



KCPOA EXECUTIVE BOARD MEETING September 25, 2025 MINUTES

CALL TO ORDER: At the direction of Scott Hente, the meeting was called to order at 2:58 p.m.

Attending: With all members present, Quorum was established.

President	Scott Hente	Present
Vice President	Dan Chapman	Present
Secretary	Barbara Rist	Present
Treasurer	Mark Holthouse	Present
Director	Steve Durham	Present
Director	Brad Harvey	Present
Director	Chris Hendren	Present

Also Present: Lisa Baker, KCPOA Community Manager; David Firmin, KCPOA Attorney

Introduction of Guests: No guests attended this meeting

Approval of Minutes

A motion was made and seconded to approve the minutes from the July 24, 2025 regular Executive Board meeting (Harvey/McMahon). Motion carried 7-0. The approved minutes will be posted to the KCPOA website following this meeting.

Old Business

- Update on lawsuit involving Kroger related to “Grand Market Point” street repair and maintenance: D. Firmin reported the Kroger has admitted that they ARE obligated to maintain both sides of this road and will repairs will be made soon. No specific schedule given at this time. It was also noted that the Reciprocal Easement Agreement specifies that road maintenance and repair must be “first class”. The IC will inspect the road after repairs are made and report back to the EB.
- KCPOA Policy “Registration of Phone Numbers and Email Address” October 2025: The newly amended policy was reviewed and discussed. The motion was made and seconded to approve and adopt the new policy, effective date 10/1/25 (Rist/Hendren). Motion carried.
- KCPOA Policy “Procedures for Collection of Unpaid Assessments” October 2025: The newly amended policy was reviewed and discussed. Following discussion, the proposed policy was further amended at item 2: Receipt Date, to read “The Association or its managing agent shall post payments on the day that the payment is processed.” The motion was made and seconded to approve and adopt the new policy, as amended, effective date 10/1/25 (Harvey/Rist). Motion carried.

New Business

- 2025 Annual Homeowners Meeting Minutes: DRAFT minutes were prepared and distributed to all board members prior to this meeting. The DRAFT was accepted as an accurate representation of all actions taken at annual meeting. The motion was made and



seconded to post the DRAFT Annual Meeting Minutes on the KCPOA website for owner's review (Rist/Durham). Motion carried. The DRAFT minutes will be posted following this meeting. They will be formally approved at the 2026 Annual Homeowners Meeting.

- 2025 Organizational Meeting Minutes: The minutes for the August 28, 2025 Executive Board Organizational Meeting were distributed to all board members for review prior to this meeting. The motion was made and seconded to approve the 2025 Organization Meeting Minutes (Rist/Hendren). Motion carried.
- 2026 Calendar for Executive Board and Committee Meetings: The 2026 calendar was prepared by L. Baker and distributed for review. No changes were suggested and the calendar will be posted to the KCPOA website.
- Process for "Executive Board Actions Outside of Meetings": L. Baker prepared and distributed a process document and template that will be used going forward whenever an action is taken or decision is made outside of a regularly scheduled board meeting. While not occurring often, some issues require immediate action prior to an upcoming meeting. The new process captures all correspondence, motions and votes related to such an action/decision as verification that the matter was handled in accordance with the policies and procedures established by KCPOA. The board agreed to adopt this new process and it will continue its current process of "ratifying" any such action/decision at the next available board meeting, thereby capturing the matter in its meeting minutes.
- Management Office Reception Area Remodel: B. Rist proposed a remodel of the reception space at the management office; removing the unused built in desk and furnishing the space with needed seating, tables, refreshment bar, and accessories. This will provide greater functionality of this space and create a much more welcoming atmosphere. The board agreed with the concept and the project will be budgeted for in the 2026 budget, at a cost not to exceed \$7,000.

Manager's Report – Lisa Baker

- The Chronicle: L. Baker noted that the Chronicle was not distributed in June of this year and the October publication date is approaching. The question was raised as to whether or not the "quarterly" Chronicle should be continued. It was noted that acquiring new content is difficult and many committees do not submit articles. Discussions led to an agreement that the Chronicle will next be published in January 2026 and again in July 2026 (2-times per year). The costs of publication and distribution were also reviewed and the decision was made that the Chronicle will be distributed electronically, by email, only. Printed copies of the publication will be made available at the Management Office and Guardhouse, for those owners who want a hardcopy edition.

