

WORKING DOCUMENT

**Standing Rules of Operations
Winston Downs Community Association**

*This is a working document that is refreshed
as policies change or added.*

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Code of Conduct

The purpose of this **Code of Conduct** (the **Code**) is to provide a clear understanding of the standard of conduct expected when performing as a member of the Winston Downs Community Association Board of Directors and as a member or leader of a chair of our committees and task forces. The Code places an obligation for each Director and Committee Chair to take responsibility for their own conduct. See Bylaws for other information.

Respect

- Be respectful in all communications. We won't all agree all the time, and we will all experience frustration from time to time, but we cannot allow that to dissolve into personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.
- Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:
 - Threats of violence.
 - Discriminatory jokes and language.
 - Personal insults.
 - Advocating for, or encouraging, any of the above behavior.
- Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively and respectfully.
- If any person attending meetings of the Association becomes abusive or disrespectfully disruptive, they may be removed from the meeting.

Meeting Rules

1. All discussions in calm respectful tone
2. Must assume positive intent of speaker
3. Only one speaks at a time

Board Actions

- Board meetings may be held in person or via electronic means such as telephone conferencing or web-based meeting formats.
- The rule of the majority of the Board governs action items.
- No Board member may take action outside the Board without prior consensus with the Board.
- Communications directing actions to be taken to/with the City of Denver, City Council members and other entities that directly impact the neighborhood other than simple fact-finding and agreed upon vendor contacts must be shared with the Board and Committee Chairs. Any person who serves as president must have been on the Board for at least six (6) months prior to that to ensure they understand the process of running meetings, continuity of issues and WD policies.

Procedures

There are three types of guests: invited speakers, guests who come to listen, and guests who have an issue to discuss. Only speakers should be invited to sit at the table. Other guests shall be asked to sit behind and will not actively participate out of turn. If meeting is via online Zoom or other, guests who have questions must request to speak at beginning of meetings and are limited to time determined by the board.

Operations

Membership

- Membership is open to all residents (including renters) within the Winston Downs boundaries.
- Membership applications are requested with payments.
- Membership is by "household" and dues are set by the Board.
- Membership may be paid by check, cash or via online methods established.
- Membership year is from January to December of each year and is considered in arrears if not paid before or at the Annual Meeting of Members each year.
- Voice of Residents
 - Only members may vote on WDCA actions proposed at public meetings unless stated otherwise during the meeting.
 - All residents may contact the Board with concerns even if not members.
 - Any resident may request to receive eNews

Treasury

- The Treasurer is responsible for timely deposit of income received from membership, donations or other sources to the bank of record for the Association
- The Treasurer is responsible for timely payment of invoices received and services contracted.
- The Board must approve expenses prior to payments and may do so as either one-off project costs or as on-going, recurring expenses
- Annual budgets are established by January and monitored by the Treasurer and officers of the Board.
- At least every quarter, a report is to be made at Board meetings to advise status of the treasury and status of the established budget.
- The Budget may be adjusted by Board approval as needed.
- All expenses must be approved by the board.
- Please see Assets for list of WDCA owned property such as tents, signs.

Minutes

- Minutes of the organization and other presentations of record will be stored on the WD website.
- Minutes of the Board are posted after being approved by the Board and all edits/corrections are made.
- Minutes must be taken by other than the president.

Officers/Board

- Per Article X. E. a. of our bylaws - at the first meeting following election of board, officers will be determined among the members of the board for the next term at that meeting. Officers: President, Vice President, Secretary, Treasurer.
- The president may not serve as secretary or treasurer per Article IX.3. of the bylaws
- At that time, chair persons of various committees are also determined and roles and responsibilities reviewed.
- New board members are required to be familiar with bylaws, standing rules and to familiarize themselves with minutes of recent board meetings.
- Existing board will familiarize new directors with processes, existing projects and action items.
- **No person may serve as president until they have at least six months service on the board.**

