



# Crystal Knoll Terrace HOA

## Board Meeting Minutes

Opening: meeting was called to order at 3:00pm on March 27th by Kathy Gould

Present

Kathy Gould, President  
William Holland, Treasury  
Andrew Karaffa, Member at Large

### Agenda

#### Topics for March 2022 Quarterly Board Meeting

1. **Need for candidates so an election can take place**
  - a. **Ideas to recruit candidates**

*Discussed issue involved in lack of Board Members*

*Margie Funkhouser volunteered to serve as Member-at-Large however since this is an expired term must elect someone to this position.*

*Discussed the need for an election*

*Suggestion that we can hire for some positions*

*Need to stress to homeowners the cost difference of hiring a management company as opposed to running the affairs via the Board. Would still need a sitting board with a management company.*

*The Election Committee will seek candidates*

*Patsy Garner and Susan Craig volunteered for one to be on the election committee and the other to run as a candidate*

*Kathy Gould will go through the ballot for the last election and reach out to those candidates to see if they are interested in running for the board again.*



Will send Google link to solicit for candidates: <https://forms.gle/u48qqpCQDNSWTiiT6>

## 2. HOA Assessment Fees

- a. Frequency of sending statements

*Must be sent monthly*

*Bill Holland discovered there is a mailbox assigned to 108 Crystal Knoll Blvd which is an invalid address. He will have the mailbox assigned to 108 Crystal Knoll Blvd deactivated and will activate 110 Crystal Knoll Blvd assigned mailbox (this is the address of the 'playground'). **Motion posed and passed.***

- b. Additional service charge for billing

*Discussed applying a cost of \$1.00 for paper HOA Assessment Fee Invoices - would need to inform homeowners of this fee however we need to check if there are any laws that prevent the Board from doing this.*

- c. Sending registered letters for delinquent assessments to follow protocol to move forward towards collection.

*Proposed motion to send delinquent Invoices via registered mail - **motion passed***

- d. Increase in 2022/2023 assessment

*Motion proposed to increase HOA Assessment Fees for next cycle (July 2022-June 2023) to \$115 with \$15 discount if paid by July 1st - **motion passed** (adding as a side note for explanation for increase: increase cost of maintaining the HOA expenses in part due to mandates dictated by SB1588)*

## 3. Review of projected budget

*Reviewed yearly budget for 2022 and all agreed to listed expenses.*

## 4. Maintenance of mailbox kiosks

*Discussed what is needed in relation to repairs/repainting.*

*Would like to include repainting the shed in this request for services*

*Bill Holland and Andrew Karaffa will outline the parameters for the bid for solicitation*

## 5. Accounting/Bookkeeping

*This was on the agenda in relationship to billing and addressed in item#2a of the agenda*

*Discussed upcoming Liability Insurance bill - should be the same amount however will be addressed via email once exact amount is known*

*Asked if any other items are needed for the CPA to perform HOA tax filings - need to address undeposited (correction is to reclassify) and unassigned funds in QB. Determined the specifics of the unassigned funds however cannot discuss further in open meeting as it would violate CCR's in discussing specific homeowners. Kara Barnett, Bill Holland and Kathy Gould will meet via Zoom on Monday, March 28th at 9am to review issues in QB. Note that QB is a learning curve for both Bill Holland and Kathy Gould.*



#### 6. P&L Report

*Reflects unassigned funds and will be addressed for correction during Zoom meeting with Kara, Bill and Kathy.*

**Report from the 'Playground Committee' was discussed and contents inserted in these notes.**

### **CKT HOA Playground Committee | Meeting Minutes | March 23, 2022**

Committee Members in Attendance:

Kara Kelley (Chair) – 112 Dogwood

Wendi Randall – 112 Crystal Knoll Blvd

Sheva Hart – 107 Dogwood

Meeting Start: 9:32am

- 1.) Discussion of selling or retaining playground space
  - a. Committee determined selling would prevent the HOA from having a visible impact on the community
  - b. **Vote to instead retain and develop playground space – 3/3 (Unanimous)**
- 2.) Discussion of proposed use by community members
  - a. Space is .41 acres according to WilCo Property Records
  - b. Pool
  - c. Covered pavilion & table area
  - d. Basketball Court (1/2 court size – 50x47sqft)
  - e. Community garden
  - f. New playground equipment
  - g. Security & lighting of space
- 3.) Pool –
  - a. Prohibitively expensive
  - b. No water connection
  - c. No existing way to restrict use to current HOA members only
  - d. **Vote 3/3 to not install a community pool**
- 4.) Covered pavilion & table area
  - a. Necessary to a community space
  - b. Estimated budget of \$10k required to include covers
  - c. Should be ADA accessible
    - i. Pathways, concrete paving, ADA-friendly tables
  - d. Likely a later-phase addition as it's unnecessary to have tables when there are no other activity centers
  - e. Location likely at front of lot due to expense of installing pathways
  - f. **Voted 3/3 to include this feature in a later phase**

