

CKSII HOA Board Meeting Minutes from January 10, 2023

Call to Order: President Tom Schicktanz called the HOA Board of Directors meeting to order at 7:05pm. Board members Tom Schicktanz, Bob Haberkorn, Bob Pellegrini, Mike Tignanelli, Chris Reynolds and Andi Erpelding were in attendance, confirming a quorum. Greg Bishop from Keystone Denver Property Management also attended.

Tom introduced the 2023 Board of Directors:

Tom Schicktanz – President
Andi Erpelding-Elkins – Vice President
Chris Reynolds – Secretary
Bob Haberkorn – Treasurer
Bob Pellegrini – Director at large and ACC Chair
Mike Tignanelli – Director at large

Approval of Minutes: A motion was made by Tom Schicktanz and seconded by Chris Reynolds to accept the November 15, 2022 Board meeting minutes. Chris noted a typo in the title of the minutes and suggested we remove “September”. With this change, the motion to approve the minutes was passed unanimously by the Board.

Old Business

- Update on Monument Sign Replacement – We made some electrical repairs to one of the signs and also to one of the outlets that power the Christmas lights. All monument work is completed!
- Status of Community & Design Standards – Greg has sent the draft to our attorney for review. Once the Standards are approved by the attorney, we will share the document with homeowners so they can comment on it before the Board votes on it. We intend to ask for comments in writing, via email or by attending a Board meeting.
- Signature on Policy Packet updated by Legal – Tom and Chris will sign the document so we can finalize the policies and ensure HOA compliance with the new state regulations.

New Business

- Open Board Seat and ACC Seat from Paul Peck Resignation – We are disappointed to share that Paul Peck resigned his Board seat due to conflicting priorities. We are sad to see Paul go and thank him for all his support, especially his work on the Community Standards document. Fortunately, we found a volunteer to replace Paul’s position until Nov 2023 when the position will be up for election. Tom made a motion to nominate Matt Lawicki to fill the seat vacated by Paul Peck which was seconded by Mike T. There were no other nominations. The Board passed the motion anonymously. Tom then motioned for Matt to serve on the Architectural Control Committee (ACC) and Bob H. seconded the motion. The Board passed the motion unanimously. We are pleased to welcome Matt to the Board as a Director at Large and an ACC member.
- Keystone Software & Portal Change – Homeowners received emails about the new portal that our property management company, Keystone, implemented on Jan 1, 2023. The email included details about how to login to the new portal, as well as the information homeowners can find there. Greg also shared that some homeowner data was not initially transferred into the new system. However, by mid-January, the missing data will be moved, allowing homeowners to see accounting information from last year, as well as a current status on 2023 dues (paid/unpaid). The board is still considering how to leverage other parts of the portal.
- Discussion on CKSII Website Redesign – The board would like to engage a vendor to update the CKSII Website. Our focus is to create a more functional tool in engaging the community, while making it easier to find information. Chris and Mike T. will meet with various vendors. In the March 2023 meeting Mike will present to the Board a vendor comparison and recommendation.
- RV/Camper/Boat Parking, Jeffco Ordinances & HB 22-1139 – The Board discussed ways to ensure our covenants and Community Standards align with Jeffco Ordinances for RV, Camper, and Boat parking. The

same attorney who is reviewing our Community Standards document will provide direction on any changes we need to make.

- New HOA logo – Tom worked with an artist to create a new logo for HOA email signatures and letterhead. The new logo matches the design of the new entrance signs. Andi will contact the vendor to obtain copyright permissions. Tom will work with his artist to obtain a Vector file format. Chris will work with Board members to add the new logo to our email signatures.

Treasurer's Financial Reports

Bob Haberkorn and Greg Bishop reviewed the December 2022 and year-end financials as prepared by Keystone. Most expenses were in line with the budget, except for the Waste Management overages. We were over by \$9072 due to the increases in fuel surcharges and recycling costs. We have adjusted the 2023 budget to address this and we increased trash dues to cover the Waste Management increases (dues went from \$170 to \$195).

Management Report

- Greg Bishop from Keystone Property Management reported the 2022 HOA membership totaled at 387 homeowners, with 185 permanent members, 202 voluntary members and 144 non-members.
- Home resales in November and December: We had two closed and processed and two pending with status letter.
- Violations Processed (Nov/Dec 2022): 15 created, 3 closed, 1 escalated, 0 re-opened. A total of 15 remain open as of 12/31/22 as follows:
 - o 3 Trailer & RV
 - o 1 Inoperable Vehicle
 - o 1 Architecture Change Not Completed
 - o 9 Rubbish & Trash
 - o 1 Architecture Control Request Not Submitted

ACC Reports

Greg Bishop from Keystone Property Management reported November and December 2022 ACC Requests. We had 10 new requests, 11 approved, 3 pending, 0 on hold for more information, 2 withdrawn, and 0 declined. The 2022 totals are:

- 93 ACRs Received & Processed
- 83 ACRs Approved
- 4 ACRs Declined
- 6 ACRs Withdrawn

Welcome Committee/Social Committee

- ACC Committee Reports – Bob Pellegrini gave an update on some ACC requests. For projects that are declined, Bob communicates with the homeowner to provide the detail we need to ensure the request can eventually be approved. Most requests receive a response within two weeks.
- Welcome and Social Committee Reports – Welcome committee went out in December and delivered 8-9 boxes. They will resume again at a later date in 2023.
- 2023 Events Schedule & Dates – The Board agreed to host an Ewaste and Shredding event this year (similar to the event in 2021) so efforts to secure a date are underway. In addition, we have started planning additional 2023 event dates and will share in the March 14 Board meeting.

Homeowner Forum

Thank you to the homeowners who joined our meeting. Here is a summary of the conversation.

One homeowner expressed concern with those homeowners who blow snow into the streets, making large piles, which then make the streets impassible. The board mentioned plans to include an article on this topic in the next newsletter. We also discussed getting into a cadence of sending an email with snow removal tips/reminders prior to a big snowstorm.

One homeowner asked how the HOA enforces community rules, regulations, and standards and gave examples like leaving out trash cans, storing tires in front of a gate, and trailers stored on the property. Greg shared that the new legislation requires us to give homeowners 30 days to remedy a first violation. This may be why it seems like a longer timeframe for responses.

One homeowner shared that a kid started fire in the open space along Wadsworth so we all must be diligent about watching out for our open spaces.

One homeowner expressed concern about an area of the park near Coronado where poor drainage has caused a terrible icy spot that kids are falling on. The HOA shared that it is the responsibility of Foothills Park and Recreation to remove snow and ice from this part of the park. One Board member shared that he had contacted Foothills about providing a resolution.

Future Meeting Dates

The next open Board meeting will occur using Zoom on Tuesday March 14, 2023 at 7PM. Check www.cksii.org for the meeting link.

With no additional business, Tom adjourned the meeting at 8:53pm.