

**MINUTES OF
REGULAR MEETING OF
BOARD OF DIRECTORS
CRESTMoor PARK (2ND FILING) HOMES ASSOCIATION
(Date: August 9, 2022)**

The regular meeting of the Board of Directors of Crestmoor Park (2nd Filing) Homes Association on August 9, 2022, at 245 Kearney was called to order by John Sadwith, President of the Board, at 6:06 p.m.

1. **Directors in Attendance.** John Sadwith, Tom Deline, Cecilia Retelle Zywicki, Mariette Bell, Andy Draper, and Robert Brown. Jeff Burnside attended by telephone.

2. **Approval of Minutes.** The Board of Directors, having previously received and reviewed draft Minutes submitted by Mr. Brown of the June 14, 2022 regular meeting and the Minutes by Consent dated June 30, 2022, approved both unanimously.

3. **Kearney Bikeway.** Mrs. Retelle Zywicki reported that Amy Hatter provided updates on the proposed Kearney Street bikeway through the Crestmoor Subdivision. Ms. Hatter confirmed that DOTI had a budget it needed to spend on bikeway projects, but also that the plans have now, apparently, been modified to eliminate "candlesticks" in the streets within Crestmoor. However, the plan apparently currently calls for so-called "armadillos," chunky, hard rubber, raised markers for the bikeway. The unanimous sense of the Board was that such armadillos would be extremely dangerous for bicycle riders and work would continue to lobby DOTI to have only painted lines delineating the bikeway.

Mrs. Retelle Zywicki noted that CORA requests had been submitted to DOTI that have been refused on the grounds that they requested planning information, including alternative plans. The CORA, of course, requires exactly that kind of disclosure and Ms. Hatter and others will continue to pursue the requests. Mrs. Retelle Zywicki noted that Mr. Walter has 30 active bikeway files and that those in the subdivision protesting DOTI's plans need to be persistent. She reported that when a bikeway with candlesticks was proposed through the Country Club neighborhood, the uprising among the homeowners was sufficient to reduce the intrusion to only painted pavement.

4. **Monaco Sidewalks.** Mr. Sadwith reported the installation of the five-foot (reduced from planned eight foot) sidewalk along Monaco running south from Sixth Avenue on the west side of Monaco Parkway noting that it widens to approximately eight feet nearing First Avenue. Questions were raised regarding the absence of sidewalks on the east side of Monaco Parkway and whether if the Denver ordinance proposing sidewalks everywhere would require homeowners that front on both Monaco Parkway and Locust to pay for and maintain sidewalks on both Monaco and Locust.

5. **Resignation of President.** The Board discussed Mr. Sadwith's resignation as President of the Board and as a Director of the Association after more than 25 years of service. His resignation from the Board is effective as of the end of August and as President as of the end of the current meeting. The Board thanked, effusively, Mr. Sadwith for his many years of service, his institutional memory, and his tireless work to act in the best interests of the Association and its homeowners.

6. **Architectural Review Committee.**

a. **260 Kearney.** Mr. Deline and Mr. Sadwith discussed Mr. Deline's written request that the owners remove trash receptacles from their driveway notwithstanding ongoing work on the property. Mr. Deline described the letter sent today to the homeowners and noted he will update that letter to remind the homeowners that it is also a City ordinance to hide trash receptacles from the street, not just a requirement of the HOA's covenants.

b. **Design Guidelines.** Mr. Deline noted that he is working on a revision to the "Submittal of Plans" material on the website. Mr. Brown is continuing to update the Design Guideline provision relating to garden walls.

c. **5810 East Third.** Mr. Deline sent a cease and desist order related to new improvements in progress without plans having been submitted. Mr. Hickman apparently received a submittal in the last day or two and he has now prepared a detailed response.

7. **Entry Islands.** Mr. Draper reported that the HOA's contractor, Sundown, was preparing a cost estimate for removing certain intrusive vines and weeds from near the six entry signs and developing a proposal for controlling weeds on the turf portion of the entry islands. Mr. Draper reported ongoing discussions between representatives of Sundown discussing maintenance of the entry islands with Brian in Denver's Park Department. Mr. Sadwith reported prior discussions with the City to eliminate turf from the islands over a three-year period and provide xeriscaping instead. He also noted the need to select low-growing annuals to plant in front of the island entry signs so that they remain visible from the street.

Mr. Sadwith recommended continuing to seek HOA members to monitor the health of individual islands and report issues such as failure to water, weeds, dead areas in the turf, and the like. The Board members noted generally that Denver was having difficulty maintaining parkways at Cranmer Park, Denver Tech Center, and elsewhere.

