

## Minutes

1. Welcome (President)
2. Call to Order & Roll Call (President)

Director (exp. 2028)	Dave Bartel	<input checked="" type="checkbox"/>
Director/Treasurer Pro Tem (exp. 2027)	Dave Blankenbeckler	<input checked="" type="checkbox"/>
Director (exp. 2027)	Julie Emo	<input checked="" type="checkbox"/>
Director/President (exp. 2026)	Fritz Foss	<input checked="" type="checkbox"/>
Director (exp. 2028)	Dan Mispagel	<input checked="" type="checkbox"/>
Secretary	Kirsten Mispagel	<input type="checkbox"/>
Treasurer	OPEN	<input type="checkbox"/>
Vice President	OPEN	<input type="checkbox"/>

Dave Blankenbeckler attending remotely via Zoom.

3. Officer Elections – 10 min.
  - President nomination – **Fritz Foss**, MOTION/VOTE.
    - MOTION – Dan
    - Second – Julie
    - Vote – Unanimously re-elected as President.
  - Vice President nomination – **Dan Mispagel**, MOTION/VOTE.
    - MOTION - Fritz
    - Second – Dave Bartel
    - Vote – Unanimously elected as VP.
  - Treasurer nomination – **Dave Blankenbeckler**, MOTION/VOTE.
    - MOTION – Fritz
    - Second - Dan
    - VOTE – Unanimously re-elected as Treasurer (Pro Tem).
  - Secretary nomination – **Kirsten Mispagel**, MOTION/VOTE.
    - Motion – Dan
    - Second – Dave
    - Vote – Unanimously re-elected as Secretary.
4. Owners Forum – 10 min.

No comments
5. Meeting Minutes Approvals – 10 min.
  - **MOTION/VOTE**: approve **August 28, 2025 Board Meeting Minutes**.
    - MOTION - Fritz
    - Second – Dan
    - VOTE: Unanimous approval.
  - **MOTION/VOTE**: approve **September 29, 2025 Board Meeting Minutes**.

Homeowner Question: On Treasurer's Update - line #5, "increased revenue projected 3, actually 4 properties sold." Is there 4 more properties that are on the market in our neighborhood?

Dave's answer: Has seen at least 3 "For Sale" signs driving through, none have come through (homeowner has seen 4 "For Sale" signs). Transfer fee income better than projected due to 4th home being sold, as well as NGLA grant for the block party.

President Foss attached unsigned "Resolution" and voted on are attached to these meeting notes and uploaded the signed copy to the HOA Website.

- MOTION - Fritz
- Second – Julie, Dan, Dave
- VOTE: Unanimous approval.

- **MOTION/VOTE: approve October 30, 2025 Annual Meeting Minutes.**

All slides from meeting are memorialized in the version online. President noted that he and the Secretary (independently) re-tallied the ballot counts and reconciled discrepancies with the Annual Meeting attendee volunteers' counts so that the vote totals match the number of attendees including proxies.

- MOTION - Fritz
- Second – Dan

Member asked about challenge to the validity of Dave Bartel's election as Director. President noted that it was made after the Annual Meeting and will be discussed later during this Board meeting.

- VOTE: Unanimous approval.

6. Treasurer's Update (Dave attending remotely) – 5 min.

- 2026 Budget – approved via Board email vote on 10/13/2025, adopted at Annual Meeting (not rejected by Members).
- 2026 Annual Assessment – mailing date and preparations.

Mailing date – January 2, 2026

Preparations – Working on year end, reconciling budget, waiting on a few expenditures.

Currently (2025 Budget)

- Approx. \$9,000.00 under budget.
- \$600.00 additional income (additional transfer fee and \$400 NGLA grant).

7. Old Business/Committee Reports – 60 min. total

- Design Review (Brian Terry, Dave Blankenbeckler, Fritz) – update, 5 min.

Brian Terry emailed with no updates.

- Fritz and Brian held a lunch meeting on Wednesday, Nov. 5 to discuss several outstanding matters concerning/involving the DRC:
  - Working on draft of Design Guidelines (DGs) for all filings based on Filing 6 Design Guidelines including latest revisions.  
Brian working on an official draft of DGs for Filing 6 (including previously Board-approved updates), and will also form the basis of official drafts for all filings.
  - Plan to record Filing 5's original DGs with Boulder County Clerk & Recorder (for some reason they were never recorded).