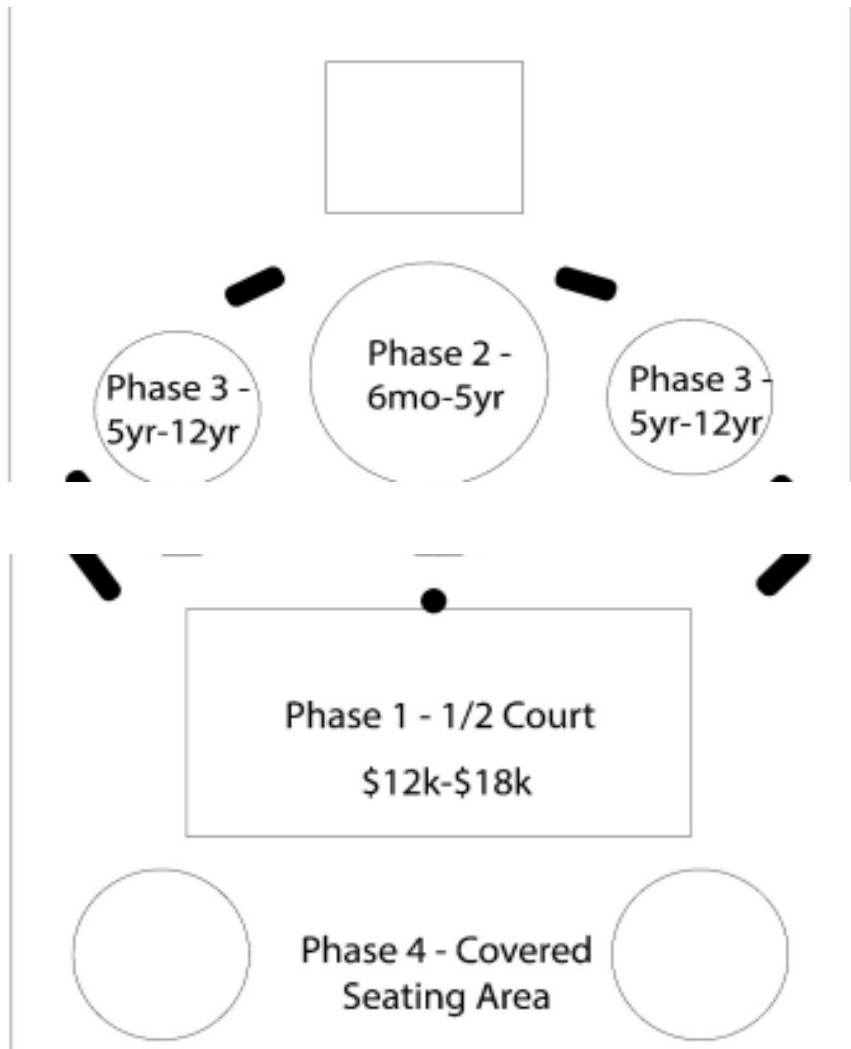


- 5.) Basketball Court (1/2 court size – 50x47sqft)
- a. Expense to install slab, estimated \$8-\$12k
  - b. Commercial grade basketball hoops required (1,500-2,500 each)
  - c. Could potentially start with 1 hoop at half court, 2 preferred, 3 the eventual goal d. Would provide a space that's available for use for HOA members of all ages, vs a kids only play area
  - e. Wouldn't require water or additional maintenance other than net replacement
  - f. **Proposal to prioritize a half-court basketball area as Phase 1 of development, 3/3 Yes**
  - g. Located in middle of lot
- 6.) Community Garden
- a. No water connection
  - b. Cost of plants & materials unclear as to who will provide, members or HOA c. Lack of existing community involvement
  - d. Likely to attract animals
  - e. Vandalism has been a past problem
  - f. Homeowners have backyards if they wish to garden
  - g. Landscaping of some sort is needed
  - h. **Proposal to include landscaping at front entrance to playground area, near covered tables in a later phase, instead of a community garden – 3/3 voted yes**
- 7.) New playground equipment
- a. Necessary for neighborhood development
  - b. Should be done in 2-3 stages to provide play equipment for ages 6mo-5yrs and 5yrs 12yrs
  - c. Researching grant options for playscapes
  - d. Must meet ADA requirements and be of commercial grade
  - e. Should include bench seating areas
  - f. Is second priority after basketball court
  - g. Will be located at back of the lot
  - h. Exact specifications for play equipment will be determined after Phase 1 of development is complete, due to likelihood of price fluctuations and item availability
  - i. **3/3 voted yes in favor of new commercial playground equipment**
- 8.) Security & lighting of space
- a. Proposal for security monitoring devices
  - b. 2/3 voted no due to legal ramifications of including cameras in a play area c. Proposal for solar-powered motion lights to deter after-dark use of playground i. Discussion about the brightness of lights and location as not to interfere with surrounding homeowner's sleep
  - ii. **3/3 voted to consider this option in a later development phase**
- 9.) **Action items for committee members**
- a. Sheva has volunteered to research grant proposal options
  - b. Kara is presenting information to board and volunteers to be point of contact
  - c. Wendi & Kara will measure space prior to 3/27 Board meeting to ensure the Proposed Development Plan will be functional for the space provided, specifically Phase 1 d. See attached diagram of proposed development design.



Meeting Adjourned: 10:51am

Exhibit A – Common Area Development Proposal Design





*During the Board Meeting decision was made to have the Playground Committee submit a proposed plan to be included in a ballot sent to homeowners to vote for approval.*

#### **7. Open Floor**

*Annexation of the neighborhood was brought up. This process normally takes approximately 5 years - was discussed several years ago however the city tabled this item. Discussed the pros and cons of this proposal - bottom line unless it is financially beneficial to the city don't see this happening; however it is something that could be considered by the city in the years to come.*

#### **Adjournment**

The meeting was adjourned by Kathy Gould on March 27th at 5:10pm, Andrew Karaffa 2nd the motion. All board members present, approved.

**Minutes Submitted by : Kathy Gould on March 27, 2022**

**Minutes Reviewed by : William Holland on Apr 4, 2022 18:34 local time**

**Time stamp of approval**