

# Meeting Agenda

Meeting Location: Virtual via Google Meet

Meeting Date: December 8, 2025

Meeting Time: 6:30pm

Board Members in Attendance:

Dodie Marin- President  
Desiree Kawell- Secretary  
Denise Jimenez- Treasurer  
Joy Dunaway- Member at Large

Members in attendance:

Fabricio Santos  
Brandon Rhea

Call to Order / Quorum @ 6:30pm

1. Approval of 3rd Quarter Minutes
  - a. Approved and posted September 17, 2025.
2. Treasurer's Report
  - a. Bank account balance - \$72,963
  - b. \$5,784 received in past due balances
    - i. Statements created Sept. 15, 2025
    - ii. Statements emailed to accounts with email address on file
    - iii. Statements mailed to members without email address on file
  - c. \$1,150 in refunds for overpayments mailed out
    - i. Three addresses with two accounts that were double-billed in previous years
    - ii. One account that paid resale certificate fee twice in 2023
    - iii. One account that title company withheld and mailed to us resale certificate fee after member had already paid for closing in 2025
3. Budget Review and Discussion

2025 Budget adjustments-

- a. Refurbishing of entry sign and rock work - increased common areas maintenance 2025 budget by \$3,897
- b. Mailbox kiosks - no amount listed.
  - i. If work completed before December 31, will increase 2025 budget. If not, will be added to 2026 budget.

- ii. Include mailbox kiosk maintenance and repairs under “Common areas Maintenance” budget title in 2026
- c. Holiday decorations contest -
  - i. 2025 budget \$50 higher due to Halloween contest added. Adjust in 2026 budget to reflect this addition.

2026 Budget Updates:

- d. Will collect year totals for variable line items-Google fees, Quickbook- total after Dec 31st.
- e. Mail outs expense will be less in 2025 due to Desiree and Denise doing mailouts of past due invoices and past due statements-
  - i. 2026 budget to include postage under Member Mailouts budget title includes annual meeting announcement mailouts, assessments, ballot and proxy mailouts
    - 1. Keep at least 1 book of 100 stamps on hand
    - ii. Discuss using a printing company for ballots and proxy mailouts
    - iii. Keep at least \$1,500 on budget due to annual elections, as ballots and proxies will be mailed to all members
- f. Recommendation: include legal fees to budget due to upcoming 2026 election and annual elections hereon to ensure legal ballots
  - i. Board will look into past expenses for further discussion.
- g. “Community Involvement” title will be created in 2026 budget to include:
  - i. community sales,
  - ii. holiday decorations contest,
  - iii. flags
  - iv. Community Garage Sales - no expenses in 2025

1. Christmas Decorations Contest

- a. Places posted
  - i. Emailed to members
  - ii. Posted on both Facebook groups
  - iii. Posted on CKT HOA website
- b. Prize amounts
  - i. 1st Place: \$175
  - ii. 2nd Place: \$125
  - iii. 3rd Place: \$75
- c. Dates-
  - i. Submit one photo by email to [board@ckthoa.com](mailto:board@ckthoa.com) by 8 pm on 12/20
  - ii. Voting by Facebook poll 12/21 to 12/23 @ 10 pm
  - iii. Winners will be announced December 24th

- d. To encourage participation while protecting the Association, the Board noted that it will not take and distribute photographs of decorated homes for contest purposes. Members must provide their own photos for entry. This measure ensures that liability for contest submissions and prizes remains solely with participating members and in hopes to encourage active participation from members.
- 2. Mailbox Kiosks
  - a. Three request for proposals were emailed to prospective contractors
  - b. One contractor returned a proposal- 4W Metal Works & Construction
  - c. Detailed proposal emailed to all Board members for review before meeting
  - d. Summarize Proposal / Discussion / Questions
    - i. Contractor provided proof of liability insurance
    - ii. All five kiosks will have additional bracing added to improve structural stability for safety
    - iii. Due to cracking, one kiosk needs one 4x4 post replaced; one kiosk needs two 4x4 replaced; in concrete setting for proper support
    - iv. Two kiosks need broken pieces of siding replaced
    - v. All five kiosks will have new 20x20 notice boards installed
    - vi. All five kiosks will have loose siding secured and will be caulked at all seams and joints
    - vii. All five kiosks will have staples and nails removed before sanding
    - viii. All five kiosks and notice boards will receive two coats of premium exterior paint to match current color scheme
    - ix. Contractor estimates seven days to complete all work
  - e. Vote:
    - i. Motion to accept bid of \$4,235.00 received from 4W Metal Works & Construction- Desiree motion, Denise 2nds- motion passes
- 3. Open Floor
  - a. Brandon- garage sale rules- Dodie explained signs have to be taken down the same day of the garage sale
  - b. Fabricio- question about payments- Dodie to send invoice
- 4. Adjourn- 7:02