Wildfire Mitigation Task Force – Scott Hente

- Community Wildfire Action Plan for Kissing Camels: S. Hente submitted the Wildfire Action Plan for board approval. This plan will also be submitted to the CSFD as our application to gain the designation of a "Firewise Community". The motion was made and seconded to approve the final draft of the Wildfire Action Plan and submit to CSFD (Durham/Holthouse). Motion carried.



- In addition to creating the Action Plan, the WMTF has obtained one proposal for fire mitigation of our priority 1 and 2 open spaces from Front Range Arborists. The executive board agreed that additional proposals, from CSFD-approved landscape companies, should also be requested. L. Baker will assist with the RFPs. Results will be submitted to the board for further review. Wildfire mitigation is deemed a high-priority for our community and funds have been reserved for this effort.
- The RFPs, noted above, will include the “Scope of Work” document created by the CSFD after their inspection of our common areas and open spaces. This document was also reviewed and discussed at this meeting and it was agreed that the specifications were clear and appropriate, ensuring that all proposals for mitigation efforts will be properly aligned.

Finance Committee – Mark Holthouse

- July 2025 Financial Statements: The July financial statements were circulated to the board for review and approval. The motion was made and seconded to approve the July 2025 financial statements (Holthouse/Harvey). Motion carried.
- M. Holthouse noted that RowCal continues to have problems producing our financials accurately and on a timely basis. Due to continuing issues, the Finance Committee is now directing all vendor invoices directly to the KCPOA management office for coding and entry into the RowCal system. L. Baker has contacted all vendors to establish this new process. This should greatly improve input accuracy and vendor-payments processing.
- 2026 Annual Budget Preparation: The Finance Committee will begin preparing the 2026 budget using a reforecast of 2025 income and expenses based on the September financial reports. The DRAFT budget is expected to be presented at the early-December EB meeting, for review and adoption. If significant changes are needed, the budget will be revised and presented at the January 2026 meeting. Any changes in the assessment rates will become effective on April 1, 2026.
- The Finance Committee continues to explore shifting the Reserve budgeting and accounting system to one that is primarily based “by project” rather than the current “by type of work” account method. It is thought that this will make the process more efficient and improve cash management.

Infrastructure Committee – Brad Harvey

- Ratification of electronically approved decisions made prior to this meeting: The motion was made and seconded (Harvey/Holthouse) to formally ratify the following electronically approved proposals. Motion carried:
 1. On August 15, 2025, the motion was made and seconded (McMahon/Rist) to approve two proposals for the South Gate Conversion Project:
 - a. Taylor Fence Company proposal for gates and fencing at a cost of \$84,093 plus contingency of \$5,000 (total \$89,093). Motion carried.
 - b. Midwest Barricade proposal for signage and installation at a cost of \$8,290 plus contingency of \$1,710 (total \$10,000). Motion carried.
 2. On August 15, 2025, the motion was made and seconded (McMahon/Rist) to approve the Anaconda Job Shop proposal to replace the safety barrier/guardrail on Inwood Circle at a cost of \$17,459. Motion carried.



- 4th Quarter 2025 Project “Reporting Pot Holes/Cracks/Curb Damage”: The Infrastructure Committee is planning a community-wide project to find and repair any pot holes, cracks, and curb damage found in our community. They ask that owners report any such issues to the management office by sending a photograph and near-by address so the IC can add it to the project list.
- Main Gate Concrete Issues: B. Harvey reports that the IC has found occurrences of spalling in the newly-poured concrete entrance at the Main Gate. This can occur for a variety of reasons. The contractor has been notified and has inspected the problem. The repairs will be covered under warranty. The IC has asked that the repair project be held off until Spring 2026 so any additional spalling can be identified and included in a single repair project.
- South Gate Conversion Project: The Toll Brothers Construction gate will be closed to all construction traffic and work is underway to convert this gate to a “Resident’s Only” gate that will be of similar design to other KCE entry/exit gates. A Thanksgiving completion date is anticipated barring any unforeseen complications.

