

**Walnut Hills Civic Association  
BOARD MEETING**

Sept. 10, 2020, 7:00 PM, Zoom

**Minutes**

1. Call to order: Chair Gamec called the meeting to order at 7:05pm.
2. Attendance (Five members constitute a quorum.) A quorum was present.

<u>X</u> Lutton, Randy (1)	<u>X</u> Gamec, Julie (6/GID)	<u>X</u> Hauschild, Ed (11)
<u>—</u> Vacant (2)	<u>X</u> Draheim, Tyler (7)	<u>Ex</u> Fischer, Carol (12)
<u>?</u> Katich, Mike (3)	<u>X</u> Brooks, Barb (8)	<u>X</u> Suhaka, Andrea (13)
<u>X</u> Garcia, Myra (4)	<u>—</u> Vacant (9)	<u>—</u> Vacant (14)
<u>X</u> Senn, Donna (5)	<u>—</u> Vacant (10)	<u>—</u> Vacant (15)

Guests: Shar Henry, Jana Lutton
3. Correction and Approval of Minutes of 8/13/20: Senn commented that they were OK.
  - A motion was made, seconded, and approved unanimously to approve the August minutes as emailed. (Senn/Hauschild)
4. GID, Gamec:
  - A. Approval of bills:
    - A motion was made, seconded, and passed unanimously to approve bills in the amount of \$3,359.
      - Gamec bill: \$559 (\$59 for Aug. rent for storage unit)
      - Zahner: \$200
      - High Altitude Landscape: \$2,600
  - B. Resident Shar Henry was present to speak with us about the landscaping around the exterior of Walnut Hills. She believes it needs some attention. Gamec's response was we're doing our best. We're adding an extra day to High Altitude's schedule for Walnut Hills, which should help.
    - Henry asked if we've proposed some improvements along Yosemite? Gamec replied that we're planning for serious pruning & to remove some trees. Henry also noted that the entrances look unmaintained, especially Yosemite & Davies. She used to water the perimeter before the GID & would be willing to donate the equipment it to us. It's important for entrances to look better. Bushes have gotten so bushy, they're hanging into the street. Would it be worth spending a bit more money to have it look nice? Gamec indicated that we do not want the equipment and we don't plan on watering the Yosemite, Dry Creek, or Quebec sides.
  - C. Projects/Other:
    - There are 2 dead trees: 1 on Yosemite, 1 blocking the view onto Quebec also, we've requested general shrub trimming. High Altitude has given us a bid of \$2250. A motion was made, seconded, and passed unanimously to go forward. (Senn/Garcia). Gamec will ask the City for a purchase order to get the work done.
    - The GID will continue the snowplowing on Arapahoe Rd. done by Singing Hills Landscaping.
    - Garcia noted a bad picket at Quebec & Costilla (which Costilla?).
      - Gamec stated that we may need another round of fence repair. It could be around \$2500. Gamec will contact Blinks Fencing.

- Gamec said the landscaping is old, it's coming to end of life. We need to update the monument sign area at Dry Creek & Quebec, Quince and do heavy pruning along Yosemite. She'll talk to High Altitude about watering.
- Senn commented that grasses would be better, watering not needed.
- Gamec noted that we still have irrigation on Arapahoe Rd.
- Henry complained that Dry Creek & Quebec needs help. Gamec related that in 2019 the GID spent \$8,000 to mulch Yosemite, plant irises & day lilies.
- Suhaka commented that gasses would be fine. Senn commented that Danfelser's house has a lot of cactus in front, that might also be an idea.
- We can't do anything until spring.

5. Committee Reports:

A. Treasurer's Report, Lutton: There's \$209.31 in checking, \$28900.37 in savings.

- Fischer submitted a bill for \$12.65 for envelopes for the Welcome Wagon. A motion was made, seconded, and passed unanimously to reimburse her. (Brooks/Draheim)
- Lutton received a letter from the IRS indicating that the Payee tax # is incorrect and there was no withholding. Senn explained that she and Ilsa Gregg are independent contractors, not employees. She files the 1099 to IRS on behalf of the 84... number. She will research further.
- Technology by Design has billed the WHCA \$60 for hosting. A motion was made, seconded, and approved unanimously to pay the bill. (Garcia/Suhaka)

B. Website, Lutton: The website is up to date.

C. Membership Report, Lutton:

- The WHCA has received 458 payments for 449 homes. 151 payments came through Paypal.

D. Welcome Wagon, Fischer (absent): Fischer sent her report to Gamec. She sent 12 letters this week and added her thanks to Draheim for supplying the addresses.

E. Compliance Calendar, Brooks:

- She has reviewed the compliance calendar and we had a discussion about dates within it. She will change items and email out a new calendar (attached).
- Donna spoke to an insurance man and he said our prices are great and not to mess with them.
- We'll hold our Halloween discussion for the Oct. Board meeting. TBD is in the newsletter along with, check the website.
- A question was asked if we should do the Holiday Lighting contest? We'll put it in the newsletter that we're considering it.