8. **Bylaws.** Mr. Brown and Mr. Sadwith reported that they are awaiting return contact from Candyce Cavanagh regarding progress in revising the Bylaws and Mr. Brown will continue to follow up. (Ms. Cavanagh had a conversation with Mr. Brown on August 10, 2022). Mr. Deline recommended that the Board ask Ms. Cavanagh to opine on term limits for officers as is often customary with nonprofit associations. Mrs. Retelle Zywicki noted that that might not be practical when there were no replacement candidates for a particular office and that the Bylaws would need a waiver provision. Mr. Sadwith noted that most nonprofit boards have staff that increases continuity and that is not available to the Crestmoor HOA. Mr. Brown will ask Ms. Cavanagh for her recommendations. Mr. Sadwith noted that Ms. Cavanagh's focus was asked to be on annual meetings, elections, timing of notices, and the like.

Mr. Draper asked Mr. Brown to also ask Ms. Cavanagh's opinion regarding using Zoom technology for annual meetings including voting mechanics. Mr. Draper emphasized the need for having annual meetings be more efficient.

9. **Treasurer's Report.** Ms. Bell reported that only 14 HOA members owed delinquent dues which is typical for this point in the annual collection cycle. The Board requested Mr. Brown to file a current certificate of lien against 25 South Jersey Street. Mr. Brown discussed with Ms. Bell follow-up procedures with the HOA bookkeeper, Roberta Millard, preparing letters for Mr. Brown to send out based upon prior forms prepared by Mr. Brown. Mr. Brown also asked Ms. Bell to have Ms. Millard double check all delinquent homeowners' addresses in the Assessor's Office and also to provide hand delivery of the final demand letter.

10. **Website.** Mrs. Retelle Zywicki had no report. Later in the meeting, Mrs. Retelle Zywicki and Mr. Draper discussed ways to bring in-house certain IT functions including the list-serve for homeowners and other similar matters.

11. **Security.** Mr. Draper had no report. The Board briefly discussed the apprehension of the suspect within Crestmoor last month who was fleeing from a home invasion near First Avenue and Gaylord Street.

The Board also discussed a recent event where many teenagers arrived at an address within the subdivision based upon a report on the internet of a party which was a hoax. The security personnel from Covenant Communities engaged the teenagers and was successful in convincing them to leave the subdivision.

12. **New Business.** The Board discussed the planned bicycle ride with possibly hundreds of bike riders through the subdivision in September on a Saturday when soccer games were scheduled and noted that the City should have provided additional notice and coordinated these events.

Mr. Sadwith noted he was planning to host, as an individual, a fundraiser for Councilwoman Amanda Sawyer whose office has been extraordinarily supportive of HOA matters. Other members agreed to join in hosting including Mrs. Retelle Zywicki, Mr. Brown, and Mr. Draper.

13. **New Officers and Directors.** The Board discussed at length the Bylaws regarding replacement of officers and directors. Mr. Brown moved to elect Mr. Draper as President to replace Mr. Sadwith upon the end of this Board meeting. Mrs. Retelle Zywicki seconded the motion. The Board approved the motion unanimously. Mr. Draper accepted his election with thanks to the Board for its history of involvement in the subdivision and special thanks to Mr. Sadwith. Mr. Draper proposed a farewell dinner or similar event for Mr. Sadwith.

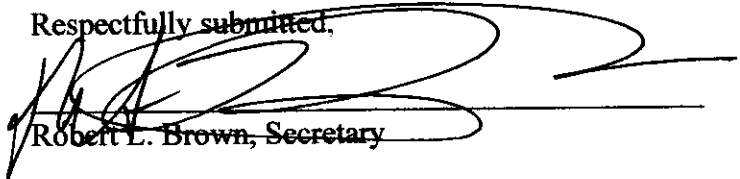
The Board additionally discussed multiple items needing to be transferred from Mr. Sadwith's authority to Mr. Draper's including changing bank signature cards, title reports on new sales in the subdivision, and the current list-serve and other IT matters.

Mr. Sadwith will send a list of current officers, directors, and their respective terms to Mr. Draper.

14. **Next Meeting.** The next regularly scheduled meeting of the Board will take place on September 13, 2022 at 6 p.m. at Mr. Brown's home at 230 Jersey Street.

15. **Adjournment.** There being no further business to come before the meeting, the Board of Directors adjourned the meeting at 7:25 p.m.

Respectfully submitted,



Robert L. Brown, Secretary

Approved by Board of Directors (emails):
August 22, 2022

Attachments

Agenda

New President Checklist

Accounts Receivable *(Not Attached)*

Crestmoor Park (2nd Filing) Homes Association President Check List

Keeper of files, Problem Solver, Referral Expert, Camp Counselor, Commander In Chief!!

Past Issues--Redevelopment of Lowry and particularly Boulevard One, 3rd and Holly Liquor License Fight on East Side and Agreement on West Side, Preventing City from installing a left hand turn signal on Monaco Northbound at 1st (ongoing), New Playground in Park, Paths in Park, Parking around Park, Pool fight **to maintain** Crestmoor Priority, Rats at 3rd and Holly, Snow Plowing during blizzards (no longer required), Stop Sign placement modifications, From Kearny Lane and Kearney to Bayaud and Kearney and placement at Kearney and Southmoor, Burglary Spree, Various Zoning Variances, Street Repaving, No Sidewalk Agreement, Pandemic Activities, Trump Graffiti, Election Sign Stealing, Electric Outages, No Left Turn at 6th and Krameria, Soccer Parking, Development at Monaco and Cedar, Crime, Speeding, Traffic.