- Spent additional \$19 (beyond \$22 spent previously to obtain certified electronic copies of the Declarations and DGs for all filings) to obtain Boulder County Clerk and Recorder certified electronic copies of the Statement of Election adopting CCIOA, Fence and Sign Easements, Quit Claim Deeds and Pike Neighborhood Parks Agreements. All documents available from the Documents and/or Education pages on the Association's website and are archived in the Association's permanent records.  
**All (except 5) Filings' documents and some other official documents now available on Website, Education page and/or document page.**
- Still have a need for volunteers from Filings 1 and 5.  
**Brian doubling efforts to find volunteers for each.**
- Looking into Roof Maxx roof restoration (will post to Education page) as an alternative to roof replacement.  
**A less expensive alternative for homeowners. Information purposes only.**
- Matters involving individual homeowners.
- Landscaping (Pat Zolotar, Board) – update, 5 min.
  - Common Areas Maintenance
    - Confirm winterizing irrigation system **(confirmed)**.
    - Need signed copy of 2026 contract with Panorama for records.
    - Need Panorama's current Certificate of Insurance for records.  
**Signed copies delivered and will be placed in association records including COI.**
  - Creekside/Rainbow Ridge Outlot A Common Area Maintenance Sharing Agreement – signed October 21, 2025 by presidents of both associations (see attached).
  - Snow Removal
    - Need signed copy of 2025-2026 season contract with A-Z Services for records.
    - Need current Certificate of Insurance for records.  
**Signed copy will be placed in association records including COI.**
  - Parkview/Plateau relandscaping plans – remains tabled until we qualify/can submit **(NIP)** proposal for NGLA funding.  
**Five meetings have been attended by HOA representatives. Four additional attended meetings will qualify the HOA to submit a proposal for NGLA funding.**  
**Pat Zolotar has been tasked with providing landscape ideas to re-landscape the corners. HOA homeowners are welcome to weigh in.**
- IT (Sterling Babcock, Board) – update, 10 min.  
**Note: Sterling Babcock, Committee Chair, does not have access to passwords, website. Should he request access, President Foss will provide access.**

- Made several back-end modifications to “Contact Us” and “Covenant Violation Complaint” forms on Website to correct/improve behavior after submission, notifying the Board and Secretary via email of the changes.  
**Also basically a “spam” screen.**
- Need Dropbox member login credentials changed from private to generic HOA email addresses – update
  - Received instructions from Dropbox Support. Action pending.  
**Sterling noted that this also forces password change when a Director changes.**
- Engage Dropbox Support for help with Secretary account login – update
  - Using instructions from Dropbox Support, restored access to Secretary Dropbox account.
  - Turns out it was a Dropbox Basic (free) account with 2GB storage (and no administrator privileges for Association’s Dropbox Teams account).
- Sharing Association’s Dropbox Teams account folders with Secretary account.
  - Note entirely successful due to storage limitations.
  - Board voted to approve (see below) upgrading the Secretary Dropbox account from Basic to Plus, the latter providing 2TB of storage.  
**\$9.99/mo. if paid annually, \$2 more if paid monthly.**
  - Necessary team folders now successfully shared with Secretary Dropbox account.
- Communications (Jason, Dan, Board) – update, 10 min.  
**Jason continues to be Communications Chair**
  - Electronic October, November Association Newsletters and Annual Meeting reminders posted to Website and/or sent via WordPress MailPoet.
  - Continued success with Board member meeting attendance via Zoom.  
**Paid version of Zoom has been approved by the Association. Hoping to have (higher) meeting attendance by members of the Association in the future.**
  - Planning/implementation of Members-only area on Website – no update
    - Need remote meeting capability (e.g. Zoom).
    - Need remote voting capability (e.g. eBallot, OpaVote, Zoom).
  - Member Education page on Website – update
    - Went “live” in time for October 30, 2025 Annual Meeting.
    - Updates since Annual Meeting include:
      - ◇ landscaping compliance information/examples
      - ◇ Project Submission Form (PSF) link
      - ◇ Left Hand Park documents links
      - ◇ Drainage Easements document link
      - ◇ Common Mailbox and Driveway easement document link
      - ◇ Quit Claim Deed documents links
      - ◇ DORA/DRE information/links
      - ◇ NGLA information/links