F. Report from the Chair, Gamec:

- Gamec received notice from Centennial on the NTMP on Costilla speed abatement. The City put together some solutions and the affected residents had to vote. There were only 4 responses by the deadline. The City will extend the deadline for a week because of possible mail problems.
- We'll need to finalize the WHCA annual calendar by Jan. for the membership mailing.

6. Old business:

7. Upcoming Events:

- A. Yoga in the Park, 9/6 & 20. Garcia reported that on 9/6 there were 5 or 6 residents in attendance and possibly another 5 or 6 that were invited by the instructor. There were 15 residents in Aug. Labor Day may have been the problem.
  - B. Food trucks will be present on Sun., 9/13. We will discuss having them next summer at the Nov. Board meeting. Garcia will see how Sun. went.
8. Neighborhood concerns/questions:
    - Senn's street got new curb & gutter. Suhaka explained that the City is doing required curb & gutter work ahead of street work next year.
    - Southgate Water is working on Briarwood west of Uinta, S. Ulster Cir., and E. & W. Spruce Dr.
  9. Adjourn: Gamec adjourned the meeting at 8:17pm.

Minutes respectfully submitted by Andrea Suhaka.

Attachments:  
Compliance calendar  
Letter from the IRS

## WHCA Compliance Calendar - 2020

Month	Type	Description	Due	Owner	Status	Comments
Jen	E	Seniors' Breakfast/ Presentation			Canceled	
	T	Shop insurance for best rates for events			Done	Rates still good
	T	Finalize calendar for next year		Board	Done	
	T	Make South Suburban Park reservations for the year		Julie	Done	Had to cancel some due to pandemic.
Feb	E	Beer night		Julie	25-Feb	
	T	Renew event liability insurance		Randy	Done	
Mar	C	Insurance Policy Renewal (General Liability)	1-Mar	Randy	Done	
	E	Annual General Meeting			12-Mar	2nd Thursday of March
Apr	E	Easter Egg Hunt		Julie	Canceled	Due to Covid
	T	Request Fire Truck for National Night Out (90 days)		Julie	Cancelled	No National Night Out for 2020
May	E	Spring Dumpster Days (2)			9-May; 16-May	
	T	File Colorado/Sec of State Periodic Report	Jul	Randy	Done	Due in July
	T	Internal Finance Audit (Review)	Jun	Ed Coord	Not done yet	Subset of board does the audit
Jun	C	Internal Finance Audit	30-Jun	Randy	Not done yet	Does this get sent at this time?
	C	File 990-N Form (Federal)	June	Randy	Done	
	E	Garage Sale			5-Jun; 6-Jun	Put up signs prior to event.
	E	Yoga in the Park			14-Jun; 28-Jun	Advertise in paper and Next Door
	T	Renew CO SOS Charitable Registration (business standing registration)	Jul		Done	
Jul	C	CO Sec of State Annual Periodic Report	31-Jul	Randy	Done	
	E	Yoga in the Park			12-Jul; 26-Jul	Advertise in paper and Next Door
	E	4th of July Parade & Ice Cream Social			Canceled	Due to Covid
Aug	C	Tax Filing: IRS Form 990-N	15-Aug	Randy	June	State monitors charitable contributions
	C	CO Sec of State Charitable Registration Renewal	15-Aug	Randy		
	E	Yoga in the Park			9-Aug; 23Aug	Advertise in paper and Next Door
	E	National Night Out			Canceled	Due to Covid
Sep	T	Shop insurance		Donna		
	E	Yoga in the Park			6-Sep; 20-Sep	Added these instances
Oct	E	Fall Dumpster Day			10-Oct	Scheduled
	E	Halloween Party		Barb	24-Oct	Likely will be canceled (TBD)
	T	Renew D & O Insurance		Donna		Due by 1-Nov
Nov	C	Insurance Policy Renewal (D & O Liability)	1-Nov	Randy		
	T	Set up food trucks for 2021		Myra		
Dec	E	Holiday Decorations Competition		Board		



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Treasury Department  
Internal Revenue Service  
Philadelphia, PA 19255-0833

Notice: CP-2100A  
Tax year: 2018  
Notice date: 08-24-2020  
Taxpayer ID number: 84-0566932  
To contact us: 1-866-455-7438

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WALNUT HILLS CIVIC ASSOCIATION INC  
% THE ORGANIZATION  
PO BOX 3436  
ENGLEWOOD, CO 80155-3436

**Notice: CP2100A**

The payee information you reported may be incorrect. You may need to obtain correct information from the payee, update your records, and depending on the situation, begin backup withholding.

We reviewed your Forms 1099 for tax year 2018. Some payees didn't provide a taxpayer identification number (TIN) or may have given you an incorrect name or TIN.

