

**MINUTES FOR 25JAN23 MEETING OF THE BOARD OF
THE CREEKSIDE I HOMEOWNERS' ASSOCIATION**

Meeting held: Wednesday, January 25, 2023
Minutes prepared by: Kevin O'Brien, HOA Director

1) Call to Order; Those in Attendance (Matt)

President/Director	Matt Menza	<input checked="" type="checkbox"/>
Vice President/Director	Robert Krull	<input checked="" type="checkbox"/>
Treasurer/Director	Lynn Haila	<input checked="" type="checkbox"/>
Director	Kevin O'Brien	<input checked="" type="checkbox"/>
Director	Open	<input type="checkbox"/>

2) Approval of 13DEC22 meeting minutes

- *Approved, will post it to the website.*

3) Board Member Vote

- Vote on Kirsten Mispagel for the Director position which runs through the Annual Meeting in 2023.
 - *Kirsten was voted by the Board to fulfill the open Director position that runs through the Annual Meeting date in 2023.*
 - *Kirsten joins the remainder of the meeting as a Director.*

4) Treasurer's Report

- *Lynn's treasurer's report showed a slightly better than expected wrap-up for 2022. (Summary page available on request.)*
- *1099s to be sent out shortly.*
- Reserve Study – Lynn
 - *Discussion of the identification of a certified 3rd party to perform a Level 1 assessment (as required by State law). Matt agreed to pursue those options and would report back to the Board his findings.*

5) Old Business/Committee Reports

- Post Covenant Vote Topics
 - *Still need to discuss legal options with the attorney concerning Replat 1A and both the CCIOA vote and the Consolidate Covenant vote. (If the non-voting Homeowner will be a 'yes', is there a petition route to update the status of Replat 1A?). Robert to contact the attorney (Matt gave him the 'okay').*
 - *If the first bullet has a positive response from the attorney, then will have the discussion with the non-voting homeowner in Replat 1a – Robert*
- Landscape Committee Report – Matt & Kevin

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- *Matt reported that the contractor is looking good after a bit of a shaky start. The agreement with the contractor is only for snow removal currently. Other duties to be discussed in the Spring.*
- Luminaria (Lynn – Board Sponsor)
 - *Luminaria survey were shared at a high level and will be reported to the neighborhood in a blog post/email.*
 - *Strong support for returning to candles next year.*
 - *Overall cost was less than \$100 thanks to leftover material from last year and the decision to use LEDs.*
 - *(Summary charts available on request.)*
- Design Review Committee – Robert
 - *Has an individual with whom he would like to discuss a DRC position to replace a current member who has expressed a desire to no longer be on the committee.*
 - Design Requirements Document Status – Kevin
 - *Kevin discussed progress on consolidating the numerous Design Guidelines documents into one.*
- Board/Committee Open Positions
 - Secretary –
 - *One individual said they would consider being an emergency, temporary Secretary. While appreciating the offer, the Board decided to continue looking for someone who takes a longer-term view of the position.*
 - *The Board also agreed to break out any 'Tech' or 'IT' responsibilities into a separate position.*
 - Landscape Committee Chair –
 - *Lynn to follow up with an individual. Kevin to provide Lynn with an overview document of the scope of HOA landscape responsibilities.*
 - Design Review Committee –
 - *See Robert's comments above.*
 - Other
 - *Add HOA IT Coordinator (see above)*
 - *Add Luminaria Coordinator*
 - *Add Block Party Coordinator*

6) Executive Session

- Executive Session was held.
 - Per State Law, details are withheld for public posting.

7) New Business

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- Regularly Scheduled Document Review Meetings - Kevin
 - *The proposal is to set up a standing meeting for Board and DRC members to review the consolidation of the Design Requirements Document. The goal is to have a comprehensive structure in place before opening the detailed discussion to Homeowners via mailers, website promotion and Town Hall(s).*
 - *The Board agreed with the approach and Kevin will keep the Board informed on when the meetings can begin.*
 - *Also reviewed the varied requirements for approving any changes to the Design Requirements given the existence of five different sets of rules. 1) Filings 1, 2 & 5; 2) Filing 1A; 3) Filing 3; 4) Filing 4; 5) Filing 6. (Summary page available upon request.)*

- Tracking HOA Folklore – Kevin
 - *Attempts are continuing to obtain actual documentation (not neighborhood recollections or 'folklore') on exactly what the HOA owns and must maintain.*
 - *Contacts have been made with a City of Longmont planner to investigate city documents. Will get updates every few weeks.*
 - *Important to confirm assets prior to initiation of the Reserve Study previously discussed.*
 - *Kirsten volunteered to make additional contacts with other individuals, which will hopefully speed up this effort.*

- Communication – Robert
 - *Robert would like to use additional means to obtain Homeowner's email addresses so to expand the reach of HOA communications beyond just the 'sign-up' requests sent out in mailings and on the website.*
 - *Various approaches were discussed making sure that they are legal and that 'unsubscribe' options are always available.*

- Consolidated Covenants II Pre-Draft – Robert
 - *Robert described his activities taking overall lessons learned from last summer's covenant vote and starting a document to capture that input. It is available for Board members to review and add their tweaks.*

- Business Liability Insurance – Kirsten
 - *Kirsten emphasized that all HOA contractors need to have a current certification of business liability insurance. All were in agreement and at this time only our landscape/snow removal contractor needs to be contacted.*

- HOA Storage – Lynn

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- *Matt volunteered his hangar at the airport for storage of HOA material (largely Christmas decorations).*

- 2023 Annual Meeting
 - *Will target August 26th.*

- Topics for Future Meetings
 - *HOA Management Software*
 - *HOA Financial Software*

- Next meeting to be held February 20, 2023.