Elections

Bylaws Description

- At the Annual Meeting, the members shall elect the number of directors provided for in Article VII.A. of WDCA Bylaws to hold office until their terms expire.
- Elections of directors may be by ballot (paper, electronic), hand vote or acclamation.
- One vote per household is permitted for elections.
- Nominations may be made by
 - The Board of Directors,
 - Members of the Association shall have the right to make nominations for consideration by submitting names prior to the Annual Meeting, and
 - Members must be in good standing (paid) at the time of the election.
- The persons having the highest number of votes in consecutive order shall be declared elected to the Board of Directors for that term. Cumulative voting shall not be permitted.
- Election of Officers
 - At the first scheduled Board meeting following the election of Directors, the Board of Directors shall elect from its members a President, a Vice President, a Secretary and a Treasurer.
- The annual meeting may be held electronically when circumstances prevent a public gathering. Standing rules will define the process for such circumstances.

Election Procedure

- Notices are sent via email and/or printed materials to call for names of any who wish to run for the board.
- Only adults from paid household members may run for board (or vote)
- Candidates should be solidified before the meeting; however, candidates may opt to announce at the meeting unless bylaws are changed
- Paper ballots are prepared in advance to be distributed to paid member households as they check in for the Annual meeting.
- Ballots are filled out on-site only – unless advised otherwise due to no in-person meeting being held.
- Each candidate for an open position may have 2 minutes to present themselves and why they want to run for the Board.
- Ballots are to be deposited in a covered container (ie box with lid) – the meeting leader must make a final call for ballots before meeting ends.
- Board appoints two non-board, non-candidate for board volunteers to count the ballots (twice)
- If time, ballots may be counted and voted new board announced at the meeting; if not, the new board is announced via email from WDCA.

Working Committees

Committee Makeup & Authority

- Committees are considered to be on-going groups addressing issues such as Safety, Zoning and other year-round concerns
- WDCA Board appoints the chair for the Committee
- At least one Board member will serve on the Committee
- Committee leaders must be in good standing relative to household dues paid for the year they serve
- Any resident may serve on the committee

Committee Meetings

- The Committee will hold regularly scheduled meetings at least twice a year that are open and publicized to the WDCA members and residents
- At least three Committee members including a WDCA Board representative are required to be in attendance to constitute a quorum at the regular meeting

Committee Actions

- As volunteer and time permits, committee notifies nearby neighbors, obtains feedback, deliberates and sends a recommended position to WDCA Board to support, oppose or take no position on the issue.
- All feedback documentation is shared with Board and for records of the organization
- Content of neighborhood communications and/or action plans involving the membership are to be approved by the Board in advance of their distribution
- Committee will present actions plans and budgets (if appropriate) for projects proposed to be undertaken
- The Committee reports to the Board at regular Board meetings. The Board may act upon the recommendations presented to it by the Committee

Chair Roles

- Chair roles are appointed by the WDCA Board and reviewed/renewed each term
- Chair roles include: Social Events, Annual Meeting, Safety Chair, Communications, Clean Up, Zoning and special task forces as determined by board.
- Chairs must assume all responsibilities associated with the specific tasks associated with execution of the role
- Chairs do not have to be Board members nor WDCA members, but membership is preferred.

City Notices

- See info@winstondowns.org for City related notices, DA and City Auditor updates and other information.
- Requests for liquor license change or new, change of use notices for property should be reviewed by board and change of use is best presented to all residents
- Religious use does not require notice by the city. Any property may be used for religious use and is automatically granted. Residents may meet to discuss concerns.
- Other land use issues that impact WD should be public discussions

Zoning Committee

Committee Makeup & Authority

- WDCA Board appoints the chair for the Committee and must be renewed each term
- At least one Board member will serve on the Committee
- Committee members must be in good standing relative to household dues paid for the year they serve.

Committee Meetings

- The Committee will hold regularly scheduled meetings at least once per month that are open and publicized to the WDCA members
- At least three (3) committee members are required to be in attendance to make a quorum at a meeting.