Banks, financial institutions, sole proprietors, and others must withhold 24% of certain reportable payments if payees fail to provide a correct TIN (Internal Revenue Code Section 3406(a)). A TIN may be:

- A Social Security number (SSN) issued by the Social Security Administration
- An employer identification number (EIN)
- An individual taxpayer identification number (ITIN)
- An IRS adoption taxpayer identification number (ATIN)

**What you need to do for a missing TIN**

Backup withholding is required whenever the reporting threshold is met for the information returns involved and the payee has not furnished a TIN or has provided a TIN that is obviously incorrect. An obviously incorrect TIN would include a TIN that has more or less than nine digits or has a mixture of digits and letters, and is considered a missing TIN. If you haven't started backup withholding for the identified payee(s) as required, begin backup withholding immediately and contact the payee to request the TIN. Be aware, for certain payments you can't ask for a TIN over the phone. You must send the payee a Form W-9, Request for Taxpayer Identification Number and Certification or equivalent.

Stop backup withholding no later than 30 calendar days after you receive the payee's TIN.

See Publication 1281, Backup Withholding for Missing and Incorrect Name/TIN(s), for more information.

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## What you need to do for an incorrect name and TIN combination

Compare your payee records to the enclosed lists. If our list matches your records, and you didn't make a reporting error, you must send a "B" notice to all payees on the attached lists within 15 business days of the date you received this CP2100A notice. Don't send a "B" notice to a sole proprietor's doing business as (DBA) name of the business; use the individual's name.

"B" notices inform the payees that you will start backup withholding at 24% if they don't provide the requested information to you. There are two types of "B" Notices: First and Second "B" Notices.

Send a first "B" notice if the payee hasn't been on prior CP2100/CP2100A notice lists for the past 2 years. Send a Form W-9, Request for Taxpayer Identification Number and Certification, or equivalent, with the first "B" notice. The payee should give you a completed Form W-9 certifying their TIN.

Send a second "B" notice to a payee who is listed on more than one CP2100/CP2100A notice within 3 calendar years. Don't send a Form W-9 with it. The payee should send you one of the following, to validate their TIN:

Copy of their Social Security card if they're using an SSN.  
IRS Letter 147C if they're using an EIN.  
IRS Letter 685C if they're using an ITIN.  
IRS Letter 096C if they're using an ATIN.

Start backup withholding no later than 30 business days after you send a "B" notice if they don't respond or the response isn't complete. You must receive the required certification or validation of the Name/TIN combination to stop backup withholding once it has been started. Stop backup withholding within 30 calendar days after you receive the required certification or validation.

See Publication 1281 for sample first and second "B" notices and additional instructions.

You don't need to respond to the IRS or amend any prior information return filing based on this notice. Begin backup withholding when required and stop the backup withholding within 30 calendar days once the payee returns the requested information. Use the new information for future Form 1099 reporting. It is your responsibility to deposit the amounts withheld and to report the withheld amounts on the payees Form 1099 for the year in which the payments are withheld.

You don't need to do anything if

You made a clerical error in reporting, and the payee name and/or TIN on this list is not what is in your records, or  
The payee provided updated information to you prior to receiving this notice and your records are already corrected, or  
The IRS made a processing error and the payee name and/or TIN combination on this list is different than what you reported.

## How to report and pay backup withholding

You must deposit the amounts you withhold and file Form 945, Backup Withholding. You report the withheld amounts on the line titled "Backup Withholding" of Form 945 and in the box titled "Federal Income Tax Withheld" of the payees Form 1099 for the year in which the payments are withheld. You shouldn't refund the money already withheld unless the withholding was your error. See Publication 15, Circular E Employer's Tax Guide, for more information.

## What will happen if you don't take action

Section 3406(a) of the Internal Revenue Code requires you to deduct and withhold from payment(s) where the payee doesn't provide a TIN or provides an incorrect TIN, at 24% of such payment(s). You are liable for payment of the tax required to be deducted and withheld.

You don't need to contact us at this time.

## Additional information

Visit [www.irs.gov/eservices](http://www.irs.gov/eservices) for information on validating TIN and name combinations.

You can find the forms and publications, such as Publication 1281, at [www.irs.gov](http://www.irs.gov), or by calling 800-TAX-FORM (800-829-3676).

Keep this notice with your records for three years.

If you need help, you can call us toll-free at 866-455-7438 or +1-304-263-8700 for international callers.

OSC - 116230

PAYER TIN: 840566932 TRANSMITTER CONTROL CODE:  
PAYER NAME: WALNUT HILLS CIVIC ASSOCIATION INC  
PAYEE TIN STATUS: MISSING TIN(S)

PAGE: 1  
FORM: 1099-MISC

PAYEE TIN: MISSING  
SEQUENCE NO: 00001

DONNA SENN  
7138 S ULSTER ST  
CONTENNIAL

CO 80112

PAYEE TIN: MISSING  
SEQUENCE NO: 00002

ILSA GROGG  
417 MAPLE AVE  
HARPERS FERRY

WV 25425



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