Architectural Review Committee- Barbara Rist

- ARC Project Status Report and Update: Circulated to the board prior to this meeting.
- Red Rocks and Preserve Status and Sales Report and Update: Circulated to the board prior to this meeting.
- “KCPOA Design Guidelines & Maintenance Standards – September 2025”: The revised document was approved for posting to the KCPOA website, for a 30-day owner comment period, at the July 2025 EB meeting. The owner comment period has now been completed and no comments or questions were received. The motion was made and seconded to give final approval and adopt the September 2025 Design Guidelines & Maintenance Standards (Rist/Harvey). Motion carried. The final document will be posted to the website along with updated applications, forms and document sections.
- New ARC member: Kimberly Fontalvo: The motion was made and seconded to ratify the decision made at the August 28, 2025 Organization Meeting to appoint Kimberly Fontalvo to the ARC (Rist/Hendren). Motion carried.

Security & Communications Committee – Dan Chapman

- July and August Security Summation Reports: distributed and reviewed prior to this meeting. No questions or comments raised.
- Northpointe Fence Addition: The SCC will be asking for approval to continue the ornamental iron fencing at the end Lyons View Point further around the north point, above the Loaf N Jug location. There have been trespassers entering the area at this location and there is an easily scalable trail. Currently this area is only protected by a split-rail fence with barbed wire. Bids have not been secured at this time so no action on this item was taken at this meeting.
- RFID Payment Options: The SCC requested a new RFID payment process/option be considered and



implemented. The current “Checks-only” payment process has been met with resistance. This process, recently adopted in July of this year, was implemented to solve a number of collection problems KCPOA was faced with. The board requested that this matter go back to the SCC for consideration of all issues and a recommendation for a solution that will meet everyone’s needs. The EB will consider the SCC’s recommendation at the next board meeting.

- Exit Gate RFID Readers: This agenda item was tabled for this meeting.
- Golf Cart RFID Stickers: The SCC asked for a requirement that all owners purchase RFID stickers for golf carts that enter or exit the community gates; for monitoring purposes and to prevent tailgating and disruption at the gates. The EB agreed and notice will go out to all residents in the upcoming Weekly Update.
- Security Patrol and Reporting: L. Baker asked for clarification as to who the security personnel report to. It was agreed that they report to the KCPOA Community Manager but the Security Committee has heavy interaction with the personnel. Lisa is not receiving reports and updates that should be sent to her automatically. The board asked D. Chapman to look into this and facilitate a resolution.

Covenant Committee – Steve Durham

- L. Baker presented for discussion a proposal that the “Holiday Decorations” regulations be clarified and updated. The current regulation does not specify installation and removal timeframes, general restrictions and limitations (safety, nuisances, size-limitations), and special considerations. The EB asked S. Durham to take this issue to the Covenant Committee for review and provide a recommendation on the issue.

Common Area Landscape Maintenance Committee – Chris Hendren

- Holiday Lighting Contract: “Christmas Décor”, approved vendor for KCPOA, submitted a proposal for a 3-year Christmas Holiday Lighting agreement at a cost of \$26,913 per year. Following discussion, the motion was made and seconded to approve the 3-year Christmas Holiday Lighting contract (Hendren/Harvey). Motion carried.
- Snow Removal Contract: “Timberline”, approved vendor for KCPOA, submitted the annual contract for “Snow and Ice Management” within Kissing Camels Estates. It was noted that the agreement did not specify the accumulation amount that triggers plowing and deicing and there were questions regarding “staking” (materials and installation costs) and liabilities. Approving this contract was tabled until questions are answered and additional information received.
- North Gate Median Damage/Repair/Modification: The North Gate median and landscaping were damaged by a truck attempting to turn around at that location. The tree and shrubs will be removed and replaced. At the time the hardscape is repaired, the CALM committee is recommending that the median be reduced in size so that a truck can successfully make the turn (and to avoid future repairs). The board recommended that this issue be taken to the Infrastructure Committee for further action. The North Gate is scheduled for a concrete/curb/gutter replacement project in 2026 and the median redesign could be incorporated into that project.
- Nature Trail Parking Area: A proposal was made to re-grade the Native Trail parking area so that it



is functional. The bid was higher than expected and modifications to the RFP have been made. New bids will be requested. No further action taken at this meeting.

- Fall Community Dumpsters: The committee is working on securing a timeframe in October to place large dumpsters, for community use, at the Recreation Center parking lot. Options for hazardous waste recycling are also being explored.

Legal – David Firmin

- Nothing additional to report at this meeting.

Executive Session: No executive session held.

Adjournment: The meeting was adjourned at 5:07 pm.

Next Scheduled Meeting: October 23, 2025 at 3:00p.m.

Respectfully submitted: B. Rist, KCPOA Executive Board Secretary