- ◇ Xeriscape, Water-Wise information, and lawn replacement assistance links
- Governing Documents Review (Jason, Fritz) – update, 10 min.
  - Finalizing Bylaws draft – update (LG - Lyons Gaddis law firm)
    - COMPLETED: LG redlined version reviews completed by Committee Chair and two other Board Directors.
    - COMPLETED: Zoom meeting held with LG on Nov. 26, 2025 to discuss/ask questions about/suggest revisions of their redlined version, with Chair and two Board Directors attending.
    - UPCOMING: Convene final Committee meeting to review and finalize LG's revised draft.
    - Final draft review by LG.
    - Make final draft available to Members for review/feedback period.
    - Mail ballot vote.
  - Existing Policies revision planning – no update
    - Updates/amendments proposed for the Association's existing "Conflict of Interest" policy – Board review pending.
    - Revisions to "Inspection and Copying of Association Records" policy – Board review pending.
  - New Policies planning – no update
    - "Bid Process Policy" draft – Board review pending.
    - "Document Retention and Disposal" policy and procedures – Board review pending.
- HOA-related legislation tracking (Dan, Fritz) – update, 5 min.
  - Summary of City of Longmont NLS' August 27, 2025 Annual Legislative Update meeting presentation by Altitude Community Law has been posted on the Association's Website's Education page.
  - Links to pending/passed 2025 legislation are in this Legislation Summary available on Association's Website Education page.
- Annual Neighborhood Block Party (Pat, Lori, Kirsten) – update, 5 min.
  - \$25 deposit check has been shredded by the City Clerk, so deposit "returned".
  - Post-event assessment – things that went well, things to do differently next year.

Committee Member, Lori – Garage access was appreciated. Chili Cook Off attracted 70 members. Extra activities were a success. NGLA supplies/equipment was very helpful (note the beanbags for cornhole games in a hidden compartment on the backs of the boards). Future menus should include vegetarian/gluten-free options for members.
- Longmont Neighborhood Group Leaders Association (NGLA) (Julie, Dan, Nina) – update
  - Julie attended October 16 and November 20 meetings

Summaries were provided by Julie, she will resend any missing.

- \$400 NGLA Neighborhood Activity Fund (NAF) grant funds supporting this year's neighborhood block party have been paid to the Association.
- NGLA Neighborhood Improvement Project (NIP) grant – eligibility clock running (consider for corner relandscaping project(s)). Attended five (5) monthly NGLA meetings in 2025 since re-joining, need to attend four (4) more in (early) 2026 to be eligible for NIP grant.

City is updating their grant process. Two types of grants will be provided in the future, bonuses will be available for certain types of projects. The clock start will be an ongoing process (i.e. flexible). Documentation, template or framework from NGLA needed to create the proposal for consideration. New registration required for NGLA yearly.

- Annual Meeting – update, 5 min.
  - Post-meeting assessment – things that went well, things to do differently next year.
    - A Member, in writing, challenged the validity of Dave Bartel's election as Director to the Board because it is their position that Members were not allowed the opportunity to comment before the vote.
    - President disagreed with their position, also in writing, with the counter position that nobody chose to comment and nobody brought forward a point of order objection.
    - In any case, Dave Bartel was duly and overwhelmingly elected by a quorum of members as Director to the Board with 46 in favor, 6 abstaining/not in favor.

Discussion on this topic centered on always welcoming people to speak as long as the discussion remains respectful and decorum is maintained.

- Neighborhood Chicken Coop Survey – no update
  - Board received detailed informational document from a Member and is in the process of reviewing.

#### 8. New Business (Board) – 20 min. total

- Propose regular Board meetings nominally every two months starting in January, 2026 (mentioned during Annual Meeting).

Member noted, the short deadline to secure library meeting space may be an issue. Member asked about reserving smaller capacity library room for meetings (President responded that it would be problematic if more than that limit of attendees showed up for the meeting).

- President attended DORA DRE's October 24, 2025 HOA Forum Webinar on HB25-1043.
  - Association must answer four (4) and optionally answer nine (9) additional questions to provide additional information when registering with DORA DRE going forward.

Note: Registration beginning in 2026, HOA is required to answer questions.

