

**KVTA Board of Directors Meeting Minutes**  
**March 3, 2026 | 6:30 pm | Knolls Village Clubhouse**

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The Board held an Executive Session immediately prior to the March 3, 2026 Board Meeting to discuss sending a delinquency to collections. Board members present - Yvonne Anderson, Jennifer Stokes, Tom Zukas, Kim Phillips. Reece was absent. Four board members approved - Yvonne Anderson, Kim Phillips, Jennifer Stokes, and Tom Zukas.

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**Meeting Called to Order:** 6:32 pm

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## **1. Approval of Previous Minutes**

February HOA meeting minutes approved.

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## **2. Homeowners Open Forum**

- Elise Mata -
    - Shared that cigarette smoke from an adjacent property is impacting her health and seeking guidance.
    - Asked if there was interest in the City of Centennial grant.
  - Julie Kafcas - inquired about regulations regarding security cameras on the second level of residences.
  - Robert Evans - inquired about the payment schedule for the tennis court construction; and if the executive session held in February regarding HOA payments was about an individual or the community as a whole.
  - Lauren Bear - interested in volunteering for the ACC.
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## **3. Financial Review & Treasurer's Report – Jennifer Stokes**

- Financials reviewed, but not approved to correct a minor error in relation to the budget
  - Two CDs matured in February; one from Chase and the other at Charles Schwab. Interests transferred to Reserves. Renegotiated new CDs: new Chase CD matures in May and the other CD at Schwab matures in March.
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## **4. Committee Reports**

### **A. Technology – Reece**

- Number of phone calls: 17 (+0 from last month)  
Number of volunteer forms: 0
- Number of contact us forms: 7 (+2 from last month)

### **Focus Work**

- Has Nancy gotten into her new email? Reece will re-send an email for her to start the process.
- Emailed with InFront
  - Site is stable and all coding issues have been addressed
  - \$125/hr regardless of contract or ad-hoc knowing that the assessment that Reece did last month was that we need 1-2 hours per month based on the number of events that the community is promoting. General updates, along with minutes and newsletters requires approx 1 hour. Event promotions require between ½ hour to an hour.
  - Reece recommends that we do ad-hoc hours only plus - Board approved.
  - URL renewal \$29.95/year
  - Hosting \$49.95/month
  - No longer need the VIP Website Edits Program \$375/month
  - Reece will inquire about the timing of newsletters uploaded to the website.

## **B. Special Events & Hospitality – Yvonne Anderson**

- Planning updates - events - ice cream social and the picnic (not a BBQ).
- The BBQ moving forward will be referred to as a “picnic”:
  - Picnic: Sat. June 6 | 5:00-7:00 pm | Booth Woods; Sun., June 7 is the rain date.
  - Inquiring about the City of Centennial’s \$500 grant opportunity
  - Communicating with the Boy Scouts about helping with the event in exchange for them to use it as a fundraiser - participants may make a donation..
  - Face painters, corn hole, and games and inviting our local fire department.
  - Plan to inquire if it is necessary to close off the road due to the firetruck’s presence.
- Picnic planning meeting Thursday, March 5, 6:30-8:00 pm - now called a picnic.
- Meet the Board | Community Planning Event: April 18
- Ann Worley speaking about Alzheimer’s: April 11
- Potential speaker - “Little Garden Gang”: TBD

## **C. Clubhouse**

- AC repair: refer to old business section
- Hired someone to clean the clubhouse 3 times per year. Shared at the Feb. meeting as well.

## **D. Architectural Control Committee (ACC) – John Bringenberg**

- Requests - little activity. Received the 5th application of the year. Preparing for the Spring walk.
- ACC is looking for a volunteer to join the committee
- John will inquire about a garage door that needs to be fixed.
- Escalations - none.

## **E. Gardens – Kim & Reece**

- Sent an email Monday, March 2 regarding summer garden plot reservations.
- The reservation deadline is the end of March.
- Kim and Reece will not be sending multiple reminder emails or making follow-up calls to last year’s gardeners, as was done in the past.
- Any available openings will be advertised in the April *Back Gate* newsletter.
- The waiting list currently has 2 requests.
- Plan to work with Cady to repair three garden boxes

## **F. Newsletter – Kim**

- Deadline for April submissions to Nan no later than Noon, March 29

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## **5. Maintenance – Warren & Cady**

## Work Completed – February, 2026

- Monitored water meters and investigated potential leaks; contacted residents regarding high water usage and plumbing issues.
- Coordinated sewer line repair with contractor and residents, including utility locating and irrigation line adjustments
- Responded to Denver Water main break and completed related cleanup
- Performed grounds and infrastructure maintenance, including debris collection, winter pruning, and fence repair along University Blvd.
- Completed safety and facility improvements, including painting step edges for visibility at 12 buildings (83 steps) and repairing wooden steps
- Conducted equipment and infrastructure maintenance, including golf cart repairs and excavation of a leaking water line.

Note: Tom will add sewer costs to Capital Improvements.

## Planned Work – March, 2026

- Lawn maintenance - winter pruning and debris collection and removal.
- Water leaks: Based on water usage, we have been checking meters for constant flow and signs of leaks. Historically, high water usage was due to plumbing leaks in individual homes. In recent months we have seen an increase in underground leaks.
- Sewer line repair. Approximately 18' of pipe was replaced and leveled. Warren recommends this line be reinspected by video later this year to make sure the rubber couplings are staying in alignment.
- Set additional posts for University Blvd. Fence, continued step-edge painting and water system monitoring based on water reports.

## Proposals / Projects

- Eminent Professional Grounds Services submitted a revised lawn maintenance proposal and contract for consideration. Based on 2024 and 2025 bids, their pricing is competitive or lower than what we have seen from other bidders.
- Confirmed that payments are from April through October.
- Contract approved
- Warren will make sure we have the signed contract from Eminent.

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## 6. Old Business

- AC for Clubhouse - Columbine HVAC requested to hold off with the clubhouse air conditioning inspection and repair due to time-sensitive priorities.. They will work to get the job done in the next couple of weeks.
- Chlorinating system - cost is prohibitive

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## 7. New Business

- None at this time

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## 8. Miscellaneous

- Discussed recommendation to trim pine trees on the West side of the tennis courts prior to the start of the tennis project: Warren and Cady do not recommend the amount of trimming

necessary to prohibit any pine needles from falling on to the courts. The amount of trimming would significantly impact the health of the tree.

- Handoff meeting with project management team overseeing the pickleball courts construction project, Friday, March 6 at 10:00. John, Warren and Tom will inquire about construction vehicles and equipment near the school bus stop on Knolls Way.

## **9. Closing**

Tom's closed the meeting with a joke

**Meeting Adjourned:** 8:25 pm