
COMSTOCK VILLAGE HOMEOWNERS ASSOCIATION

Board of Directors Meeting Minutes

November 19, 2025 — 7:00 PM
Fire Station #18 Community Room

Call to Order: The meeting was called to order at 7:02 PM.

Determination of Quorum: The following Board members were present: John, Kathy, Chas, Al, Brian, Thomas, and Bill. A quorum was established.

Approval of Minutes

- October Meeting Minutes – *Approved.*

Financial Report

- October Financial Statements – *Approved.*

Administrator Reports

- Timesheet – *Approved.*
 - New Homeowners – Thomas and John will deliver welcome letters to new residents.
 - Architectural Approvals – The Board reviewed all October/November architectural improvement requests. Jodie noted that four additional applications were received after the agenda materials were printed.
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Old Business

License to Use Filings (El Paso County) - Jodie will be completing this item on Friday.

Short-Term Rental (STR) Amendment Language

- A reminder regarding the scheduled meetings will be sent to homeowners.
- The first meeting is tomorrow.
- The Board reviewed the current amendment language.
- The goal is to gather homeowner feedback and create a recommendation for inclusion in the Winter Newsletter.
- Kathy provided an overview of the five properties currently under discussion.

Property Assessment Action Plan (AI)

- The Board will announce the completion of the initial community-wide property review in the Winter Newsletter.
 - Another assessment is planned for late spring to ensure continued covenant compliance.
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New Business

Electronic Voting for STR Amendment (Chas)

- The Board agreed to review options for electronic voting in January, with testing to occur before the STR amendment vote is released in the Winter Newsletter.

Winter Newsletter Assignments (Chas)

Deadline: December 15

Send to printer: January 5

Article Assignments:

- President's Letter – *Chas*
- Meet the Board Director (Brian) – *Bill*
- Communication is Key – *Jodie*
- Annual Invoice Information – *Jodie* (include invoice)
- Short-Term Rental Update – *Kathy*
- Property Assessment Plan – *Al*
- Snow Removal Guidelines – *Jodie*
- Pet Waste Reminder – *Jodie / Al*
- Common Area Update – *Frank*
- Board of Director Contact Information – *Board*
- Assessment Information – *Board*
- Property Inspection Recap – *Al*

Financial Audit

Jodie will work with Dream Accounting to conduct a full file audit by the end of the year.

- Rate: \$75/hour
- *Approved by the Board.*

Board Officer Elections (Chas)

The Board approved the following officers:

- President: John
- Vice President: Chas
- Treasurer/Officer: Kathy

New Board Members that were approved in the Annual Meeting will start in January 18, 2026

- Brian Casebeer
- Casey Howard

2026 Budget

- The Board also confirmed that the 2026 budget was approved by ballot collection.

Administrator Compensation (Chas)

The Board discussed administrator compensation. The administrator was not present during this discussion. The Board discussed a \$2.00 an hour raise. The Board also approved additional funds that covered for additional hours that were worked throughout the year. .

Common Area / Area H — Lloyd Hill Improvements (Frank)

The Board approved the Common Area Committee to work with Front Range to move forward with the proposed improvements.

- Legal review will be required before any contract is finalized.

Frank provided a detailed project update outlining:

- Resident complaints regarding trail deterioration.
- Initial onsite evaluations by Frank and Sonny.
- Reconstruction work completed, including new trail sections and fortified steps.
- Increased material costs.
- Volunteer involvement on November 8, resulting in the distribution of pea gravel and installation of directional signage.
- Acknowledgement of volunteers and the intention to include a thank-you message in the next newsletter.

Covenant Violations

The Board reviewed current covenant violations.

Adjournment

The meeting was adjourned at 9:03 pm

Future Meeting Dates — 2026

- Jan 21
- Feb 18
- Mar 18
- Apr 15
- May 20
- Jun 17
- Jul 15
- Aug 19
- Sept 16
- Oct 13 (Tuesday)
- Nov 18

Annual Meeting: Wednesday, October 14, 2026

COMSTOCK VILLAGE HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
January 21, 2026 | 7:00 PM
Fire Station #18 – Community Room

1. Call to Order

The meeting was called to order at 7:06 PM.