- Board **must** periodically request (with documentation thereof) unit owner contact information (did so at Annual Meeting) and only if not provided may the Association then send legal/delinquency notices thereafter by regular mail. See C.R.S. 38-33.3-209.5(1)(a.5) and 38.33.3-209.5(1.7)(a)(D).  
Specifically request contact information by law. Phone number, email etc. Requirement satisfied and documented in Annual meeting minutes. Member suggested this requirement put on the “dues” letter to meet the state requirement.
- Association’s Collections Policy – language update **required** (partially a consequence of HB25-1043).
  - Language giving Association’s contact (name and contact information) for requesting a copy of unit owner’s ledger, a copy of which must be provided within seven (7) business days of unit owner’s request. See C.R.S. 38-33.3-209.5(5)(a)(V)(C).
  - Language listing possible actions/remedies Association may take unless delinquency is cured within thirty (30) days. See C.R.S. 38-33.3-209.5(5)(a)(V)(D).
  - Language mentioning availability of, and access instructions for, online information related to collections of assessments via, and credit counseling before, foreclosure. See C.R.S. 38-33.3-209.5(5)(a)(V)(E).

A Member is currently working on updating this policy.  
Legal requirements will need to have legal review.
- Fences and Signs Property Insurance
  - According to DORA DRE, required under C.R.S. 38-33.3-313.
  - Received a quote from Travelers, solicited quotes from two other providers (Acrisure, USI Insurance Services).  
Insured property - Perimeter fence and signs  
Sprinkler system will not be included as they are a low-cost repair item.
  - Travelers quote is over-budget in every deductible category.  
Quote was good for 30 days, no response on extension request. Need to resubmit application.  
Possible to bundle with current Travelers liability insurance policy.
- 2025 Neighborhood Luminaria Event
  - Review 2022 Luminaria Survey (Tiffany Bernstein designed, Lynn Haila summarized) – on the one hand.
  - Email exchange at the beginning of this year with Longmont Sr. Fire Inspector – on the other hand.
  - Board approved using fire-resistant luminaria bags (at a minimum of ~5x additional cost) this and subsequent years for use with flame candles to adhere to Longmont Fire Code (see below).
  - Going forward review/consider flameless candle option suggested by a concerned homeowner (offered to help with cost):

- LumaBase Battery Operated (3 AA) Soft White LumaLite LED Light with Timer.
- President's test results (pictures) – outperformed flame candle.
- Several logistical/practical issues in using this option for entire neighborhood.

Compromise – Flame resistance bag will be used. Luminaria kits (from cheapest vendor) will be \$700.00 + sand + votive candles. 2025 cost will be ~\$1,200. Total Luminarias cost is 2x this year vs. last year.

Member asked for a third option, no luminaria. President will leave discussion for the next board.

- Need assembly and distribution volunteers again this year!  
Director volunteered their garage.
  - Holiday lights are up at the main entrance (as of Monday, Dec. 1<sup>st</sup>)! Thanks to Clair and Mazzie Donovan for their hard work and creativity in putting them up again this year.
9. Board/Committee Open Positions – update
- Treasurer (Director Dave Blankenbeckler serving as Treasurer Pro Tem)
  - DRC members – need 3 from each of Filings 1A, 3, 4, 6 (Chair can be the 3<sup>rd</sup> member for each filing), 3 total for consolidated Filings 1, 2, 5. Besides Chair, we now have volunteers (see Website Design Review page)
    - 1 from Filing 2
    - 2 from Filing 3
    - 2 from Filing 6
    - 1 from Filing 4
10. Approvals without a meeting

- 10/12-13/2025 email MOTION/VOTE: approve the Association's 2026 Budget (copy mailed to homeowners in Annual Meeting Packet). **Seconded by Dan Mispagel, approved unanimously.**
- 10/19-22/2025 email MOTION/VOTE: upgrade the [secretary@creeksideneighborhood.com](mailto:secretary@creeksideneighborhood.com) Dropbox account from Basic (free) to Plus (\$9.99/mo). **Seconded by Dave Bartel, approved unanimously.**
- 11/22-24/2025 email MOTION/VOTE: The Association shall allocate funds for, purchase and use fire-resistant luminaria bags for its annual neighborhood-wide luminaria display this and subsequent years for use with flame candles as consistent with Longmont Fire Code. **Seconded by Julie Emo, approved unanimously.**

Adjourn Open Session

11. Executive Session – 5 min. (Topics below tabled in deference to honoring Member's request to have a discussion with the Board in closed session)

- Existing properties out of CC&Rs compliance – status and ongoing actions
- New properties out of CC&Rs compliance – none
- Recent Records Request – status

Adjourn Executive Session