

Cottonwood Heights Neighborhood Association Board Meeting

Saturday, February 1, 2020

11:00 AM – 12:00 PM

Host: President Kathryn Cope

Attendance:

President – Kathryn Cope

Vice President – Erica Denamur

Treasurer – Jayme Whiting

Secretary – Andrea Hamblin

- 1) **CHNA Vice President Position** – The CHNA vice president board position has been filled by appointment. Welcome to Erica Denamur who will be serving in the vice president position until a new board of officers is elected in January 2021. Erica has been a resident of the neighborhood since 2013.
- 2) **CHNA Annual Membership Dues** – An automated email notice was sent on January 1, 2020 to members whose annual memberships expired on December 31, 2019. The board discussed changing the date the notice is emailed to a date later in January or a date at the beginning of February since many residents may not respond on New Year's Day due to the holiday season.

Action Items:

- **Jayme** will contact residents who have a lapsed membership and remind them to renew their annual dues, and she will modify the automated renewal notification to a date later than January 1.
- 3) **CHNA Website** – Kathryn received a notification that payment was declined for the website. However, there was an email receipt received on Saturday, February 1, 2020 that said the invoice was paid. The domain name is with Wix and is billed separately, but usually occurs on the same day as the website billing; however that was not the case this time.

Action Items:

- **Jayme** will verify that payment has been made for the domain and website.
 - **Kathryn** will email a copy of the website receipt to Jayme for the treasurer's records.
 - **Kathryn** said she was researching another web domain company.
- 4) **CHNA Meetings** - The board tentatively planned the residents' quarterly, general meetings for the year for the Cottonwood Heights Neighborhood Association. It was suggested that we alternate meetings between weeknights and weekend days and perhaps change locations to see if that allows other members of the neighborhood to attend meetings.
 - a) Prospective dates and tentative times are as follows:
 - 1) Sunday, February 23, 2020 at 2:00 PM – 3:00 PM
 - 2) Thursday, May 7, 2020 at 6:00 PM – 7:00 PM
 - 3) Saturday, August 29 or September 5, 2020 at 10:00 AM – 11:00 AM
 - 4) Thursday, November 12, 2020 at 6:00 PM – 7:00 PM
 - b) Prospective locations include:

- 1) JC's Burger
- 2) Dover Elementary School
- 3) Heights Recreation Center
- 4) Cottonwood Park

Action Items: *(Due February 9)*

- **Kathryn** will reach out to her contact at the city about using the multi-purpose room at Heights Recreation Center for CHNA quarterly meetings since a previous CHNA residents' meeting held there was well attended.
- **Andrea** will contact Bill Oglesby (bill.oglesby@hotmail.com 469-766-5738) to see if we can reserve JC's Burger for weekend days as well as early evening meetings, since the late night ones have not been well attended.
- **Andrea** will contact Dover Elementary School to find out if their facility would be available for us to use for neighborhood meetings. In addition, she will ask the administration if there are ways that members of our neighborhood could support the school.

5) **Signs** - CHNA neighborhood signs were discussed.

- a) Andrea indicated that the tree watermark on the signs is **not** a dry erase surface even though it appears in the text box area. Unfortunately, she didn't know this when she wrote on the signs originally, so many of the signs are stained with color marker where the tree design is. Andrea will apply a white, dry erase spray over the area so that the entire text area can be written on and erased.
- b) Kathryn said the wording added by dry erase marker was too small to see. It was suggested to use thicker markers or make the lettering thicker when writing. Once the signs have been modified with the dry erase spray over the tree watermark, more space will be available for making the letters larger and clearer to see.
- c) Kathryn and Jayme both offered to do the lettering on the signs.
- d) Signs should be placed at the specified locations below a minimum of 1 week before each general meeting. (Sunday, February 16 is one week prior to the projected meeting of Sunday, February 23.)

Action Items: *(Due February 16)*

- Andrea will fix the signs where marker stained the tree watermark by applying white, dry erase paint. She will then drop off 3 signs at Kathryn's house and 4 signs at Jayme's house so they can do lettering and put out the signs.
- **Andrea** will do the lettering and place signs at the following locations:
 - Dumont & Dover
 - Waterview & Beltline
 - Dumont & Waterview
- **Kathryn** will do the lettering and place signs at the following locations:
 - Dumont & Dublin
 - Dublin & Beltline
 - Dumont & Cottonwood

- **Jayme** will do the lettering and place signs at the following locations:
 - Weathered & Blue Lake
 - Laguna & Dumont
 - Greenway & Waterview
 - Waterview & Ridgeway

6) **Guest Speakers** for the next CHNA general meetings were discussed.