2. Determination of Quorum: John, Chas, Kathy, Eric, Brian, Casey, Thomas
A quorum of the Board of Directors was present.

3. Approval of Prior Meeting Minutes

- November Meeting Minutes
A motion was made to approve the November meeting minutes.
Motion passed.
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4. Financial Report

- 2025 Audit Review
The Board reviewed the 2025 audit results; no issues were identified.
However, Kathy is seeking clarification on how things have been listed.
 - November–December Financial Statements
Kathy reviewed the financial statements. A motion was made to approve the financials.
Motion passed.
 - Administrative Equipment Purchase
The Administrator requested approval to purchase a new printer for Comstock HOA operations.
 - Approved for up to \$500.
 - If the cost exceeds \$500, the Board President is authorized to approve the additional amount if necessary.
Motion passed.
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5. Reports

Administrator Report

- Timesheet – Approved.
- New Homeowners – New homeowner letters will be distributed at the next board meeting after homes have closed and title companies have provided new homeowner names.

- Architectural Approvals – The Board reviewed all submitted architectural improvement requests. (See 7.4 for more information)
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6. Old Business

6.1 License to Use Filings – El Paso County (Jodie)

- Chas will assist Jodie in updating the License to Use spreadsheet once the new licenses are registered and completed licenses are rescinded with El Paso County.

6.2 Short-Term Rentals (STRs)

STR Town Hall Update

- Chas reviewed the revised STR language, which now aligns with City Code.
- Kathy summarized feedback from the Town Hall meetings presented to Comstock homeowners.
- Email reminders were sent to ensure homeowner awareness.
- Proposed changes were reviewed in detail.

A motion was made to adopt the updated STR language.
Motion passed.

Electronic Voting for STR Amendment (Kathy)

- Electronic voting platform cost: \$75.
- Two reminder emails will be sent per household.
- One vote permitted per household.
- Kathy will send a test vote to the Board.
- The vote will be sent to the primary email address on file.
- Jodie will send a community notification in February informing homeowners that an electronic vote is required.

6.3 Area D – Remaining Mistletoe (Front Range Arborists)

- Frank reported (prior to the meeting) ongoing coordination with arborists.
 - There may be a request for approval of additional work related to remaining mistletoe treatment.
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7. New Business

7.1 Director Resignation and Appointment (Chas)

- Chas reviewed Bill Shell's letter of resignation.
A motion was made to accept the resignation.
Motion passed.
- Eric Hunter, runner-up in the October Board election, agreed to fill the vacancy.
A motion was made to appoint Eric Hunter to the Board effective immediately.
Motion passed.

7.2 Director Area Assignments (Jodie)

Assignments were reviewed and confirmed.

7.3 Website Update (Janet)

- Jodie will work with Janet to add Board meeting dates to the HOA website.

7.4 Neighborhood Pantry / Blessing Box Request (John)

- John reviewed the improvement application.
- The Board expressed concerns regarding City Code compliance.
- The Board will not consider the request without written city approval.

A motion was made to disapprove the application as presented.

Motion passed.

7.5 Overdue Annual Assessment Collection Plan (Chas)

- The newsletter containing assessment invoices was delivered 1/20 -1/22.
- Homeowners have until February 28th to pay before a \$30 late fee is applied.
- Jodie will send a payment reminder to homeowners for review by John and Chas prior to distribution.
- Homeowners with unpaid assessments may be subject to lien proceedings.
- Directors will assist with outreach as payment deadlines approach.
- Overdue collection process/timeline will be determined at February's Board meeting.

7.6 Review of Significant 2026 Events

- February Director Farewell Dinner (John) will honor Al, Cheryl, and Bill. Chas will send a coordinating email.
- Concert in the Park (Tom) is tentatively scheduled for June 19. Jason will provide details for Jodie and Thomas.
- Spring Dumpster Days (Jodie): dates will be presented at February's Board meeting.
- CVHA Books and Records Inspection (John): John reviewed the inspection process for

homeowners and existing documentation.