WDCA ZONING COMMITTEE PURPOSE

Winston Downs Community Association/WDCA is a Registered Neighborhood Organization (RNO) that, by city ordinance, receives an official notice when a property owner wants an exception or variance from the zoning code.

Also, by city ordinance, the Department of Excise and License notifies neighborhood associations (RNO) of applications for, or modifications of, liquor and marijuana retail licenses. There are a variety of types of liquor licenses (tavern, cabaret, restaurant, retail sales, etc.) each with separate rules and regulations. Marijuana licenses include grow-facilities, retail sales and medical dispensaries.

- The Zoning and Planning (ZAP) Committee works with the City of Denver on regulations and development of private properties (residential as well as commercial) in the context of our neighborhood's concerns.
- WDCA ZAP responds to development items that are up for public comment. These include builders seeking design variances, developers seeking re-zoning of properties, as well as landmark and historic designations.
- Other projects might include the development of a Design Overlay addition to the Denver Zoning Code; reviewing the status of public area; and contributing useful information to the WD newsletter.

ZAP Committee Makeup & Authority

- WDCA Board appoints the chair for the Committee
- At least one Board member will serve on the Committee
- Committee members must be in good standing relative to household dues paid for the year they serve.

ZAP Committee Meetings

- The Committee will hold regularly scheduled meetings at least once per month that are open and publicized to the WDCA members
- At least five Committee members are required to be in attendance to make a quorum at the monthly (regular) meeting.

ZAP Committee Actions

- As volunteer and time permits, committee notifies nearby neighbors, obtains feedback, deliberates and sends a recommended position to WDCA Board to support, oppose or take no position on the issue.
- All feedback documentation is shared with Board and for records of the organization
- Content of neighborhood communications and/or action plans involving the membership are to be approved by the Board in advance of their distribution
- ZAP will present actions plans for projects proposed to be undertaken
- ZAP will present items under investigation
- The Committee reports to the Board at regular Board meetings. The Board may act upon the recommendations presented to it by the Committee

Current Chair Positions

- Beautification/Clean Up
- Communications
- News Delivery Team
- Safety/Crime Tracking
- Social Events
- Zoning

To date, only Zoning has stated purpose/authority

Vendors Currently Used

Minh Nguyen, Curb weed spray/whack as requested. Price is about \$350

Phone/Cell – 720.345.1196

He is permitted by city to spray/whack only weeds at sidewalk/curb area

Auto Body provided \$1000 in 2024 for two applications. Only one was made so money carried over to 2025 spring application

We provide him a map and mark the streets he is to treat.

- Quebec: west side from Alameda up to but not including 865 S Quebec St (Apartment building and includes "field" ROW behind homes on S. Poplar St.)
- Monaco Pkwy: East side from Alameda to Leetsdale as needed
- E. Exposition Ave: Both north and south sides of street from Monaco to S. Oneida Way
- E. Olive Way: West side one block from Alameda only- the house at 303 S Olive Way curb only
- Other streets as designated by board

Integrity Printing – NEWSLETTERS, DOOR HANGERS, OTHER

Austin Plunket, Owner Email: austin@integrityprintgroup.com

800 S Jason St, Denver, CO 80223, Ph: (303) 527-2918

- They print newsletters, door hangers or other that we may require.
- They also have been kind enough to adjust copy when needed
- Newsletters: We print 550, full color, folded and collated if more than 4 pages. *Any extras are passed to the Welcome Committee for insertion into welcome bags.*
- Delivery goes to EVERY occupied home in Winston Downs. Counts vary as homes are sold.
- They deliver to us for free
- We provide PDF copy and if graphic adjustments are needed, Austin will make those usually at no cost.
- ***District 5 generally covers print cost of Annual meeting door hanger – must ask. If they cover cost, they prefer the printer bill be sent to them v. WDCA invoice.***

