

## **CCHA Board Meeting -- November 16, 2016, 7:00 p.m.**

### **Attendance:**

Sharon McNulty, President; Catherine Forbes, Vice President/Block Captain Coordinator; Phil Watkins, Director, Communications/Newsletter (via Skype); Lindsey Smith, Director; Kathleen Forsyth, Director

**Absent:** Ryan Duffy, Rachel Barnes Denton

### **August Meeting Minutes:**

Due to Mr. Duffy's absence, August 3, 2016 minutes are to be emailed to the Board. Upon approval, minutes to be emailed to HAKC for posting on CCH Web page. (Mr. Duffy)

-- Follow-on note: Minutes approved via email by the Board 11/19.

### **Budget Report:**

- > Budget reviewed. While Fall Rendezvous came in over budget, overall 2106 budget (with line item adjustments reflecting actual expenses for the year) is in good order for close of the year.
- > HAKC to re-code "copies" to correct line item "Other HAKC Services" (Ms. Denton)
- > Discussed base operating budget as established by covenants, how budget overages are paid, and purpose of reserve money market account.
  - Per covenants, Board operates only on what is collected each year in assessments; reserve funds cannot be used. The following items are to be explored as dictated by covenants (first) and as counseled by HAKC (Ms. Denton):
    - + Confirm that unused assessed funds can be rolled forward to the next year and included in budget. (Reference covenants)
    - + What the current interest rate is on HOA money market account. (Reference bank statement or ask HAKC).
    - + Determine the appropriate reserve amount for an HOA our size and what, specifically, are the reserve funds intended for. (Consult HAKC)
    - + Explore how budget could be increased given base assessment formula established in covenants and what would that entail (legally changing covenant mil base assessment rate vs setting up a special assessment). (Reference covenants & consult HAKC)
- > Discussed -\$0.76 correction to Base 1 assessment to true up amount with actual property square footage. (Ms. Denton to request HAKC correct)
- > Discussed -\$5.00 adjustment needed on snow removal assessment due to HAKC listing an errant resident (KC Star). (Ms. Denton to request HAKC correct)
- > 2017 Budget proposal due to HAKC in December. (Ms. Denton & Ms. McNulty to prepare for Board approval; Ms. Forbes to provide worksheet.)

### **Old Business**

#### **Delinquent Dues:**

All homeowners are paid except one. T.K. Foster is approaching \$150 past due (the trigger amount for lien action). Board to be proactive in alerting homeowner and prepare to take lien action if \$150 overdue balance is reached.

- > Report balances due to Board as of Jan. 31 and March 2. (Ms. Denton)
- > Send letters as needed, cc: HAKC and send copy via email. (Mr. Duffy; Ms. Forbes to provide Mr. Duffy updated letters.)
  - "CCHA DDues Letter 3" on Feb. 01 if balance not paid by Jan. 31.
  - "CCHA DDues Letter Final" on March 2 stating lien action will be taken if not paid by (date \$150 will be reached), 2017.
  - "Lien Notice Done" letter upon HAKC confirmation lien filing is complete.

- > Contact HAKC to file lien upon reaching \$150 balance due. Notify Board when HAKC has been contacted and filing completed so that third letter can be sent to homeowner. (Ms. Denton)

#### **Fall Rendezvous/Annual Meeting:**

With approximately 200 homeowners and family members attending, the 2016 event was the most successful turnout in several years by about 50 people.

- > Budget: Exceeded budget by \$730 (as of Nov. budget reporting) due to large turnout and popularity of Taco Republic.
  - Most of the overage can be covered by leftover funds in other line items and money collected on a closed lien.
- > Election Results (as counted independent of the board, by homeowner Katrina Vaught): 60 ballots counted, 7 ballots disqualified (duplicates or incomplete)
  - All candidates were elected/re-elected to the board:
    - Ryan Duffy: 50 yes 1 no; Rachel Denton: 51 yes 1 no; Kathleen Forsyth: 53 yes 1 no; Lindsey Smith: 49 yes
    - Use of snow removal funds for continued snow removal was approved: 54 yes
- > Donations providing 330 meals to Harvesters collected
- > Heads or Tails game winner: Erika Vikor, winning 2017 dues paid by HOA.
  - Ms. Vikor requested her prize be re-gifted to Jack Coakley. (Ms. Denton to work w/HAKC to apply credit to Coakley's account.)
  - Board to consider other contest ideas such as "Bean-bag Toss/Corn-hole" competition.
- > Taco Republic Food Truck was well received. To be reconsidered for next year along with other "big-name" food truck options.
  - Board to look into pros & cons of offering alcohol such as a beer vendor for 2017.
- > Face Painter big hit, but very slow. Board will explore other entertainment options for kids next year. Bounce house was a success.
- > Sign-in/voting table was slow due to only one director able to work this year. Board will explore ways to streamline and make sure two people help next year.
- > Meeting portion of this event has been downplayed over the years. Board to consider scheduling a meeting time-segment during the event.
  - A microphone or home karaoke machine to be considered for announcements
- > 2017 date set: Saturday, September 09, 2017
  - Planning to begin at May board meeting.

#### **59<sup>th</sup> & Wornall Traffic Light:**

Ms. McNulty learned that the City study does not warrant a light or a stop sign at 59<sup>th</sup> St & Wornall Rd and the costs to do so and maintain a light are not justified. Therefore, the City has no plan to reinstall the light. She also shared a letter from Alec Kelly, 4<sup>th</sup> District Legislative Aide, dated 9/2/2016 in which Mr. Kelly discusses concern from residents regarding reinstallation of a light at 59<sup>th</sup> & Wornall. Mr. Kelly included accident reports from 2009 to 2015 to show that "there is no evidence to support that a traffic signal is safer than the current setup." Mr. Kelly concluded, "In Fact, many of the accidents that occurred when the traffic light was in place were the result of a driver racing to a yellow light and crashing into oncoming traffic."