- Records Storage and Digitization (Jodie): to be discussed at a future Board meeting.
 - November 2026 Board Meeting Location (Jodie): Fire Station #18 is unavailable on November 18. An alternate date of November 17 is being reserved.
 - CVHA Administrator contract (Chas): annual contract will expire on March 1st. Chas will draft an updated contract for the Board to review and approve at February's Board meeting prior to notarized signatures by John and Jodie.
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8. Covenant Violations

John reviewed current covenant violations with the Board.

9. Adjournment

The meeting was adjourned at 9:21 PM.

Future Meetings – 2026

- February 18
- March 18
- April 15
- May 20
- June 17
- July 15
- August 19
- September 16
- October 13 (Tuesday)
- November 18 (*November 17 reserved if needed*)

Annual Meeting: Wednesday, October 14, 2026

COMSTOCK VILLAGE HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
February 18, 2026 | 7:00 PM
Fire Station #18 – Community Room

1. Call to Order

The meeting was called to order at 7:02 PM.

2. Determination of Quorum: John, Chas, Eric, Brian, Casey, Thomas (John has the proxy vote for Kathy)
A quorum of the Board of Directors was present.

3. Approval of Prior Meeting Minutes

- January Meeting Minutes - Chas reviewed the minute format
A motion was made to approve the January meeting minutes.
Motion passed.
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4. Financial Report (Jodie)

- 2025 Audit: A motion was made to push the audit review to the March meeting when Kathy is back. The motion was approved.
 - Baker and King Patrol - \$1240
 - Front Range Arborists for mistletoe removal - \$625
 - Common area - pick up and materials - \$402.25
 - Administrative cost \$880 plus mileage \$33.00
 - Administrative Equipment Purchase
The Administrator updated the Board that the new printer cost was \$443.60 and a check was issued to the administrator
 - Jodie is also work with Kathy on some different views for the financials
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5. Reports (Jodie)

Administrator Report

- Timesheet – (attached) A motion was made to approve the January timesheet. Motion passed.
 - New Homeowners – (attached) Homeowner letters were given to directors for delivery. Chas took Kathy's assignment.
 - Architectural Approvals – The Board reviewed all submitted architectural improvement requests.
 - A homeowner request. Came in at 2/18 and was not included on the original review list. The Board passed a motion directing the administrator to email the full packet of information so board members have time to review it. The Board will come prepared to vote at the March meeting. The motion was passed.
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6. Old Business

6.1 License to Use Filings – El Paso County (Jodie)

- Chas will assist Jodie in updating the License to Use spreadsheet once the new licenses are registered and completed licenses are rescinded with El Paso County.

6.2 Short-Term Rentals (Chas)

- STR email went out to homeowners 2/18 preparing them for the online STR vote.
- The following dates were noted in the email: (email copy is below in Appendix 1.)
 - Voting window: Mar 7 through Apr 6.
 - Final date to submit votes: Apr 6. All votes must be received no later than Apr 6.

6.3 Area D – Remaining Mistletoe (Chas)

- Frank reported (prior to the meeting) ongoing coordination with Front Range Arborists.
- There may be a request for approval of additional work related to remaining noxious mistletoe removal in Area D.
- As mentioned above the cost for Jan / Feb work in Area D was \$625. A motion was made to pay the \$625 work to remove the mistletoe. Motion was approved.

6.4 Overdue Annual Assessment Collection Plan (Chas)

- The newsletter containing assessment invoices was delivered 1/20 -1/22.
- Homeowners have until February 28th to pay before a \$30 late fee is applied. Late fee will be applied March 3rd
- Jodie will send a payment reminder to homeowners for review by John and Chas prior to distribution.
- Homeowners with unpaid assessments may be subject to lien proceedings. Liens could be levied on delinquent homeowners by 1 Apr (in accordance with 30 day requirement in the Covenants).
- Directors will assist with outreach as payment deadlines approach.
- Overdue collection process/timeline will be determined at March Board meeting.
- Jodie will provide the Board with a list of delinquent homeowners by the March Board meeting.
- Another email reminder to go out on Friday Feb 20th.

6.5 Concert Planning (Tom)

- Concert in the Park is tentatively scheduled for June 19. Jason has provided details for planning 2026. Thomas has the information and we will discuss further at the March meeting.
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7. New Business

7.1 Records Request Policy (John)

- The board reviewed the records request policy (appendix 2) . A motion was made to approve the policy. Motion passed.
- John directed a special meeting of the Board on February 25th to discuss third party involvement in handling future records requests in accordance with the newly approved policy. Minutes of the special meeting of the Board will be recorded and posted on the CVHA website.

