

**CENTENNIAL GLEN HOA**  
**BOARD OF DIRECTORS MEETING**  
**22 February 2018**

The Centennial Glen Board of Directors meeting was held at 7:00 PM on 22 February at the Dougherty's home. All members were present except Lynn Nelson. Marilyn Lee was also present.

**Neighborhood Watch** – Officer Chris Ausec CSPD

Officer Ausec shared insights and guidance on maintaining home and neighborhood security. He mentioned that 85% of residential burglaries occur during the day and that in many instances what starts out as a minor crime such as stealing contents in a vehicle quickly escalates to a much more serious crime when the thief gains access to vehicle keys, home keys or garage door openers. A few recommendations for securing your home:

- Window Well Covers
- Ring (Internet Camera) Door Bell
- Do not leave keys and valuables in vehicles
- Do not leave a vehicle unattended while “warming it up” in cold weather
- Deadbolt locks on exterior doors

Vacation and security checklists are attached.

**Ongoing Projects**

a. Reserve Transfer

The board approved the transfer of \$10,000.00 into the reserves account.

b. Community Security Measures

- a. The addition of security gates at the road entrances to our community were discussed. The proposal for the security gates was rejected by the Fire Department and City Traffic Engineering due to safety concerns.
  - b. Adding a gate to the pedestrian entrance remains under consideration.
  - c. The addition of a video surveillance system will be investigated.
  - d. The additional neighborhood watch signs is under investigation.
- c. Ongoing items with the City of Colorado Springs

- a. Colorado Springs Utilities (CSU) visited the neighborhood to review the sinking street and curb at 7455 Centennial Glen Drive. Resolving the issue is being investigated by CSU.
- b. CSPD Traffic Study recommendations. A four-way stop at the intersection of Allegheny and Centennial Blvd. will not be considered at this time based upon traffic studies conducted by traffic engineering and CSPD. CSPD however has agreed to perform another study this summer and revisit the issue.
- c. The city is working toward implementing a remediation solution for the mud flow issue from the hill adjacent to Centennial Blvd.
- d. The replacement of existing lawn sprinkler heads with more efficient heads is under consideration. Rebates from CSU may be available for the more efficient sprinklers.
- e. The procedures associated with conducting HOA board meetings is under review.

### **Completed Projects**

- a. The agreement with Waste Management has been updated. Waste Management agreed to reduce the monthly trash collection fee based upon four unoccupied homes not requiring service. In addition a monthly rate reduction was agreed to effective back to January 1, 2018.
- b. Records retention requirements as specified in the HOA covenants have been completed through year-end 2017.
- c. The 2018 budget for landscaping and watering has been provided to our accountant. The monthly average expense over the past four years will be used to establish the budget plan.

### **Monthly HOA dues**

The board reviewed the payment situation subsequent to the recent increase in monthly HOA dues. A minimum number of issues with regard to homeowner payments have occurred. No specific action beyond the typical follow up on delinquent payments is required.

### **CONO Meetings**

Centennial Glen HOA board member attended a recent CONO meeting. The major topic of the meeting was HOA reserves. Many communities are in

trouble on this front. Our increase in monthly dues and transfer of funding into the reserves account have been implemented to help reach the reserve funding recommendation from the study that was conducted in 2016.

**Next HOA Board Meeting**

The next HOA board meeting is scheduled for March 22<sup>nd</sup> at 7pm at the Dougherty's. All homeowners have an open invitation to attend these meetings.

