

**MINUTES OF
REGULAR MEETING OF
BOARD OF DIRECTORS
CRESTMoor PARK (2ND FILING) HOMES ASSOCIATION**

(Date: February 15, 2022)

The regular meeting of the Board of Directors of Crestmoor Park (2nd Filing) Homes Association on February 15, 2022 was called to order at approximately 6:03 p.m. by John Sadwith, President of the Board, on a Zoom teleconference hosted by Jason Hill.

1. **Directors in Attendance.** John Sadwith, Mariette Bell, John Derungs, Jason Hill, Andy Draper, Jeff Burnside, Cecilia Retelle Zywicki (arr. about 6:30 p.m.), and Robert L. Brown.

2. **Approval of Minutes.** The Board of Directors reviewed and unanimously approved the Minutes of the Board of Directors meeting held on January 5, 2022, on a motion made by Ms. Bell and seconded by Mr. Draper.

3. **President's Report.** Mr. Sadwith having been out of town for an extended period of time, did not submit a separate President's Report.

4. **Architectural Review Committee.** In Mr. Deline's absence, members of the ARC described two sets of plans having been submitted and approved since the prior meeting. The plans were described as not being controversial and in full compliance with HOA requirements.

The ARC had no report with respect to Design Guidelines review.

5. **Entry Islands.** Mr. Sadwith and Mr. Derungs reported that they anticipated a meeting with Brian Nevin of the Denver Parks Department, the entity that is primarily responsible for what occurs on Crestmoor's entry islands, which are owned by the City and County of Denver. Mr. Sadwith reported conversations with Mr. Nevin regarding the Parks Department letting a contract for "medians maintenance" which would include mowing, fertilizing, and weed control on the islands. He also reported that the Parks Department was entering a medians renovation plan; the meeting with Mr. Nevin will include a manager from the "greenhouse group" because that department is in charge of the median renovation crew.

Denver Parks will not plant flowers on the entry islands, but Crestmoor has the permission of the Parks Department to plant annuals. Mr. Nevin noted that a Memorandum of Understanding regarding planting activities would be required and acknowledged this was a new requirement this year instituted by the new head of Denver Parks.

Mr. Nevins understands that the Association is interested in converting plantings on the islands to xeriscape, but that cannot be accommodated this year. Mr. Nevins also understands that the Association plans to engage a landscape architect to assist in designing plantings. This is acceptable to Mr. Nevins who noted that any on-site work by a third party needed a written Memorandum of Understanding (“MOU”) generally requiring liability insurance and dealing with liability issues. Mr. Draper inquired as to what performance metrics might be included for Denver Parks in the MOU. Mr. Sadwith noted that the Association had very limited bargaining power when dealing with Denver Parks.

Mr. Sadwith also emphasized the significantly increased cost and decreased availability of flowers anticipated for this coming growing season. Mr. Sadwith discussed what garden contractors might be required and reminded the Directors of a contact made by Mr. Hill with Designs By Sundown that expressed an interest in bidding on the Association’s work. After the meeting, Mr. Brown submitted to Mr. Sadwith contact information for a landscape architect, Dan Lee, at Black Forest Landscape Design Studio. Mr. Sadwith will follow up.

Mr. Draper inquired of Mr. Sadwith and the Board as to how the neighborhood thinks about the entry islands. Mr. Sadwith noted that he only receives a few complaints and they uniformly relate to overwatering and dead grass. He noted that he tried to institute an “adopt-an-island” plan last summer where a homeowner would be responsible to monitor the condition of one of the six entry islands. Mr. Sadwith received responses only from the Drapers and one other owner. Mr. Sadwith will attempt to reimplement the adopt-an-island program this year.

Ms. Bell and Mr. Sadwith described the history and cost of recent entry island landscaping with a Crestmoor resident performing planting of annuals each year only for the cost of the flowers and no cost for his company’s (d/b/a JBK Landscaping) labor. That relationship ended in 2020. Emerald Isle was hired for the growing season of in 2021. Mr. Sadwith found their work to be very unsatisfactory and overpriced. The cost of flowers in 2020 planted by JBK was approximately \$4,500. The bill in 2021 for Emerald Isle for flowers and labor was \$12,500.

Mr. Derungs reported that the next volunteer day in Crestmoor Park is scheduled for May 15, 2022.

6. **Bylaws Report.** Mr. Sadwith had no report. Mr. Brown will contact Greg Kerwin to sound out his interest on joining the review and revision effort. *(Mr. Kerwin agreed on February 21, 2022 to join the Bylaws Revision Committee.)*

7. **Financial and Budget.** Ms. Bell reported that invoices for 2022 annual dues were sent out on a delayed basis this year as Ms. Bell and Ms. Millard worked through credit card processing arrangements to permit dues to be paid by credit card for the first time. Ms. Millard has reported that checks are just now starting to be received. Eighty-two homes have already paid by credit card in the total amount of \$14,500. Ms. Bell noted that the cost per each credit card dues payment was \$5.85. Mr. Sadwith asked about the ability to pay dues through the Association’s web page. Mr. Hill noted that he and Mrs. Zywicki are working on payment through the website but noted a serious challenge in the effort that would be necessary to reconcile payments with homeowner addresses. This is not required when using Intuit Books which provides a unique identifier. He did not have an estimate of the time or cost for

reconciling web payments that would be incurred by Ms. Millard. Mr. Draper stated his support for starting on-line payment capacity. Mr. Burnside asked whether the transaction cost of credit card payments could be reduced since the Association is a non-profit. Mr. Sadwith doubted any significant reduction could be achieved based upon his prior experience with non-profit entities. Mr. Sadwith urged that the current program of payment by checks and credit cards be utilized for this year since it apparently works, is secure, and is reliable. Mr. Burnside agreed that for this year that was appropriate. Mr. Draper wanted to push forward with payment over the Association's website at some point in the future. Mr. Hill will look into that possibility including how payment fields could be set up that would simplify Ms. Millard's reconciliation.