7.2 Sign Policy (John)

- John drafted a proposal regarding the signs on homeowners properties for review of the Board. The City is currently reviewing the sign policies and we will review the changes at that point. A motion was made to approve the document. There was no second for the motion.

7.3 Remote Attendance Options for Meetings (John)

- John asked the Board whether they would consider offering remote access to meetings or providing recordings of the meetings.
 - The Board discussed the request and noted that previous attempts to provide virtual access resulted in unproductive meetings that ran significantly longer and were difficult to manage. Following the discussion, a motion was made to continue offering in-person meetings only. The motion was seconded and passed.

7.4 Common Areas Survey (Carl/John)

- The Common Area Committee requested to send out a survey to the homeowners. However, with assessment fee emails along with STR emails being sent in February and March, the Board was concerned homeowners would be overloaded with emails. A motion was made to delay the survey until the summer after higher priority Board initiatives are complete. The motion passed. John will reach out to the Common Area Committee to explain the Board decision.

7.5 Administrator Contract Update (John)

- John reviewed the admin contract and it will be approved by the Board for signature via email correspondence in late February/early March.

7.6 2025 Tax Filing (Jodie)

- Options for filing taxes will be discussed by executive members of the Board (President, VP, and Secretary/Treasurer) once Kathy returns from vacation in March.

7.7 Third Party Record Filing (Jodie)

- This issue was tabled until the March meeting due to lack of time.

7.8 February Director Farewell Dinner (John)

- Will honor Al, Cheryl, and Bill. Departing Director gifts have been purchased in accordance with the 2026 budget amounts. Chas will send a coordinating email.
- A motion was made for the CVHA to fund the meals for the departing Directors and their spouses at the farewell dinner, as has been customary (standing Directors, spouses, and other guests pay on their own). The motion passed.

7.9 Spring Dumpster Days (Jodie)

- **Dumpster Days – Recommended Schedule**
 - Two events per year: one in the spring and one in the fall.
 - Spring Schedule Recommendation:
 - Second week of the month.
 - Three drop-off days on Tuesday and three drop-off days on Thursday.
 - Communication Plan:
 - Notices will be sent 24 hours before each delivery as per previous years.
- **Fall Dumpster Event**
 - **Tentative Date:** Second week in September.
 - **Action:** Final date and communications plan will be confirmed at the July Board Meeting.

- A motion was made to approve the above Dumpster Days plans and the motion was passed.
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8. Miscellaneous

8.1 Garage Sale Day (Jodie)

- This issue was tabled until the March meeting due to lack of time.

8.2 Annual CSFD Chipping Program (Jodie)

- July 6th / Sept 28th
 - Sign up - <https://www.coswildfireready.org/neighborhood-chipping-program>
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9. Covenant Violations

John reviewed current Covenant violations with the Board. The Directors confirmed that the mass submission of sign complaints have been actioned and those complaints are closed.

10. Adjournment

The meeting was adjourned at. 9:47 pm

Future Meetings – 2026

- March 18
- April 15
- May 20
- June 17
- July 15
- August 19
- September 16
- October 13 (Tuesday)
- October 14, 2026 (Wednesday) Annual Meeting
- November 18 (Need location or change date)

Annual Meeting: Wednesday, October 14, 2026

Appendix 1.

Dear Homeowners,

The Comstock Village HOA will be conducting an electronic vote regarding a proposed covenant amendment related to Short-Term Rentals.

Each home within Comstock Village will be entitled to one (1) voting member for this vote.

The primary email address currently on file for your household will be the email used to distribute voting instructions and access to the electronic voting tool. If you would like to confirm or update the email address we have on file, please contact the HOA administrator at infocvha@gmail.com.

Voting Timeline:

- Information concerning this proposed covenant change will be available on the CVHA website beginning: February 15
- Voting window: Mar 7 through Apr 6
- Final date to submit votes: Apr 6

All votes must be received no later than Apr 6 to be counted. Reminder notices will be sent to homeowners who have not yet submitted a vote during the voting period.