## VACATION CHECKLIST

- ✓ Arrange for a friend or neighbor to bring in the mail, milk, and/or newspapers. (if you ask for a temporary "stop delivery," someone knows you won't be home.)
- ✓ Arrange to have your pet(s) fed/given water, at home rather than kept in a kennel.
- ✓ If you have a second car that you leave outside, arrange to have it moved occasionally.
- ✓ Arrange to have your lawn cut or snow shoveled as required, and for garbage to be put out and picked up as usual.
- ✓ Arrange for secure storage of expensive or dangerous items, such as furs, jewelry, heirlooms, guns, other weapons.
- ✓ Pay bills that will be due in your absence, and arrange for the payment of others that may arrive while you're away.
- ✓ Encourage neighborhood children to play in your yard while you are away.
- ✓ Use timers for inside lights, and arrange to have outside lights turned on during darkness. Keep a small radio on a talk show station, at a low volume.
- ✓ Have your alarm system checked before your departure.
- ✓ Leave shades and drapes in the positions that they would normally be in if you were home, arranging, if possible, to have them raised and lowered or opened and closed routinely.
- ✓ Set thermostats or air-conditioner according to weather conditions.
- ✓ Make sure you have documented serial numbers on household items.
- ✓ If you don't have a generous neighbor, use a qualified and trustworthy house sitter.
- ✓ Avoid publicity about your impending trip.
- ✓ Leave an itinerary with the person watching your house, so that you can be notified in case of emergency.
- ✓ Don't pack your car the night before departure unless it's in a secured garage.
- ✓ The last thing you do before departure, check to see that all doors and windows are locked, that you have taken all necessary keys or left them with the person watching your home.
- ✓ Appendix 4-1
- ✓ Disconnect or lock overhead garage door.
- ✓ If you belong to an active Neighborhood Watch Program, let your Block Captain know that you're going to be gone, and who, if anyone, is going to "house sit."
- ✓ When you return home, if there are any signs of burglary, **DO NOT GO INSIDE**; immediately call the police.



# BUSINESS SECURITY CHECKLIST

## DOORS/LOCKS

**YES** **NO**

Do all of your exterior doors have good quality deadbolt locks with no less than a 1" throw?

\_\_\_\_\_

Are all of your latch-strike plates on your exterior doors secured with at least 3" screws?

\_\_\_\_\_

Do your exterior doors having glass within 3 feet of the lock have double-cylinder deadbolt locks installed on them?

\_\_\_\_\_

Do all of your exterior doors without glass have a wide-angle door-viewer installed for identifying visitors?

\_\_\_\_\_

Are all exterior doors constructed of solid wood?

\_\_\_\_\_

Do you change locks every time a disgruntled employee is dismissed or quits?

\_\_\_\_\_

If you have an overhead garage door equipped with an automatic opener, does it use a "rolling code" to foil "code grabbers?"

\_\_\_\_\_

If your overhead door is not equipped with an automatic opener, does it have good quality padlocks installed on both sides of the door?

\_\_\_\_\_

Does the door leading from your garage have good quality deadbolts installed?

\_\_\_\_\_

Do you use these deadbolts on a regular basis?

\_\_\_\_\_

If you have a sliding glass door, does the door(s) have at least one of the following?  
Track lock, insertion pin lock, hinged door bar, metal or wooden dowel in track.

\_\_\_\_\_

## WINDOWS

**YES** **NO**

Do you check to make sure all windows are locked before you leave your business?

\_\_\_\_\_

Do you have good quality locks on all of your exterior windows?

\_\_\_\_\_

Are all of your exterior windows in plain sight and not hidden by shrubbery or trees that provide easy cover for a burglar to hide while forcing open the window?

\_\_\_\_\_

Do you make sure nothing is left laying around your business that would provide easy access to second floor windows, such as ladders?

\_\_\_\_\_

If you have an alarm system installed, do all of you exterior windows have contacts?

\_\_\_\_\_

## SMOKE/BURGLAR ALARMS

**YES** **NO**

Do you have at least one smoke alarm on every floor?

\_\_\_\_\_

Do you replace the batteries in each of your smoke alarms on a regular basis?

\_\_\_\_\_

Do you test each of your smoke alarms on a regular basis?

\_\_\_\_\_

Do you have a quality burglar alarm system with a reputable company?

\_\_\_\_\_

Has your alarm company been instructed to notify the police before they call a contact person?

\_\_\_\_\_

Do you test your alarm system on a regular basis?

\_\_\_\_\_

## FIRST-AID

**YES** **NO**

Do you have first aid kits available for both employees and visitors?

\_\_\_\_\_

Do all employees know where to locate and how to use these kits?

\_\_\_\_\_

Do you and your employees know basic life-saving techniques, such as CPR and the Heimlich Maneuver?

\_\_\_\_\_

## FIRE EXTINGUISHERS

**YES** **NO**

Do you have at least one fire extinguisher in your business?

\_\_\_\_\_

Do you and your employees know where the fire extinguishers are kept?

\_\_\_\_\_

Has everyone learned how to operate the fire extinguishers?

\_\_\_\_\_

Do you check the expiration date of the fire extinguishers on a regular basis?

\_\_\_\_\_