COMMUNICATIONS

Virtual Meetings -Zoom – Auto Billed to WDCA Debit card

Account is held by Board and managed by President and/or co-host is Jane Lorimer – both have entry to set up meetings. Operation can be moved to a board member as needed

BlueHost Web Hosting – Auto billed to WDCA Debit card

Account is held by Board and administrated by Communications Chair (Jane Lorimer)

WDCA uses WordPress platform www.winstondowns.org

2-step verification required - change as needed

Website/ Tech support Anya McManis - \$100/hour to support major layout changes to anya@amcsmarketing.com, art@anyamcmanis.com. Board approves expenses over \$100

Email/Eblasts -MailChimp – Auto billed to WDCA Debit card

WDCA pays for 10,000 individual sends level per month. We have about 370 receiving eNews so that gives us more than enough to send several per month.

Board holds account. Jane Lorimer currently sends eNews.

2-step verification so change as needed

Direct Email -Gmail account info@winstondowns.org - Free

Set up by Tim Rooney, Monitored by Jeff Becker and Jane Lorimer currently

2-step verification required. Change as needed

Facebook Account – For “feel good” posts, garage sale notice only. Status undetermined due to loss of account security information.

Ice Cream Social –

Ice Cream Wagon – Block Party vendor - \$450 deposit for 60 servings
Email details to Fausto Saurini at fausto@icecreamwagon.com or Ph: 303-287-7645

King Soopers carries Kosher ice cream and is less expensive than the wagon

City for Blockades/Permits for Block Party – District 5 can often waive charges if not set up with Denver Days

Butler Rents – The owner lives in Winston Downs – Barbara Brown-Wyatt
bwyatt@butlerrents.com . She is daughter of founders.

In past, WDCA has used face-painters, balloon vendors, etc. from various sources

VENUES

BMH-BJ Synagogue – BMH Fisher Hall been used for decades for public in-person Meetings. It has been our custom to donate at least \$150 for annual meeting because normal rental is \$800. We have used BMH Library for in person smaller meetings and in person board meetings

Cook Park Rec Center – Available to all RNO’s for free. Can go direct or ask City Council to book.

OTHER

Yard Signs – We have used Fast Signs, Lowry Printing and UPS for yard signs and replacing the metal stands

We also have that vendor supply blank erasable strips for the address lines
Address attachment is via velcro

Assets We Own

WDCA stores these items with various Board members

- 2 - 10x10 tents
- 1 – 12x12 Tent
- Office supplies (pens, pencils)
- Welcome bags and misc contents
- Yard signs for Out Front/Sunday Socials, Annual Meeting, Block Party

Items to Renew

Colorado Secretary of State – Business in Good Standing \$10 per year

<https://www.coloradosos.gov/> will provide renewal notice on Gmail account

Winston Downs Community Association			
Status	Good Standing	Formation date	10/25/2004
ID number	20041372648	Form	Nonprofit Corporation

- This currently lists Jeff Aldrich as the contact. Usually we list President’s name and street address.
- Go to Colorado Secretary of State and search Business Entity by Winston Downs Community Association

City Registered Neighborhood Organization/RNO – No charge

- WDCA Is an RNO and as so, follows the City statute we follow in addition to our bylaws.
- The city will send notice to renew in December. RNO’s have month of January to renew. If missed, the next enrollment is July.
- The online form requires copy of bylaws and up to 12 names of any who attended annual meeting. We generally include board and new board names and we do not provide addresses/contact info.

Denver’s Inter-Neighborhood Cooperation - \$40 per year April to April

- WDCA has been a member of this coalition of RNO’s since it’s inception (1975)
- DenverINC membership permits two voting delegates from each member RNO. WDCA currently has only one delegate appointed (Susan Bernard)
- Delegates do not have to be board members
- Delegates should make reports to the board re INC positions and other information that would impact Winston Downs.