Responsibilities--

Familiarity with By-laws, Articles, Design Guidelines etc.

Quarterly welcome letters/packets to new homeowners updated as needed. The list arrives by e-mail quarterly (see Bob Brown).

Schedule and conduct Board meetings.

Maintain neighborhood e-mail list, add and delete e-mails as requested, utilize the list to send pertinent neighborhood/city information while at the same time protecting homeowners' privacy, protecting the list itself, and determining what is appropriate to e-mail out. When forwarding e-mails from the city, make sure to delete the bottom where it allows you to change your preferences, remove from list etc. as one receiving the e-mails can do so but it will remove you and not them.

Advocate and Liaison with City Council Office, District Parks Office, LRA, District 3 Police, DOTI, InterNeighborhood Cooperation (INC), Other neighborhood Associations (Mayfair, Montclair, Crestmoor Filing One, Crestmoor Neighborhood Association, Hilltop, Lowry).

Plan and conduct annual meeting. Place, Date, Notice all to comply with By-laws and Articles, Agenda, Food, invite guests (Council Office, Police, Security, State Representative and Senator and others as circumstances may dictate.

File Secretary of State Annual Corporate Report.

File Annual City RNO (Registered Neighborhood Organization) application.

Renew dues to INC and participate as desired or appoint board member.

Supervise Island landscaping and irrigation or appoint board member to do so. Finish volunteer program for the islands.


Review and authorize payment of invoices in conjunction with Treasurer.

Review and forward to the board monthly financial statements from bookkeeper including ageing accounts.

Supervise the security service, liaison with Mike Gargaro, keep them apprised of any criminal activity that you learn of, in consultation with the board, increase or decrease patrols either temporarily or permanently. When receiving weekly/monthly security reports forward only to board as vacation check and other personal info may be in report.

Review and renew D&O Insurance Policy (Lightship Insurance Company).

Receive, and forward to bookkeeper, the Title Insurance Company status requests etc. Many times the homeowner will jump the gun and ask for the same so be careful not to duplicate efforts. When asked for documents cite to the website with the caveat that we are not subject to the CCIOA (Colorado Common Interest Ownership Act as we own no common property). **Bob can provide additional information.**



Co-sign any checks and send to Treasurer any bank information you receive. You should have access to the on-line and off-line accounts.

Continue with the current by-law and article review process.


Appoint Committee members and chairs including ARC.

Participate in monthly City Council District 3 phone calls and Police meetings.

Maintain gratis Storage Unit at **303 Self-Storage f/k/a CubeSmart (38th and Monaco)** thanks to a **Crestmoor resident, Hank Saipe**. **Thank Hank** at annual meeting and in mailing.

Phone Numbers and Email addresses:

Roberta Millard (Bookkeeper)--rmillard77@comcast.net--303-233-2870 (W), 303-204-9322 (C).



Security--Mike Gargaro-Covenant Community Services--mike@ccs-denver.com--303-552-9027 (W), 303-880-6588 (C)

Police--Mike Borquez--mike.borquez@denvergov.org--720-913-1183 (W), 303-505-5471 (C)


Police-- Mathew Grimsley

Council Office--Amanda Sawyer--amanda.sawyer@denvergov.org--720-337-5555 (O), 303-549-6231 (C)--Logan Fry--Aide--Logan.fry@denvergov.org--720-337-5555

Storage Unit--Hank Saipe--hank.saipe@gmail.com, 303-888-1260 (C)

Islands--Sundown--Justin McWhorter--jmcwhorter@designsbysundown.com--303-789-4400 (O), 303-598-5318 (C)

Parks--Brian Nevans--brian.nevans@denvergov.org--303-331-4038 (O), 330-242-1538 (C)



By-Laws Attorney--Candyce Cavanagh--CCavanagh@ochhoalaw.com 720-221-9782

Insurance--Lightship Insurance--John Klaassen--john@lightshipinsurance.com-303-292-9995 (O)

CTLA--E-mail list and annual meeting notice--Janelle Hruby--janelleh@ctlanet.org-303-868-6766 (C), Quarterly Mailings--Rachel Hurst--rachelh@ctlanet.org--720-275-2749 (C)

Ongoing Issues--Monaco Sidewalk, Kearney St. Bike Lane, Soccer Parking, No sidewalks within neighborhood (**See Bob re City Rules**), Crime, Package Theft, By-Laws Review, Traffic, Speeding, Park, SE Corner Path, Islands, Construction, Weeds etc.

Caveat--When all else fails call Bob Brown!! Just remember that you are only as good as your referral list. You will be contacted by everyone about everything.