

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

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

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**1. Approval of Previous Minutes**

- November 2025 HOA meeting minutes approved.
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**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).
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**3. Homeowners Open Forum**

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

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#### **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

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#### **D. Gardens – Reece & Kim**

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

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#### **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 ~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.
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## **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
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## **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
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## **8. Closing**

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