

**WELCA MINUTES: February 03, 2025**  
**West Lochwood Civic Association Board Meeting**  
**St. Joseph's Episcopal Church**

**I) Call to Order:** This meeting opened up at 7:05

**WELCA Board Members in Attendance:** Andy Yarnell, Jim Foster, Lucidell Smoczyk, Anthony Vigil, Earl Wilson, Jon Bustos, Mary Carey, Kaylee Pott, Jake Rapplean, Tim Taggart, Eric Wirtz, Jeff Wittreich, and Amy Vigil,

**Absent:** Alex Chaplin, Eric Wirtz, Mike Goddard and Lucidell Smoczyk

**Visitors:** Rebecca Raish, and Tom Swartwood,

**II) Review of January 13, 2025 Meeting Minutes:** A first motion was made by Jim Foster to approve the WELCA minutes from the January 13, 2025 minutes. A second motion to approve the minutes with changes was made by Anthony Vigil. The minutes were approved as written (no changes) with a unanimous vote.

**III) January 13, 2025 Treasurer's Report:** (Jim Foster) WELCA Treasurer's report, dated from the February 3, 2025 meeting was approved as prepared and presented by Jim Foster

The November 12<sup>th</sup>, 2024 WELCA Treasury Report as follows:

- **Checking Balance:       \$192.16**
- **Savings Balance:       \$9,017.49 includes \$ 0.13 interest in 2025**
- **Total Funds Available as of February 03, 2025 = \$9,209.91**

Includes 341 paid members in 2024 out of 669 total members (112 members paid by Venmo)

**Total Dues Collected to date: = 4 paid members at \$150.00**

Beginning Balance: 1/1/2025: = \$9,517.62

- **Expenses to in January**
  - **\$365.00 St Josephs Episcopal Church donation for building use**
  - **\$ 27.94 Office Supplies**
  - **\$ 25.00 Colorado Secretary of State Periodic Report**
  - **\$ 44.00 DORA Annual Dues**
  - **\$ 40.00 Kaylee Potts – Christmas Decoration Winner**
  - **\$ 40.00 David & Tina Lattimer – Christmas Decoration Winner**

- **\$ 40.00 Douglas Sinor – Christmas Decoration Winner**
- **\$ 40.00 Brad Walker – Christmas Decoration Winner**
- **\$ 40.00 Katie and Thamaz Chatara – Christmas Decoration Winner**
- **\$ 40.00 Andrew and Jen Gallegos – Christmas Decoration Winner**
- Jim Foster reported that one dues check came in at \$30.00 which was the previous annual dues amount for several years before the recent dues increase. With the Newsletter/Dues letter going out soon, the WELCA Board took a wait and see if the same person will send in the additional \$10.00
- **Treasurer's Report Approved:** First motion made by Jim Foster to approve the Treasurer's Report. Jake Rapplean made a second motion to approve the Treasurer's report. The Treasurer's report was approved as written (no changes) with a unanimous vote
- **IV) WELCA 2025 Budget:** Jim Foster presented the proposed budget for 2025 is \$13,400. This is based on 335 Lochwood homeowners paying the \$40.00 annual dues. In 2024 a total of 341 (or approximately 51%) of Lochwood homeowners paid their dues. Remember WELCA Annual dues are voluntary. The Budget was tabled until the February meeting.
- Spring/Fall Clean-up Roll Off dumpster prices are \$450.00 /per dumpster (budgeted at \$2650 for spring, and (\$2000.00 for the fall) with 5280 Waste Solution – which is a very good rate. Kaylee will look to see if any further discount rates for Roll Offs can be applied.
  - Newsletter costs – printing costs are cheaper than last year, and WELCA purchased 1000 stamps for \$200.00 dollars. The first Newsletter will have a return envelope and voluntary dues letter.
  - Advertisements in our Newsletter – 2 Advertisement so far – trying to get more. Next Newsletter advertisement will be reduced to \$150.00 for 3 newsletters to 669 homes.
  - Addition to budgets is an item for banner signs for WELCA events.
  - Common Area Upkeep was cut from \$2000.00 to \$1500.00
  - Sign Repairs category was \$500.00 and was put under the WELCA Improvements
  - WELCA Door Prizes were also cut
  - Any budget shortfall could be met by cutting the fall clean-up session, cutting legal fees, cutting improvements, or decrease the number of newsletters.
- Final Budget was \$12,290 for 2025. Our current balance is \$9209.91

- **The WELCA 2025 Budget was approved:** First motion made by Jim Foster to approve the Annual Budget. Mary Carey made a second motion to approve the Annual Budget. The WELCA 2025 Annual Budget was approved as written (no changes) with a unanimous vote

#### **V) Committee Reports**

- **Communication Committee** – The Communications Committee was the only committee to meet since the last WELCA Board meeting. The idea is to drive more activity to drive more people paying dues.
  - **Newsletter** – Revamping the looks of our Newsletter and printing it in color and the printing was free. Paper will be 11” x 17” folded in half for 4 pages. Advertisement spots are being solicited and the Newsletter will be mailed by Valentine’s Day.
    - An idea to have rotating spots in the Newsletter to drive interest such as a crime blotter, pet profiles, local sports, Veteran interviews, house of the month...etc.
  - **Website** – the current website software is no longer supported by Register.com, and our website needs to be updated. Earl got a quote for 5 years cost – but WELCA Board want a quote for 3 years support.
    - Try to add a dues payment portal to website to make paying dues easier. Link to Venmo or QR Code to pay dues.
    - Make a location where Lochwood residents can sign up for digital newsletter and capture email addresses to save on mailing costs.
  - **Event Banners** – Have event banners printed up with QR code (\$85.00) per banner
  - **Welcome Packages** - Becky Raish is developing this idea for new home owners to receive WELCA information and coupons from local business.
- **Clean-up Committee** – Florida Avenue clean-up days, - spring and late summer trash and leaves.
  - **Volunteers** – regular meet to help with Common Area Maintenance for WELCA Entrance sign areas. Possibly use young adults in need of community volunteer hours.
- **Covenants Committee** – Get the new WELCA Board volunteers on this committee up to speed on the covenants for each filing, what constitutes a covenant violation, the letter writing process, pictures, and tracking of new and ongoing violations.
- **Events Committee** – Planning the WELCA 2025 Events.
  - **Easter Egg Hunt** - Held on Saturday April 19<sup>th</sup> – preliminary planning
    - Create Signup Genius

- Candy Donations
- Egg stuffers
- Event workers
- Promote and Advertise the Easter Egg Hunt to families with young children
  - Signage at each entrance
  - Make flyers to distribute
  - Facebook page
  - Next Door
  - WELCA Website

#### **VI) New Business:**

- **New D & O (Director and Officers) Insurance** – WELCA needs to find a new provider for our D&O Insurance by April.
  - The Insurance Company we were using is getting out of the HOA business, and will try to help WELCA find a new company to carry us.
- **WELCA Filing Cabinet** – WELCA needs to find a new location for the Filing cabinet that we were storing at Lochwood Fellowship Church. Temporary storage will be in Andy Yarnell's Garage.

#### **VIII) Adjourn:**

Meeting was adjourned at 8:45 pm