

PHOA BOARD MEETING Minutes, January 4, 2021

Attendees –Carl, Christine, Joel, Judy, Julie, Karin, Kim,¹ Stephen, and Steve.

The meeting, which was called to order at 7:10 pm, was conducted virtually via Zoom.

As the first order of business, the meeting agenda, which had been sent in advance and updated to reflect a discussion about the Neighborhood Watch program, was unanimously approved.

As the next order of business, the Secretary described the one spelling error that had been identified after the clean minutes had been distributed, and indicated that they had been approved by a majority of the Board via email.

Prior to the review of the Committee reports, the President noted that all paperwork related to the PHOA tax filing, had been delivered to Ed Anderson on this date. She noted that all questions had been answered and that the bill for Mr. Anderson's services would be \$100 for two years.

Committee Reports

Christine announced that various Committee reports for December had been sent out in advance to the Board.

Selected findings from the reports and discussion topics included:

- Social Committee – Judy reported on the temporary hiatus of Connections in order to promote the payment of PHOA Membership dues and Trash fees. Karin described the popularity of the luminaries program at the outset on December 18, but noted that windy conditions impeded their being on display later in the week. It was agreed that more sturdy luminaries should be sourced in the future, and that PHOA members should also be encouraged to provide luminaries. While the wind limited attendance at the Caroling event, there was consensus that this was successful and should be continued next year. Christine commented on thank you notes that she has received about the Board's initiatives to create community.

Discussion also ensued about donations made in memory of Judy Carlson by Board members and future initiatives given Roger's multi-decades' leadership of the ACC. It was agreed that the most appropriate action would be to lead a Valentine's Care and Share food drive in Judy's memory in the first two weeks of February, which would be promoted through Connections.

- Communications – Stephen reported on communications sent during December. He indicated that there was good readership with the four Connections emails. He also advised that the Membership and Trash NewsBlast would be sent out on Thursday, and commented that he would meet with Kim to discuss behind-the-scenes updates to iContact. He added that the Newsletter was sent out on December 30 and delivered on December 31.

Discussion ensued about the logistics for handling Membership and Trash payments, including the delivery to Kim for recording of Membership forms received in Joel's locked mailbox and the number received to date. The group also discussed the volunteers who have offered to help facilitate the Membership and Trash dues process in Monika's absence. Christine outlined Kim's proposed streamlining

¹ In Monika's absence due to an accident, Kim joined the meeting to participate in the Membership/Trash dues discussion and Membership tracking.

of the recording of Membership information and noted that she would serve as interim back-up and would be trained by Kim later in the week.

- Parks and Wildlife – Steve reported that he had received no calls or complaints during the most recent period.
- Treasurer’s Report – Joel reported on availability of the year-end bank statements for the checking accounts, and indicated that he would follow up about the timing for receipt of savings account statements. He also noted that he would work with Jeff Amerine to download the correct software related to the implementation of QuickBooks. He added that once Jeff has the software loaded on to the PHOA laptop, it will be handed over to Terri to populate the files with the requisite statistics for the current fiscal year. Data for the 2020 fiscal year is also available to develop a comparative budget. Julie will provide data for September 1 to the present as it relates to Trash.
- Trash – Julie stated that she had talked with Kevin at GFL and indicated that the trash delivery issue was tied to the weather conditions and a trash truck accident with a mailbox and fence and subsequent repairs. She indicated that the catch-up of trash and recyclables had been completed. Other than this weather issue, it was a quiet month. She expanded on the Membership and Trash dues logistics, including processing assistance by Paul, and the prevalence of single combined checks to date. She then suggested that for 2022 the Membership form should also include the trash options and fees. The Board unanimously agreed with this suggestion.
- Traffic and Safety – Carl described the timing of the January police patrols, the recent and relatively minor police events, pothole request submissions, and approval of the police contract for the off-duty patrols. He described a request for surveillance cameras which had previously been considered in 2013 and noted the logistical challenges for a voluntary association. He added that if the City were to install cameras, it would be in high crime areas. He provided an update on the records inventory project, and described the Membership/Trash signs in Bruce’s garage that he would hang. Finally, he noted the toll of COVID. Discussion ensued about the evolution of the off-duty police patrols, including the use of a private security agency for some time, and the eventual migration to off-duty Colorado Springs police personnel. The group also discussed the Neighborhood Watch program and the optimal number of homes, need for block captains, and lack of response from neighbors. Thereafter, it was agreed to insert a crime prevention folder on the website; an article would be written in a forthcoming Newsletter with links to the website and a list of documents. Discussion ensued about the cost of the patrols and the import of having these visible patrols who also are able to give speeding tickets as necessary.