Ms. Bell has not been able to create a 2022 budget because of some difficulty in establishing bookkeeping and other expenses reasonably definitively. She briefly summarized estimates that she has made with respect to typical annual expenses:

- Bookkeeping--\$4,300 which includes some payment for 2021 work
- Annual meeting expense – slight increase.
- Directors' E&O insurance – slight increase.
- Printing – not clear there needs to be any allocation.
- Postage and mailbox - \$2,500.
- Flowers - \$12,000.
- Security - \$34,000.
- Outside bylaws counsel – perhaps \$3,000.

Ms. Bell will furnish a written estimate to the Board in advance of the next Board meeting.

8. **Gas-Powered Leaf Blowers.** Mr. Burnside had no report but does not believe there is any practical action that can be taken to ban gasoline-powered leaf blowers in light of Councilwoman Sawyer's inability to secure support on City Council.

9. **INC.** Because Mrs. Zywicki's schedule does not permit attendance at Saturday meetings, the regular INC monthly meeting day, and Mr. Burnside is generally unavailable Saturdays because volunteer coaching on three youth athletic teams, Mr. Derungs agreed to be the primary delegate and Mr. Sadwith will be the alternate in place of Mrs. Zywicki and Mr. Burnside.

10. **6th Avenue Study Group.** Mr. Derungs reported that the group was still in its formative stages and therefore he had no report.

11. **Transparency Committee.** Mr. Sadwith stated his opinion that a "Transparency Committee" appeared unnecessary and possibly redundant. It certainly should not be a committee that would be outside of the Board of Directors. Mrs. Zywicki indicated the purpose of such a committee would be keep members of the Association informed as to Association and Board activities. Mrs. Zywicki mentioned that some Association members had complained to her about problems with the ARC denying remodel and construction plans proposed by some homeowners. Mr. Sadwith pointed out the existence of a process in the Bylaws permitting an appeal to the Board of Directors on any ARC decision the homeowner disagrees with. Mr.

Burnside asked who needed “transparency”? Mrs. Zywicki believed people applying for ARC approval needed a more transparent process and wanted a “better client experience.”

The ARC is charged with revising the Design Guidelines, and Mr. Brown suggested the addition of either or both of a step by step procedural exhibit and/or a frequently asked questions exhibit. Mrs. Zywicki also noted members have a concern about how to raise issues with the Association and the Board.

Mr. Burnside raised the higher-level question as to how the Board viewed what architecture should be approved and fostered within the subdivision – more modern architecture or more traditional/historic? Mr. Brown affirmed the value in discussing the issue but noted minimum requirements in the Covenants that were carried over with objective detail into the Design Guidelines.

Mr. Sadwith described the “minimum masonry” requirements of the Design Guidelines; he also noted having received complaints that some plans for new houses contained “too many elements.” Mr. Draper suggested that a professional conduct an inventory of the housing types currently present in the 485-unit Crestmoor community. Mr. Brown followed up on an earlier suggestion by Mr. Draper of convening a special meeting of interested Directors to review underlying documents that govern the Association’s responsibilities regarding architecture. Mr. Brown also suggested that individual Directors having concerns with individual houses identify those to the Board to review and discuss.

12. **Website.** Advertisements and other notices posted on the web page need to be dated to maintain currency.

The annual meeting notice and exhibits will be posted.

Minutes of the annual meeting and all Board meetings will be posted.

Mr. Hill will change certain email addresses of individuals to generic Association email addresses.

Mr. Draper suggested adding a new tab on the web page for “Safety and Security.” Mr. Hill will follow up.

13. **Safety and Security.** Mr. Draper reported his conversation with Mike Gargaro regarding security issues including porch pirates and a recent stolen car. Mike Borquez, the community police officer for Crestmoor, has repeatedly reported, consistent with Mr. Gargaro’s advice, that most porch piracy occurs at night, Ring doorbell video is unsatisfactory at identifying the perpetrators who generally are masked, there is a problem with unlocked cars containing garage door openers and unlocked access to backyards, and there is a need for personal awareness and individual responsibility. Mr. Draper will develop a “Tips and Tricks” addition to the Association website and make safety and security more prominent. Mr. Draper will prepare a draft with respect to these matters and circulate it to the Board of Directors. Mr. Hill noted Mr. Gargaro’s and the DPD’s observation that the security patrol is only intended to be a visible deterrent to bad conduct in the neighborhood; it is not law enforcement. Mr. Burnside emphasized that the porch piracy problem is not an HOA responsibility.

14. **New Business.** None.
15. **Next Meeting.** March 9, 2022 at 6 p.m.

There being no additional business to come before the meeting, the meeting adjourned at 7:34 p.m.

Respectfully submitted,



Robert L. Brown, Secretary

Approved by Board of Directors: March 9, 2022