

**SAND CREEK PARK LANDOWNERS ASSOCIATION  
BOARD OF DIRECTORS  
JANUARY 8, 2025 MEETING**

**ROLL CALL**

**PRESENT:** Kurt Kniegge  
Marsha Williams  
Carrie Staiano  
Chad Washburn  
Chris Cawdrey  
Debra Kessinger  
Sue Falls

**ABSENT:** David Mickelson  
Ray Herrmann

**Guest:** Jerome Burke

Quorum established.

Kurt Kniegge calls meeting to order.

Introduction of Board Members to Guest.

Kurt Kniegge asks for input on meeting minutes, no input provided. Kurt makes a motion to approve October 2, 2024 meeting minutes. Seconded by Chris Cawdrey. Minutes approved.

Reports of Committee/Officers:

## President's Report.

Election Review – Marsha Williams makes a motion to move Election Review to the end of the meeting agenda to see if Ray Herrmann is able to attend the meeting. Seconded by Kurt Kniegge. Motion approved.

## Secretary and Public Relations Report:

Marsha Williams makes a motion to move the Secretary Report and Public Relations update to follow Fish Report. Seconded by Kurt Kniegge. Motion approved.

## Treasurer Report:

Carrie Staiano provides update.

## Checks written since last board meeting:

Date	Num	Name	Memo/Description	Amount
10/03/2024	1766	Altitude Law	Legal	197.00
10/03/2025	1767	Alyx Hamilton	Bookkeeping	206.25
10/03/2024	1768	Carrie Staiano	Miles	172.25
			Supplies	57.31
			Lien Release	18.63
10/08/2024	1769	Marsha Williams	Miles	12.56
			Print and Postage	55.25
10/08/2024	1770	Sara Esparza	Meeting Minutes	87.50
		Larimer County		
10/08/2024	1771	Clerk	Filing of liens	18.00
			Road Maintenance Tree	
11/22/2024	1772	Pat Wright	Removal	177.00
11/22/2024	1773	David Mickelson	Road Mileage	261.30

## Additional invoices to be paid:

State Farm	\$1814.00
Marsha Williams	\$277.23
Alyx Hamilton	\$112.50
Carrie Staiano	\$251.39

Carrie Staiano makes a motion to pay the bills. Seconded by Sue Falls. Motion approved.

Total Income:	\$56,142.36
Total Expenses:	\$41,033.23
Total Assets:	\$128,518.25

Roads committee report

Nothing to report – David Mickelson not present.

Security – noting to report, David Mickelson not present.

Animal Control by Chad Washburn – Nothing to report.

Architecture by Chad Washburn – Nothing to report.

Fish by Chris Cawdry – nothing to report.

President's Report by Kurt Kniegge provides update.

Election Review: There are three seats up for re-election, Ray Herrman, Kurt Kniegge and Carrie Staiano. Kurt Kniegge plans to go for re-election, Carrie Staiano plans to go for re-election. Ray Herrmann indicated he will not go for re-election. Marsha Williams to email Ray Herrmann to have him submit a formal letter since he was not able to attend this meeting to verbally opt out of the election. Marsha Williams reads the Nomination Committee in By-Laws. The board formed a 3-person nomination committee for Ray's position. Committee includes: Kurt Kniegge, Chad Washburn and Sue Falls. Motion to approve by Chris Cawdry. Seconded Debra Kessinger. Motion approved. The committee and board to discuss by email regarding recommendations from the nomination committee before the ballots are printed.

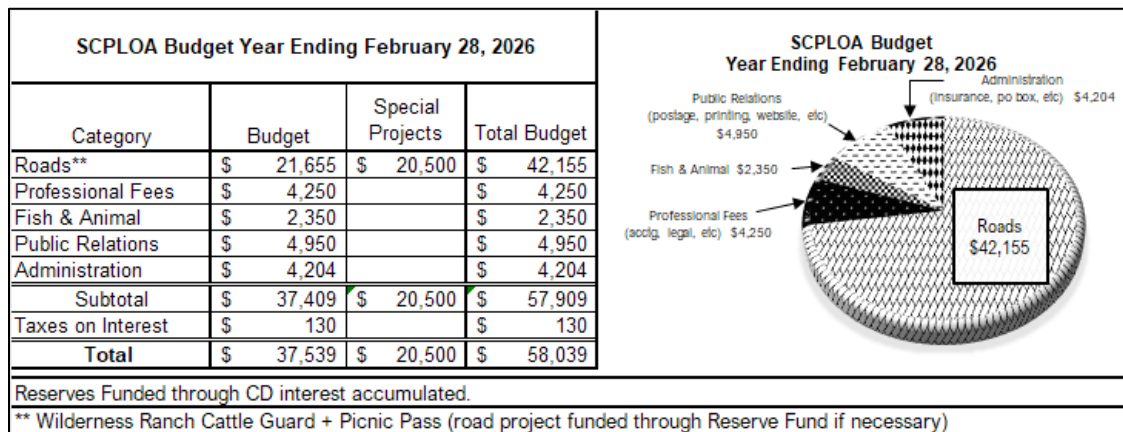
Secretary and Public Relations Report by Marsha Williams.

Required Annual Conflict of Interest Policy Review. Carrie Staiano discloses that the bookkeeper is her granddaughter but there is no financial or personal involvement. This was known and reviewed at the time of contracting. Motion to approve and accept disclosure by Marsha Williams. Seconded by Chad Washburn. Motion approved. No other potential conflicts documented. Marsha will follow-up with absent Board Members.

Review Collections Policy per HB24-1233 update. Changes made: Return check charge shall not exceed \$20. Delivery of Notice of Delinquency: Notice of Delinquency shall be sent to the Owner by Certified mail, return receipt requested. In addition, a phone call and voicemail or text message, and/or email to an email address the board has on file. Motion made to accept the revisions to the policies by Marsha Williams. Seconded by Chris Cawdrey. Motion approved.

Newsletter draft review and approval. Sue Falls makes a motion to approve newsletter. Seconded by Carrie Staiano. Motion approved.

Budget worksheet review and approval.



Motion to approve budget year ending February 2026 by Carrie Staiano. Seconded by Sue Falls. Motion approved. The board approves budget for year ending February 2026. Approval to proceed with contracts on grading and

wilderness ridge. Chris Cawdrey will submit Picnic Pass contract addendum for review at a later date.

Annual meeting planning: agenda, map sales, Q&A, dues payments etc. Need all board members there, if possible, to help.

*Executive Session: Guest Jerome Burke left the meeting.*

*The board convenes in executive session pursuant to C.R.S Section 38-33.3-308(3) and Section 38-33.3-308(4)(a-f) for the purposes of: Landowner matters this disclosure of which would constitute an unwarranted invasion of individual privacy.*

*[redacted]*

*Reconvene in open session.*

Marsha Williams makes a motion to send delinquent account to collections. Seconded by Kurt Kniegge. Motion approved.

New Business: None.

Next Board meeting: Annual Meeting February 22, 2025 at 11AM.

Organizational Meeting April 2, 2025 at 7pm.

Kurt Kniegge makes a motion to adjourn. Seconded by Sue Falls. All in favor. Meeting is adjourned.