

COVNA Executive Board Meeting  
August 30, 2022, 6p – Ron's house (9003 Queenswood)

1. Call to order & Attendance - Michelle, Ron, Will, Katy, Denise, and Sean, start at 6:10p
2. Pending Business
  - a. Future newsletters -
    - i. Clarification on pricing/cost research on newsletter printing - (Ron) - one invoice for newsletters turned in for \$400~, Q2, cannot support \$450/newsletter and COVNA absorbing the cost; Ron reviewed past meeting minutes where Katy provided estimates to print in color and black & white and voted that we print the newsletters in B&W; Will asked if it would benefit the org to buy a nice printer, then we only buy paper and ink; Denise reminded group about past meeting discussion about printers and that we ruled it out based on where does it stay, who maintains it, etc.; Denise added a vote to print them in black and white, all agreed to provide future issues in black and white for printed versions, and share the digital version in color.
    - ii. Next newsletter topics; deadline to print - Katy asked Will if there was anything to add from ANC to the next newsletter; she requested that Michelle and Will provide their newsletter content by 9/2, in order to have the digital version on the website by 9/5-6, and the paper version distributed by 9/10. Discussion of other newsletter topics included a call for sponsors - whether we should specify what items neighbors sponsor/purchase for NNO (national night out); Denise offered to reach out to Dorothy Trainer to ask if she wants to sponsor next event since she expressed interest previously; Michelle to ask Ken for donations for NNO purchases. Ron stated that COVNA purchases pizza and nonalcoholic beverages for NNO and provided an update on the current account balance: \$8,856.03.

**ACTION ITEM:** Will and Michelle to provide newsletter content to Katy by Friday, 9/2

- b. 4th of July Parade discussion/follow-up – lessons learned, notes for next year - Will was present for the even, and commented that it was poorly attended, perhaps due to starting too early, and not communicated often or early enough; Katy asked if minutes from past meetings will be accessible next year as a reminder when planning the event next year; Denise responded yes; Michelle asked that after events happen, next event flyer be posted to the website ASAP; Katy indicated she could create a quick flyer for the next event NNO and Denise offered to publish to the website.

**ACTION ITEM:** Katy to create flyer for National Night Out; Denise to post to website.

3. New Business
  - a. Property owner responsibility for drainage ditch between Comburg Castle Way & Vassal - Ron stated that he owns a property on Vassal and property line includes easement or drainage ditch; halfway down Vassal, the easement is owned by residents on Comburg Castle Way; most people think the ditch is trash, they throw anything they want in the ditch; Ron also added that the city maintains the culvert at the east end of Comburg and

will trim it back 10 feet; Denise stated that while she is not sure what COVNA's role as a neighborhood association is as it relates to the easement maintenance, but information to neighbors in the newsletter wouldn't hurt, as most people likely don't know that it's the property owner's responsibility to maintain it. Katy added the suggestion that the newsletter content could be informative and perhaps we can ask for volunteers to help if there are residents who don't have the tools/resources to clean it up; Will to research easement ownership responsibilities

**ACTION ITEM:** Katy to include information about maintaining easements in next newsletter.

- b. National Night Out (October 4th) - discuss/decide details, assign tasks

Ron suggested we ask Nelly Ramirez, who has previously offered, to provide an update on current COA safety rules, police response times, or arrange for someone else to speak to us; Will to reach out to Nelly to book her for NNO.

Location? perhaps Oak Valley can host in a cul de sac; Michelle to ask Shelby Oak; if we land on that location, Will can request from the city to block it off; they have a 3 week turnaround time at most; Michelle to talk to Shelby Oak neighbors find out by EOD tomorrow; Michelle to delegate contacting the city for a fire truck to Denise;

Time: 5:30-8:30p

**ACTION ITEMS:**

- 1) Michelle to reach out to Shelby Oak neighbors about hosting NNO in cul-de-sac;
- 2) Will to ask Nelly to speak at NNO;
- 3) Denise to contact the city to request a fire truck for NNO

*Michelle added the following new business topics received from COVNA membership:*

- c. Corner intersection with overgrown vegetation - Michelle stated to add it to the next newsletter with the easement topic

**ACTION ITEM:** Katy to add overgrown vegetation to next newsletter

- d. Neighborhood signs: Will stated that neighborhood signs are handled through parking/transport, not 311; the signs belong to the city, not COVNA;

**ACTION ITEM:** Will will ask Nelly about safety/sign issues;

- e. Speed limits in neighborhood - Ron stated that we don't have consistent speed limit signs;

**ACTION ITEM:** Will to reach out to city to ask about getting speed limit signs consistent

- f. Dog attacks - Discussion about what we can do; Will suggested we include information in next newsletter stating that COVNA, as a volunteer neighborhood association, will continue to work with our neighbors to promote responsible pet ownership with leashes, fences, etc.

**ACTION ITEM:** Katy to add this language/reminder to next newsletter

4. Future agenda items - suggest change next meeting date to Sept 22, Denise to see if Matt can still host; next meeting will be just updates/prep for NNO; October meeting devoted to Christmas party
5. Future meeting dates - *September 22 - hosted by Matt?, October 11 - hosted by Denise, November 8 - hosted by Michelle, December 13 - hosted by Will*
6. Adjourn - 7:23p