We appreciate your participation, as this vote is an important part of the governance and future direction of our community. Please be sure to review the materials carefully once they are received and submit your vote within the allotted timeframe.

Should you have any questions regarding the voting process or your contact information, please reach out to infocvha@gmail.com.

Thank you for your attention and engagement.

Sincerely,

Comstock Village HOA

Email: infocvha@gmail.com

Appendix 2

COMSTOCK VILLAGE HOMEOWNERS' ASSOCIATION (CVHA) POLICY ON RECORDS REQUESTS

To comply with Federal and Colorado law, including CRS 38-33.3-317, the Comstock Village Homeowners' Association adopts the following rules governing records requests.

1. Definitions:

a. Board of Directors. The Association is governed by an all-volunteer Board of Directors and supported by one paid administrator. The duly elected governing body of the Comstock Village Homeowners' Association, acting collectively, and vested with the authority to manage the affairs of the Association, adopt and enforce rules, conduct meetings, and exercise all powers granted under the Association's governing documents and applicable Federal law, Colorado law, and ordinances adopted by El Paso County and the City of Colorado Springs.

b. Owner. Shall mean and refer to the record owner, whether one or more persons or entities, of a fee simple title to any Lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

c. Books and Records. Records required by CRS 38-33.3-317 shall be maintained, made available for inspection within thirty (30) days of creation or receipt, and retained in accordance with law and the Association's record retention policy. The Association maintains the following records, as required or permitted by law. These records may include but are not limited to:

(1) Governing Documents: Declaration (CC&Rs), Articles of Incorporation, Bylaws, rules, regulations, written policies, and amendments to governing documents.

(2) Board Records: Board resolutions; minutes, notices, and agendas of Board and member meetings; actions taken by written consent.

(3) Financial Records: Detailed records of receipts and expenditures affecting the operation and administration of the Association; Adopted annual budgets (minimum three (3) years retained); reserve studies; balance sheets; income and expense statements; general ledgers; bank statements; canceled checks and deposit records; accounts receivable and delinquency reports; invoices; contracts; receipts; federal and state tax returns (minimum 7 years); audit or review reports.

(4) Voting Records: Ballots, proxies, and related records, retained for at least

one (1) year following the vote, as required by law.

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(5) Owner Information: A current list of owners, including names and mailing addresses, as required by law (email addresses, telephone numbers, and other personal identifying information redacted or withheld as permitted by law).

(6) Assessments and Payments: Assessment schedules and payment histories.

(7) Insurance and Contracts: Insurance policies and non-privileged claim related records, excluding confidential, privileged, or legally protected claim materials; and contracts with vendors, managers, and professionals.

(8) Correspondence and Administrative Records: Formal correspondence related to Association business (excluding attorney-client privileged communications and executive session materials); architectural review applications and approvals; and records of covenant enforcement, including violation notices and fines.

d. Excluded Records. The Association may withhold records as permitted by CRS 38-33.3-317(3), including but not limited to: attorney-client privileged communications; records prepared for or discussed in executive session; personnel, salary, or medical records relating to specific individuals; personal identification and account information of owners; individual owner account information and specific delinquency details, except that summary information regarding the status of assessments or delinquency totals shall be provided as required by law; and any records otherwise protected from disclosure by state or federal law.

e. Records Not in Existence. The Association is not required to create, compile, summarize, interpret, reorganize, or otherwise prepare records in response to a request. The Association is only required to produce records that exist at the time the request is received and that are maintained in the ordinary course of business. The Association has no obligation to reconstruct records, create new documents, generate reports, extract data from multiple sources, or convert records into a different format in order to satisfy a records request.

f. Abusive or Unreasonable Requests. The Association may deny a records request only as permitted by CRS 38-33.3-317, including if the request is not made in good faith, is made for a commercial purpose, or is unrelated to the requester's interest as a unit owner or otherwise constitutes an abuse of the statutory inspection right. Any denial shall be provided in writing within the time period required for records production and shall state the specific legal basis for the denial.

g. Serial Requests. The response period shall begin upon receipt of a complete written request that reasonably describes the records sought and is submitted to the Association's designated records custodian. A request is considered complete

