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JC

**Country Creek Patio Home Association  
Board of Directors Meeting Minutes  
Wednesday, January 22, 2025 @ 1:00 p.m.**

1. **Call to Order and Roll Call**
  - a. Board members present: Linda Clifford (LC), John Rodwick (JR), Jean Citkovic (JC), Ron Snell (RS), Joyce Kurt (JK)-by Zoom
  - b. Board Member absent: Kathleen Wilkins (KW)
  - c. CIC Management present: Christine Sartoris (CS)
  
2. **Review Agenda – Adopt/Amend:** The revised agenda was adopted unanimously.
  
3. **Adoption of Previous Minutes from the Board Meeting dated 12/18/2024 & Executive Board Session dated 1/3/2024.**  
The board adopted the amended minutes unanimously.
  
4. **Member Presentations to the Board – Comments and questions included:**
  - The 2024-2025 budget includes line items for an Administrative Assistant as well as for Bookkeeping and Accounting, which are services provided by the management company.
  - A request was made to extend the three-minute time limit for speakers; it was noted that Advisory meetings currently have no time restrictions.
  - There was a request to publish the member portal website address in the Cat Tales.
  - The 2025-2026 budget will be available prior to the Annual Meeting, and group sessions will be scheduled to review both the budget and the changes to the CCR (Covenants, Conditions, and Restrictions).
  - A question about how members will be scheduled for these sessions was raised. The management company will call or email members to coordinate and fill the sessions.
  - A query about whether members can vote on individual line items for approval was addressed, noting that members' power is ratifying the budget, which is the assessment rate, as expenses are only best estimates. Members do not have the power to select or reject specific expenses. It is an all or none.
  - There was a question regarding how the reserve is funded; the answer is through deferred contributions from monthly assessments.
  - Regarding the landscaping, it was noted that the Association is not re-bidding the services, as there is no reason to do so. However, reducing services provided is potentially an option.
  - The topic of regrading was mentioned in connection with pending litigation. It was noted that \$1.59 per month is budgeted per member to cover litigation costs.
  
5. **Reports (Attachments)**
  - a. **President's Report (Snapshot of Board Activities) – Linda Clifford (LC)**
    - i. **Read into the Minutes:** Action without meeting on January 14, 2025, the Board confirmed the choice of mediator, Judge Anne M. Ollada, and requested that mediation be scheduled as soon as possible.
    - ii. **Legal Update:** Both parties involved in the lawsuit have agreed to move forward with mediation. We are now in the process of getting the meeting scheduled.
    - iii. **Secretary's Report:** Proof of Homeowner's Insurance: As of December 31, 2024, there are 17 residences overdue. There are still 2 from prior years that the management company is pursuing. The Christmas Holiday Dinner was held on Friday, December 20<sup>th</sup> at 5 pm. There were 73 reservations (55 dine-in, 18 take-out). This number is down from 86 reservations for Christmas Dinner in 2023.
    - iv. **Advisory Report:** Linda Clifford read highlights from the Advisory Committee Meeting Notes held earlier this month. Advisory Meeting notes are posted to the member portal.
    - v. **Facilities Report:** It was reported that a week ago the clubhouse HVAC technician replaced the condenser coil and said that if the coil goes out again, the entire HVAC unit will need to be replaced.
    - vi. **Library Report:** This past year, 2685 books passed through our clubhouse library. This number includes donations to our library as well as donations to the VA and other agencies, and books that were returned to our library. Also, for the years 2018-2024, a total of 16,988 books passed through our library. Again, this number includes book donations and returns. A big thank you to the library staff for providing us with the usage report and for providing this valued program for the community.
    - vii. **Gift From CIC:** Linda thanks Christine and CIC Management for gifting the new flatscreen TV to the community.

**b. Treasurer's Report – John Rodwick (JR)**

- i. JR reported that as of January 22, 2025, the Association has an operating balance of \$74,821 with Alpine Bank and a reserve balance of \$512,708 with Edward Jones. The return on investments on our Edward Jones investments was approximately \$30,247. We will continue to seek the highest rates for our CDs.

**c. Vice President's Report – Joyce Kurt (JK)**

- i. No updates.

**d. Secretary/Activities Report – Jean Citkovic (JC)**

- i. Report submitted. JC added that the Social Committee is planning a Winter Warm Up soup social on Saturday, February 15 at 12:30 - Details will be in Cat Tales. On February 5, Mary Graziano will speak at Coffee on the Colorado Property Tax Credit.

**e. Landscape Maintenance and Irrigation**

- i. No updates.

**f. Covenants, Facilities, Gardens and RV Lot – Joyce Kurt (JK) / Ron Snell (RS)**

- i. JK thanked RS for covering Facilities while she is out of town.
- ii. RS reported sink hole in RV lot is filled in.

**g. Legislative – John Rodwick (JR)**

- i. New Legislation: JR advised that due to financial constraints, there are no HOA bills moving forward at this time. John will keep members informed of legislation affecting the members both state-wide and nationally.

**h. Advisory Committee – Kathleen Wilkins (KW)**

- i. Report submitted. Ellie Schulz thanked those who attended the Advisory Committee meetings and encouraged all to attend.

**i. Architectural Review Committee (ARC) – Christine Sartoris (CS)**

- i. No updates.

**6. Old Business**

- a. All policy deliberations and any adoption will await review by counsel.

**7. New Business**

**a. 2025-2026 Draft Budget discussion Christine Sartoris (CS)**

- i. Roof Inspection/seal caulking bid was received at \$80 per building. More bids are expected. The question raised about the conflict of interest of roof inspectors was addressed.
- ii. Cooler & HVAC service bidding is a challenge due to a lack of technicians. CS offered options to consider.
- iii. Insurance will stay steady at about \$8,000.
- iv. Looking into the washing of siding, which is a maintenance function. However, it may be cost prohibitive considering some members' press to keep assessment low as it is all the units annually.

**b. Election of the Vice President – Board Action**

- i. JR moved a motion to ask Joyce Kurt to assume the responsibilities of Vice President for the Association. Second by JC. Vote taken. Motion passed unanimously.

**c. Approve management to provide our attorney with the directive to draft the state-compliant governing documents (CC&Rs, Bylaws, 9 Responsible Policies, other Policies, and Rules and Regulations) – Board action**

- i. JR moved the adoption of the statement that we approve management to provide our attorney with the directive to provide the state-compliant governing documents (also known as the CC&Rs, Bylaws, 9 Responsible Policies, other Policies, and Rules and Regulations), Second by RS.
- ii. Member comments: Question about what are the changes—response when we receive the revised documents, it will be provided to members for review, small group sessions and other meetings help ensure as many members as possible are heard. Question if the board is interested in member feedback on the budget—response: absolutely, the Association wants your feedback.
- iii. Vote taken. Motion passed unanimously.

**8. The meeting adjourned at 2:14 pm.**

Respectfully submitted, Jean Citkovic, Secretary