Other Business

- Implementation of Audit Recommendations – Carl reported that updated signature authority limitations were being finalized. He commented that language about taxes, the IRS Code and the PHOA organizational structure will be added to the Financial Operations Guide. He also plans to insert language about the duties of the bookkeeper and that individual’s interface with the Treasurer and the Trash director.
- Signage – Karin indicated that she had not heard back from the sign manufacturer recommended by Monika, and will continue the search for a person/company that is able to manufacture a sign more cost effectively.
- Membership – Kim described her updating of the online file, showed the Board members the spreadsheet, and described at a high level the update process. She indicated the frequency with which Membership information should be dropped off to her home, noted that she expects Monika to be laid up for several more weeks, and described her training of Chris. She also described the handling of changes (such as a phone number) on the Memberships forms and the update to iContact.

- Off-leash dogs in Ute Valley and Pinecliff Park – Notwithstanding police officers giving out tickets, the problem continues. Following discussion, it was agreed that Carl would reach out to our police patrols for suggestions.

Subsequent to the meeting, Carl informed the Board by email that he had reached out to Special Duty Officer Brian Frahm, who indicated that “as it relates to dogs off-leash in the park, CSPD can enforce this as the law is listed as follows:

9.9.302: DOGS, DOMESTIC ANIMALS AT LARGE:

A. It is unlawful for any person to lead or allow to be loose any animal upon park premises; dogs, however, may be led or carried but not allowed loose. Dogs may be loose but under the control of the owner or keeper in those areas designated as dog parks or off-leash areas. Nothing in this section shall be construed as permitting the running of dogs at large. All dogs in those areas where the animals are permitted without leashes shall be under control at all times.

B. In any dog park or off-leash area designated by the Park Manager in which dogs are permitted without leashes, it is unlawful for any person:

1. To intentionally, knowingly or recklessly lead, bring or release any other type or species of animal into or upon the confined or fenced dog park or off-leash area; or
2. To fail to obey any posted rules, regulations or guidelines for use of the fenced dog park or off-leash area.
3. To bring a dangerous animal, as defined in section [6.7.102](#) of this Code, into a fenced dog park or off-leash area. (Ord. 18-24)”

Officer Frahm further noted that, “I believe city of Colorado Springs Park Rangers have the ability to cite this as well and there is a different city code for duty to restrain an animal (dog). It may be worth a call to the Human[e] Society to see if their officers can cite this as they operate under a different code than police officers.”

There being no further business, the meeting was unanimously adjourned at 8:36 pm.

Respectfully submitted,

Judith K. Benson

Subsequent to the meeting, it was noted that the officer elections should have been completed during the meeting. Therefore, by unanimous written consent the following Board members were duly elected:

President – Christine Thomas
Vice President – Stephen Prime
Secretary – Judith Benson
Treasurer – Joel Smith

These minutes also note the roles of various Board members for which election is not required:

Communications – Stephen Prime

Membership – Monika Jaskowska
Parks and Wildlife – Steve Raney
Social – Karin Crown
Trash – Julie Self
Traffic and Safety – Carl Peterson