MOU’s/GNA’s

- WDCA has a binding Memorandum of Understanding/MOU with owners of Watson’s lot at 365 S Quebec St. It will be added to website Resources
- It is suggested WDCA always seek a Good Neighbor Agreement/GNA or MOU with any properties who operate as Religious Use to ensure that there are understandings that may mitigate residents’ concerns.
- GNA’s are not enforceable but MOUs are enforceable

Distribution of Notices of Meetings & Events

In accordance with City Statutes requirements and WDCA wishes to be inclusive and transparent, it is our practice to distribute printed and electronic notices of WDCA hosted meetings and events.

Notices should include date, time, location of the meetings and events and if meetings are electronic, how to RSVP or attend.

Options include:

- **“Yard” signs** posted throughout the boundaries
 - Mar Vista or Miami St behind the gas station Alameda/Monaco
 - E Virginia at Newport
 - E Virginia at Olive
 - S Poplar St cul de sac off Alameda but not on Alameda
 - E Exposition Ave at S Pontiac
 - E Exposition Ave at S Oneida Way
 - Somewhere safe in Lee Downs - houses by Leetsdale steps off S Oneida STREET
 - Somewhere near S Poplar as it becomes E Ohio
 - Behind BMH - Center at S. Magnolia St.
 - Interior intersection near Danielle's street (S Pontiac Way at S Poplar Way)
 - *NO signs on Quebec, Alameda or Monaco due to meeting crashers and kids who trash the signs*
- **Newsletters, Door Hangers, Flyers**
 - Distributed by the News Delivery Team
 - Printer needs 2 weeks to print and deliver
 - Team needs 2 weeks to deliver
 - Left at every occupied household and business within our RNO boundaries
- **WDCA Website**
 - Placed on home page
 - Placed on calendar of events
 - Placed as a post if appropriate
- Public sites for the neighborhood wide garage sale

***Important to note:

WDCA policy is to not place locations for WDCA resident-only meetings on Facebook, Nextdoor or other more public sites in order to avoid possible meeting crashers whose goals are to disrupt. Neighborhood community-building events such as “Out Front”, Sunday Socials, and Block Party also are not published with addresses, so that WDCA maintains internal community building rather than inviting “any” neighborhood.

Annual Meeting General Checklist

Determine date/location

- Book location for in person meeting at least 4 months in advance
- Determine any fees that may be needed (or donation in lieu of fees)
- Reconfirm with facility at least 60 days in advance

Notices to Residents

- By City Statues, all residents/businesses within RNO boundaries must be notified of the Annual Meeting/Board Elections
- WDCA Bylaws require at least a ten (10) day notification go to residents
- This meeting must be open to all, whether or not they are a paid household member
- Notification options- may include any or all of these
 - o Adequate "yard sign" placements to reach all areas of Winston Downs
 - o Emailed save the date and meeting notices
 - o Door drops (door hangers, newsletter style, flyer)
 - o Newsletter announcements if appropriate and if newsletters are continued

Special Speakers

- Confirm special speakers ASP

Content Planning

- Should be done at least two weeks in advance
- PowerPoint slides used to reinforce content
- Determine who will do the presentation segments and who will manage the projector

Speaker / Presentation Needs

- Podium
- Projector & Microphone
- 2 to 3 Tables for materials at back of room
- 60 chairs to 75 chairs or as needed
- Poster sheets to list open committees, Chairs needed: Social Programs

Check in supplies

- Pens/pencils
- Sign in sheets to accommodate 100 names
- Map of neighborhood with pins noting where paid membership households are
- Lists of paid members for those manning the check in
- 2 tables for check in
- Raffle tickets to each if door prizes are given
- Ballots given - one per PAID household member
- Any handouts from special speakers, WDCA
- Closed container for ballot deposits - some leave after voting

End of Meeting

- It is WDCA board and volunteers' responsibility to help fold chairs and pick up all trash and remove all supplies
- It may be required by the facility that WDCA is accountable for other matters at close of meeting
- For most venues, it is user responsibility to ensure all attendees and presenters are out of the facility at the stated time determined with facility management