- a) Potential guests for the February 23 meeting include:
 - 1) Richardson Animal Shelter
 - (1) Tips about securing pets in fenced yard
 - (2) Responsible ownership tips
 - (3) How to deal with loose pets
 - (4) Mobile truck
 - (5) Dog walking
 - 2) Waste Management - No speaker, but supplies and information such as discounted or free trash bags and recycling bags
 - 3) Non-profit organization - Cottonwood Arts Festival solicitation for volunteers
- b) Potential guests for future meetings
 - 1) Police - Annual talk on crime prevention in the neighborhood
 - 2) City Hall
 - 3) Local businesses
 - 4) Schools (Dover Elementary & Richardson High School)

Action Item: *(Due February 9)*

- **Kathryn** will contact the city's waste management department to find out if free or discounted trash and recycling bags are available to give to residents at meetings. Kathryn will collect any additional information that might be useful to our neighborhood residents.
- **Andrea** will contact the Richardson Animal Shelter about a speaker for the February 23 meeting.

7) **Raffle** – Thanks to the efforts of the CHNA Social Committee which sent out letters soliciting donations from local businesses, two gift cards valued at \$25 each were received from Big Shucks. The gift cards can be used at the restaurants Big Shucks, Aw Shucks and Blue Goose Cantina. The gift cards will be used as raffle prizes at our next general meeting on Sunday, February 23, 2020.

8) **Marketing**

- a) Current online presence includes:
 - 1) CHNA Facebook Group
<https://www.facebook.com/groups/cottonwoodheights/>
 - 2) CHNA Website
<https://www.cottonwoodheightsna.com/>
 - 3) Membership website (for paying dues)
<https://www.joinit.org/o/cottonwoodheightsna>
 - 4) City of Richardson calendar of events website
<https://www.cor.net/our-city/events-calendar>

Action Items: *(As soon as meeting location/time/date are confirmed)*

- **Erica** will contact Taylor (RichardsonToday@cor.gov) with the city to request that the next CHNA general meeting being added to the Richardson City calendar <https://www.cor.net/our-city/events-calendar>.
- **Andrea** will create a Facebook event and a NextDoor event; as well as update the website with the meeting information.

9) **Committees** – At the July 2019 general meeting, residents signed up to participate in neighborhood committees. The board agreed that each executive officer would oversee one committee and contact the committee members to recruit a chair for the committee. Here is a list of the committees and the executive board member liaison. Please note that VP Erica is taking over the Social Committee. Secretary Andrea is stepping down from the Social Committee and will be heading up the Beautification Committee instead.

a) **Neighborhood Services – Jayme**

– This committee is responsible for welcoming new neighbors. Also, when there are catastrophic weather/emergency events, the volunteers on this committee would be responsible for contacting individuals (who have requested a welfare follow-up) to ensure their well-being.

b) **Block Coordinators – Kathryn**

-This committee is responsible for managing smaller sections (for instance a street or cul-de-sac) of our large neighborhood to help us all stay in touch better. Duties might include handing out flyers/newsletters from the Cottonwood Heights Neighborhood Association (CHNA). The City of Plano has a list of suggested responsibilities for block captains, as do several other cities. A search on the Internet brought up these useful resources:

[City of Plano Block Captain Duties](#)

[City of Albuquerque Block Captain Duties](#)

c) **Social Committee – Erica**

-This committee is responsible for planning at least 2 socials a year. Suggested dates for socials in 2020 include:

1) Spring Social:

(1) Date – TBD – possibly during the week of April 13-19 or April 20-26.

(2) Location – TBD

(3) Time – TBD

(4) Theme – TBD

(5) Donation – TBD

2) Fall Chili Cook-off:

(1) Date – TBD – possibly during the week of October 5-11 or October 12-18.

(2) Location – TBD

(3) Time – TBD

(4) Theme – TBD

(5) Donation – TBD

Previously suggested socials included:

(6) Fall potluck at the Cottonwood Pavilion (early November)

- (7) Chili cook off & membership drive (January/February)
- (8) Winter Social Cookie Exchange (December)

d) Beautification Committee – **Andrea**

This committee is responsible for promoting and encouraging the beautification of the neighborhood and making necessary recommendations to the Board of Directors.

10) **Newsletter** - A CHNA newsletter needs to be published.

- a) It will be published quarterly before general meetings/events.
- b) In February 2020, a MailChimp account has been setup that allows us to send email newsletters. A link can only be setup between JointIt and MailChimp, by paying a monthly fee to JointIt; consequently, the membership list is being exported from JointIt and imported into MailChimp manually.
- c) At this time, no paper newsletter will be created due to a lack of budget for printing and manpower for distribution.
- d) Items to be included in the newsletter:
 - 1) CHNA meetings (date, time, location, agenda, guest speakers)
 - 2) Advertising CHNA website
 - 3) Dues
 - 4) How to become a member
 - 5) Blurbs about past meetings
 - 6) Items of interest to CHNA residents

Action Items: *(Due February 16)*

- **Erica & Andrea** will create and distribute the CHNA quarterly newsletter using MailChimp.

11) **Other important dates impacting the neighborhood in 2020:**

- a) Spring Valley Bridge, Ribbon Cutting – Friday, February 21 at 9:00 AM
- b) Annual Trash Bash – Saturday, April 11 at 9:00 AM – 1:00 PM
- c) Cottonwood Arts Festival - Saturday, May 2 and Sunday, May 3
<https://www.cottonwoodartfestival.com>
- d) National Night Out (Texas – First Tuesday in October) – Tuesday, October 6