- > Final follow up on City status (Ms. McNulty)
- > E-blast summary of concluded findings (Ms. McNulty to provide to Ms. Smith for HOA dissemination)

#### **Block Captain Recruitment/Appreciation Party:**

Tabled due to scheduling issues. Ms. Smith will focus on coordinating a gathering to acknowledge Block Captain service in 2017.

- > 2017 budget set at \$100 at this time.

- To extend budget, Board will consider potluck donations.
- > BC interest to be confirmed due to low turnout at previous gathering. (Ms. Smith)

#### **Security Patrols:**

After careful review of new and information presented at the August board meeting, the Board has concluded that it will not pursue hiring private security patrols on behalf of the HOA. New Information:

- > Ms. Forbes discussed with Major Mozzicato, Metro Patrol, during the Fall Rendezvous. Major Mozzicato counseled that neighbors watching out for neighbors and calling in tips is the best way to deter and stop crime, and agreed that random security patrols are not much use.
  - Metro offers a Public Safety Meeting (video, presentation, q&a) to educate residents on safety awareness and issues.
  - Crime alerts will continue to be shared via the Block Captain eblast network.
  - Crime alert posts on Nextdoor appears to go a long way increasing awareness.

#### **Nextdoor Updates:**

70% of CCHA households have joined.

- > Ms. Forbes is considering taking down the CCHA Private Group as it seems redundant and communication can be sent to CCHA neighborhood only and privately. Ms. Forbes is the CCHA Private Group Moderator. No firm decision made at this time.
- > Mr. Watkins discussed issues regarding attempts by members to market their business and what steps are taken to stop and/or correct. Mr. Watkins is a Nextdoor Lead
  - Nextdoor has set up a business section that should help.
- > Board discussed concerns about a move to monetize Nextdoor. Board members will watch for this and address as needed.
- > Ms. Smith suggested setting up a private Facebook Group as another communication option. Ms. Smith to consider pros and cons, and discuss at future Block Captain meeting to determine if feasible.

#### **New Business**

##### **Snow Removal Contract:**

Board agreed to renew the contract with Smith Lawn and Leaf for 2016/17. Same terms as last year; update HOA contacts. (Ms. McNulty & Ms. Denton)

##### **2017 Annual Letter:**

The updated annual letter is due to HAKC early December for inclusion with HOA dues invoices to homeowners. A revised letter will be emailed to Board members for approval prior to printing and delivering 300 copies to HAKC. (Ms. Forbes to revise content; Mr. Watkins to format, print & deliver.)

- > Updates needed: board member info., block captain list, event dates, communication info.

##### **Covenants Review:**

Board agreed to continue to review property requests on a case-by-case basis and there is no need for an Architectural Review Committee at this time. Ms. Forsyth has reviewed the covenants and is prepared to interpret as questions arise.

- > The HOA has covenants restricting changes to property that all homeowners agree to abide by when they purchase property within the HOA.
- > The City also has codes and ordinances that govern changes to property. Any variance must go through the City and when necessary, required permits and neighbor signatures must be obtained. The Board is supposed to be contacted by the City in such cases.

- > Covenants or City codes/ordinances may trump the other; whichever one is more restrictive will take precedence.

#### **Metro Christmas Cookies:**

Ms. Smith volunteered to bake and deliver 3 dozen cookies to Metro and 2 dozen to KCFD prior to Christmas. Mr. Watkins will provide CCHA gift cards for packages. ([Ms. Smith & Mr. Watkins](#))

#### **HAKC Annual Dinner and All Boards Dinner:**

Annual Dinner attended by Ms. McNulty; All Boards Dinner attended by Ms. McNulty, Ms. Forsyth and Ms. Forbes.

- > Recounts of the Annual Dinner and All Boards Dinner was shared by Ms. McNulty
- > Clarence Foxworthy, HAKC is retiring December 31. His replacement, Sam Wilson, is already in place so transition should be seamless.
  - HAKC staff completely turned over in 2016.
  - Board agreed there was no need to visit HAKC for a meet & greet at this time. Staff personnel have been met at the HAKC events and have been working with Board members via phone and internet for several months.

#### **2017 Board Member Positions:**

The addition of new board members allows for a more balanced distribution of positions. As of this meeting, board positions are assigned as follows:

- Sharon McNulty, President
- Catherine Forbes, Vice President
- Rachel Denton, Treasurer
- Ryan Duffy, Secretary
- Phil Watkins, Director Communications
- Lindsey Smith, Director, Block Captain Coordinator
- Kathleen Forsyth, Director
- > All 2017 position assignments will be finalized at February meeting.
- > Ms. Forbes announces that she will be retiring from the board effective, September 10, 2017. A new Vice President will be named at the November 2017 board meeting.
- > As new Block Captain Coordinator, Ms. Smith will be organizing a 2017 Block Captain appreciation event and will investigate setting up a universal email system via Mail Chimp.

#### **2017 Calendar Dates & Locations:**

- > Feb 22, 2017: Board meeting -- Host: Ms. Forsyth
- > May 16: Board meeting (Plan Garage Sale; Preliminary planning for Fall Rendezvous) -- Host: Ms. McNulty
- > June 10: CCHA Garage Sale
- > August 2: Board meeting (Finalize Fall Rendezvous) -- Host: Ms. Denton
- > August 8-10: Distribute Fall Rendezvous flyers
- > Sept 9: Fall Rendezvous/Annual Meeting
- > Nov 15: Board meeting (Recap of FR, 2018 budget requests/discussion) -- Host: Mr. Duffy
- > 2017 Block Captain meeting -- date TBD (March?)