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when it reasonably identifies the records sought and any required consolidation or clarification has been provided. If multiple requests from the same owner involve overlapping, related, or continuing subject matter, the Association may treat such requests as a single consolidated request to ensure efficient processing and may require submission of a single, complete list of the records requested. If an owner submits additional, revised, or supplemental requests before the Association has completed processing a prior request, the Association may treat the additional submissions as a modification or expansion of the pending request. In such cases, the response period shall begin upon receipt of the most recent consolidated or complete request. The Association may also prioritize, sequence, or consolidate multiple pending requests from the same owner as reasonably necessary to manage administrative workload and to process requests efficiently and in good faith. The Association may suspend processing, upon written notice (including email) to the owner, until the owner provides the required consolidated or clarified request.

2. Records Request Procedure. Requests must be submitted in writing to the Association's administrator or designated records custodian. Requests submitted to individual Board members are not considered received until delivered to the custodian. All record requests must be submitted in writing and must describe the records sought with reasonable particularity, including relevant time periods if applicable. Requests for records already publicly available (e.g., on the Association website) may be provided by directing owners to the appropriate location. Records shall be made available for inspection at the Association's principal office or at another reasonable location designated by the Association or provided electronically where available. Records shall be available for inspection during regular business hours or at a mutually convenient time as required by CRS 38-33.3-317. All records are maintained subject to applicable privacy, confidentiality, and legal limitations. Retention periods for specific records follow statutory requirements and generally accepted business practices.

a. Frequency and Scope. Requests must be reasonable in scope and made in good faith. The Association is not required to repeatedly produce identical records within a short period of time unless the records have materially changed or the owner demonstrates a reasonable need for additional or updated records. Serial or consolidated requests shall be handled as provided in Section 1(g), and the Association may require clarification to reduce administrative burden. The Association may reasonably limit or manage responses to requests that are duplicative, excessive, that reasonably appear intended to harass or that would unreasonably burden the Association, or that otherwise constitute an abuse of the statutory inspection right, as permitted by CRS 38-33.3-317. The Association may prioritize or sequence responses when multiple requests are pending in order to ensure efficient and equitable processing.

b. Response Time. The response period shall begin upon receipt of a complete request as defined in Section 1(g). Requests that are incomplete, unclear, or require consolidation under Section 1(g) shall not be considered complete for purposes of the response period. The Association shall make the requested records available for inspection or copying within ten (10) calendar days of receipt of a written request, as required by CRS 38-33.3-317. If the requested records are not reasonably available within ten (10) calendar days, the Association may extend the production period for an additional reasonable time not to exceed thirty (30) calendar days total and shall notify the requesting owner in writing of the reason for the delay and the expected date of availability. In the event extraordinary circumstances beyond the Association's reasonable control prevent production within thirty (30) calendar days, the Association shall provide written notice describing the circumstances, the efforts being made to obtain the records, and a specific anticipated date for production. The Association shall continue to act in good faith to produce the records as soon as reasonably available. Written notice under this section may be provided by email to the owner's email address on file with the Association, or by other written delivery method. The Association's obligations under this section are governed by a standard of good faith and reasonableness as required by CRS 38- 33.3-317.

c. Fees. The Association may charge the actual, reasonable costs of copying, scanning, or reproducing records, including the cost of materials and labor directly associated with reproduction, as permitted by CRS 38-33.3-317. The Association may require advance payment of estimated copying costs before releasing records. If records are maintained in electronic format, the Association may provide electronic copies in lieu of paper copies where practicable.

3. Enforcement. The CVHA Board of Directors shall enforce these rules consistently and in compliance with CRS 38-33.3-317. Any deviation from standard procedures must be based solely on objective legal requirements, documented administrative necessity, or compliance with applicable law, and shall not restrict an owner's statutory inspection rights. Nothing in these rules shall be interpreted or applied in a manner that limits or conflicts with an owner's rights under CRS 38-33.3-317. If any provision of this policy conflicts with CRS 38- 33.3-317, the statute shall control and the policy shall be interpreted to maximize owner inspection rights.

4. Amendments. These rules may be amended from time to time by the Board of Directors.