay the $10 extra fee. JB added $5,000 in grant income to be received this year. $1,000 is projected for dues collected this year for next year.

As regards expenses, JB has estimated $1,500 for insurance, $10,000 for slash pick-up. The website renewal has already been done, and JB has taken it over from BL. Expense reports for garage sale pending ($64). Other known expenses include the reservation for the Annual Meeting and the upcoming Annual Meeting costs. JB estimates $250. $150 is budgeted for the Community Picnic, should it occur. Legal fees were $25 for the annual report to the Secretary of State. $50 miscellaneous.

Therefore, the year-ending bank balance is projected to be a comfortable $18,287.91. JB added a new statistic to the report to show the annual increase in membership. This year it is 9.54%.

Friends of Carriage Hills' donations were transferred to the general fund as previously agreed, since no further legal fees will be incurred in pursuing mandatory dues.

A motion to accept the finances was offered by SP and seconded by BL. Unanimously approved.

Slash Pickup: This is scheduled to start July 27th by Adams Tree Service. As she did last year, LR plans to drive through the area the night before to assess the piles and note the addresses. Last year, one additional pile was added the next day, most likely illicitly. BL mentioned that new requirements for Federal Grants include obtaining three bids and proof of insurance. Action Item: LR and BL will compose an email blast about the Annual Meeting, slash pick-up, and a note about quiet hours in the early morning and late evening, as there have been some complaints about lawn mowing at 6 a.m.

Action Item: LR will compose a Facebook notice for the slash pickup, with a reminder to specifically remove junipers.

Safety: The corner of Lakeshore and Carriage has lots of children spending time there recently, and people are speeding through the area in their vehicles. Others are using non-street-legal vehicles on the road and in open spaces. LR spoke with the police, who suggested a meeting with the Chief of Police about potential signage for the road. LR will pursue this sometime between August and October. BL reminded us that the Chief of Police is speaking at the Annual Meeting and raised the possibility of his addressing this. A further issue is that the road switches between town and county jurisdictions at the corner, and coordinating road management is a concern for the police's responsibilities in Carriage Hills. Action Item: LR will send BL a paragraph outlining the concerns she is noting, and BL will ask whether the Chief of Police can address them during his talk, including E-bikes and other vehicles.

Document Scanning: BL planned to start scanning the old paper records into Google Drive, but has not yet begun. LR suggested he sort the papers and then pass the necessary ones back to her for scanning. BL has decided to keep the old emails on Google Drive under an archive-type label. Action Item: BL will sort through the papers and then give them to LR.

Updating Membership Database: (Minutes adjusted per requested clarification by Bob Leavitt) BL is creating, with the help of ChatGPT, an automated process that will take spreadsheets dumped from Larimer County property records and our membership database, then compare them. In the beginning, it will show a number of differences needing to be corrected in our membership database. But over time, it should show only new residents or residents with new mailing addresses. BL needs a reliable way to distinguish current residents from past residents in the membership database. JB and BL will work on this after the Annual Meeting. BL has an automated program that compares a spreadsheet of the County's current property records with a spreadsheet of last month's data and notifies BL of any changes, which is helpful. JB recently updated the base used to track 2026 dues.

Lisa Payden offered to help update the database. When we have an agreed-upon list, she could start that.

Dues updates: JB is behind in entering the 2026 payment information into the database and intends to complete that task before the Annual Meeting on July 22nd. AJL explained that she receives many queries about uncashed checks and whether a member has paid their dues. It is also difficult to verify whether a resident wanting to participate in the community yard sale has paid their dues as required. She is very willing to help with the needed database entry, recognizing that it can be a formidable task. At this time, JB feels it will be faster for him to complete the process.

Action Item: In the Fall, before payments for next year begin, we need to determine how to help JB deposit checks and update the database more promptly. Collecting the information is difficult, and perhaps we need to change the process.

Annual Meeting:

Introduction: Jim McCormick (JM) has offered to emcee the meeting, but all agreed that LR and BL should open the meeting as the President and Vice President and introduce the Board Members. JM also volunteered to help put together the PowerPoint slide presentation. BL reminded us that the copyrighted picture used last year was taken down. JB suggested we could edit the page in question and put it back on the website after removing the picture. JB felt we needed to comment on why we did not pursue mandatory dues. BL remarked that we addressed that in the Winter Newsletter and could lift the information from there.

Slides were discussed and will include the requirements for slash pick-up, and there should be handouts for the slash requirements. Action Item: SP suggested using colored paper for those to make them stand out, which she volunteered to donate and hand out as she greets attendees. LR suggested a slide about the need for Board members. AJL wondered about adding a slide highlighting what the Board has been doing over the past year. BL proposed including information about what being on the Board involves. LR will hand over the information about the proposed slides to JM in outline format.

Treasurer's Report. JB will prepare a condensed version of the report for a slide that emphasizes the increase in membership and grants received.

Elections: Treasurer JB is the only one up for election, has agreed to continue in the position, and the Board has officially nominated him. We should also emphasize that anyone interested could volunteer to serve on the Board.

Neighborhood topics. LR was concerned that placing this here might result in prolonged discussions that would delay the meeting. JB felt we could facilitate that if a big topic is brought up. AJL felt we needed to include information on the current state of the roads after construction, as she is fielding emails from residents with concerns. BL suggested Jacqui Wesley be invited to speak for a few minutes and take questions from residents, then stay after the meeting to talk to concerned residents. Action Item: AJL will contact Ms. Wesley to request that she speak at the meeting.

Main Speaker: This will be the Chief of Police, Ian Stewart. BL has asked him to speak for 45 minutes, including questions. There was some discussion as to whether this might be too long. No changes were made. Action Item: BL will ask the speaker to include the concerns about Lakeshore and the use of non-street-legal vehicles at high speeds.

Given time constraints, it was agreed not to have a talk by EVFPD, particularly since the last two meetings have emphasized fire mitigation. We all agreed to recognize the grant money from EVFPD, and LR will create a slide for it. Logan from EVFPD will be asked (by LR) to attend the meeting at the back of the room to answer questions and hand out pamphlets. Action Item: LR will also prepare a Facebook post about fire mitigation. BL mentioned that Little Valley obtained a grant from the Fire Department and Watershed Coalition and wondered whether Carriage Hills might qualify in some areas. He will look at that in due course.

The Chief of Police, Logan, and Jacqui will be asked to remain for questions after the meeting.

Tables at the rear of the room: Fire mitigation brochures, handouts, and weed booklets can be offered.

Community Picnic: LR was concerned about fire restrictions. SP noted that you are allowed to use a gas grill as long as it can be turned off. SP suggested we ask at the meeting if people are interested. AJL proposed that, **if** someone asks about a picnic, it be suggested that they organize it, since the Board already has a lot to take care of.

JL asked about the meeting timeline and an outline with time for each event. Action Item: LR will construct this.

LR plans to send the constructed Annual Meeting outline to all of us for input, and to JM to see if he would build the PowerPoint for us.

There being no further business, LR moved to conclude the meeting at 11.40 am, seconded by SP, and all agreed.