

KVTA Board of Directors Meeting Minutes
December 2, 2025 | 6:30pm | Clubhouse

Meeting Called to Order: 6:28 p.m.

1. Approval of Previous Minutes

- November 2025 HOA meeting minutes approved.

2. Donation Policy

- All cash, product, and service donations must meet specific criteria.
- Requirements include:
 - Submission of a written proposal
 - Board vote; if approved, documentation entered in minutes and financials
 - Board reserves the right to reject any donation
 - Donations will be tracked and used for the Board's stated purpose
- Motion to approve: Jennifer
- Second: Yvonne
- Policy adopted: December 2, 2025 (effective immediately).

3. Homeowners Open Forum

- Homeowners present - Ken Nowick and Scott Ward, had no topics to discuss.

4. Financial Review & Treasurer's Report – Jennifer Stokes

- Financials not approved due to a question from Yvonne.
- CD Maturity Dates:
 - Chase CD – February 2, 2026
 - Schwab CD – December 19, 2025
 - Paint CD – March 2026

5. Committee Reports

A. Technology – Reece

November Statistics

- Phone calls: 11 (down 9 from October)
- Volunteer forms: 1 (test submission)
- Contact Us forms: 5 (down 7)
- Site views: 891 (+3%)
- Visitors: 315 (+11%)
- Top pages: Contact Us, Documents, Clubhouse

Updates

- New ACC section created on website
- Google Drive organization and process improvements
- Improvements in form usage and call-handling workflows

Additional Items

- Update paint cycle map
- "Helpful tips for projects" coming soon
- Proposal: send residents in the next paint cycle a letter with a link to resources
- Review and update the pre-painting information letter

B. Special Events & Hospitality – Yvonne

Event	Date & Time	Location
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Mahjong	Wed., Dec. 10, 5–7 p.m.	Clubhouse
Holiday Art & Craft Day	Sat., Dec. 13, 10 a.m.–4 p.m.	Clubhouse
Book Club Christmas Party	Thurs., Dec. 18, 4 p.m.	Olivia B's home
Coffee Chat	Sat., Dec. 20, 9–11 a.m.	Clubhouse
2026 BBQ	Sat., June 6, 2026, 5–7 p.m.	Booth Woods

Next BBQ 2026 planning meeting: Thursday, Jan. 8, 2026, 6:30–8 p.m.

Clubhouse Cleaning

- Advertised cleaning services in the Back Gate: \$150/quarter
- The Board thanks the Stokes family for cleaning the clubhouse.

C. Architectural Control Committee (ACC)

- ~30 new applications received
- Outdated information cleared and report updated
- Nine issues remain in escalation
- SCW overflow from neighbor's patio causing water pooling in shared walkway resulting in ice and subsequent safety hazard in Winter months—appears resolved

D. Gardens – Reece & Kim

- Cady conducted an assessment of needed replacements
- Will provide a timeline and cost estimates for 2026

E. Maintenance – Warren & Cady

Work Completed in November 2025

- Bulk leaf collection
- Lighting maintenance
- Sidewalk patching & lifting to reduce trip hazards
- Address sign lettering & numbering
- Excavated water line repair at EFP (Nov. 2)
- Snow and ice maintenance
- Bed preparation for mulch
- Installed 21 cubic yards of mulch
- Grinding and welding prep for handrail at EGA
- General maintenance tasks

Additional Notes

1. Mulch project completed by Cady & Ben (equivalent to ~ $\frac{2}{3}$ dumpster volume).
2. Leak repair at EFP reached 5 ft depth; work completed within 15 minutes of the call; site restored next day.
3. Handrail for EGA & Knolls pending priming—installation expected in December (weather permitting).

Work Planned for December 2025

- Snow blower maintenance
- Sidewalk lifting
- Wooden bridge and south steps repair
- Winter pruning (perennials)
- Ongoing general maintenance

Other Items

1. Crack fill: Metro Pavers completed cleanup and touch-up of problem areas.
2. Leaf collection: Eminent Professional Grounds Services completed seasonal work.
3. Dumpster policy discussion:

- Warren clarified dumpsters are allowed for one week, unless an exception is approved.
- The contractor will remove the current dumpster as soon as possible.
- Future requests will require written approval with a one-week limit.

6. Old Business

- **Clubhouse AC:**
 - Quote received: \$600 for leak test on both units; estimate for repair will follow or full replacement will be considered.
 - Motion to approve assessment for \$600: Yvonne
 - Second: Tom
 - Approved
- Handrail for 2594 E. Geddes to be primed and installed in December, weather permitting.
- All capital improvement projects are complete.
- HOA dues update:
 - New rate: \$225
 - Email reminders sent 12/1/2025
 - Notices will be mailed to homeowners who do not have an email on file
 - Included in November & December Back Gate newsletters

7. New Business

- **Pickleball Nets**
 - One net missing (frame remains); second net deteriorated
 - Renner's initial quote for two pickleball nets was \$1246 on May 1.
 - Motion to approve purchase: Jennifer
 - Second: Reece

8. Closing

- Tom Zukas closed the meeting with a joke
- Meeting adjourned: 7:30 p.m.