

Country Creek Patio Home Association
Board of Directors Meeting Minutes
Wednesday, April 19, 2023 @ 1:00 p.m.

1. Call to Order and Roll Call

- a. Board members present: Linda Clifford(LC), Judy Bennis(JB), John Rodwick(JR), Jean Citkovic(JC), Lynn Holmes(LH), Ron Snell(RS), Kathleen Wilkins (KW), Paula Perrill(PP)
- b. Board member absent: Scott Humphreys(SH)
- c. CIC Management Present: Christine Sartoris(CS)

2. Welcome New Board 2023-2024

- a. LC welcomed new Board: Kathleen Wilkins, Paula Perrill, Scott Humphreys, Ron Snell, Lynn Holmes, Jean Citkovic (Secretary), John Rodwick (Treasurer), Judy Bennis (Vice President), Linda Clifford (President)

3. Adoption of the Agenda

- a. Agenda approved, as revised - all in favor.

4. Adoption of Minutes from Board Meeting dated 3/ 15/2023

- a. The revised minutes were adopted as edited — all in favor.

5. Board Reports

- a. Financial: JR advised there is \$86,000 cash in The Operating Fund in Alpine Bank and all invoices have been paid through the end of March. Total funds in Edward Jones CDs and Money Market is \$560,000. The majority of the funds is invested in CDs, laddered 3-6-9-12 months, earning 4.5% to 5. 25% interest. Last April 1 to April 1 fiscal year, reserve account earned approximately \$7,500 interest. This fiscal year, we anticipate earning \$13,000-15,000 in reserve interest.
- b. Landscape, Irrigation: WD Yards advised the water is turned on.
- c. Secretary/Activities: JC reported that Sharon Prather and Jan Hastings will Co-Chair the PHA Sponsored Dinners and Jan Peterson will Chair the Village Yard Sale, under the Social Committee.
- d. Covenants Ombudsperson: CS advised active compliance issues include: trash cans not stored out of sight, and other issues.
- e. Facilities/Garden: LH reported that more gardeners and a permanent location are needed. Lance Lehrkind and Bonnie Skidmore are coordinating the Village Garden.
- f. Legislative Affairs: JR advised the Legislature is in session through May 6th. There are four bills dealing with HOA issues, primarily with issues of transparency. JR will update if any would affect our CCPHA.
- g. Vice-President: JB advised no further updates.

h. Management: CS advised the floors will be re-cleaned next Thursday.

6. Committee Reports

- a. Advisory Committee: Nancy Burdette (NB) advised the Advisory Committee met on April 3rd with 36 residents in attendance. Steve Sides presented the Village Helper Program. The Board is checking on Insurance Liability, etc. Cat Tales will have more information. Jackie Hawkins spoke on ShareFest, scheduled April 29-30, a Valley wide service to help with projects. The Address Signage sample needs Board Approval. NB has volunteers to install the signs. Older street signs need to be replaced on Periwinkle and the Pond sign.
- b. Architectural Review Committee: CS advised the ARC requests direction from the Board on policy clarification and consistency to resolve individual landscape requests noted as 'under review'.
- c. Annual Library Report: The Library Group (Pam Lauman, Monica Swim and Keven Ward) provided statistics on the number of books that have passed through the library from 2018 to date. The total is 12,009 books. The total year-to-date 2023 is 518 books.

7. Member Presentations to the Board

- a. Bonnie Skidmore asked about the process to determine a permanent garden location. CS advised that this year, it will remain behind Periwinkle Court. Regarding the process to determine a permanent location, the Board will make the final decision, based on drainage features and resident input.
- b. Sandi Seckman requested the Clubhouse parking lot be re-striped to allow more parking spaces. She then asked when the Swamp Cooler Spring Maintenance is scheduled. CS advised the date is May 9th. Sandi also submitted a proposal for hanging art in the Clubhouse and gave suggestions. LC advised this topic is on the Agenda under Old Business.
- c. Jan Peterson advised the Village Yard Sale is scheduled on June 24th, 8 am to 1 pm and the rain date is June 25th. Details will be in Cat Tales. Jan will provide advertising costs and requested the Board Activities finance the cost. Jan recommended the Board consider clean up and weed control in the RV Parking area outside the fence between bordering properties and the south fence be planted with trumpet vines. She recommended financing come from the RV rental fees. LC advised the Board will consider this along with other landscaping needs.

8. Old Business

- a. Art— Hanging of art in the Clubhouse: CS recommended working with the Art Group to develop a formal proposal. Board comments included: needing a waiver against damage or theft of displayed art pieces, using CCPHA resources to finance expenses, limit display areas to avoid a cluttered look. This will be added to the Advisory Committee agenda for resident input.
- b. Unit Signage: CS displayed a sign sample and explained the signage will contain the Village at Country Creek Logo and will be shopped locally. KW made a motion that we pick a sign color and authorize procurement, if the cost is less than \$100 per sign and post. JR seconded. Member feedback 'pro' indicated signs are urgently needed, placement location should be in the landscape rocks on the driveway side. CS will show the final sample to the Fire Marshall. There was no member feedback 'against'. Vote taken, motion passed unanimously. The Board will decide on which green/yellow sign combination is most visible.
- c. Policies:
 - i. Emergency Irrigation Protocol — no update
 - ii. Re-visit Debit Card/Merchant Account Policy: CS recommended cancelling all CCPHA Merchant Accounts and the Debit/Credit Accounts. CCs American Express card should be used, if needed.

Motion by JB to discontinue all CCPHA Debit/Credit Cards and Merchant Accounts. Seconded by KW.
Member input: Motion supported by residents. Vote taken. Motion passed unanimously.

- c. Insurance/Theft Policy: CS is waiting for the quote.
- d. Age Verification: We are up to 92% verified. Our CCRs require age verification. Resident compliance is mandatory. The Over-55 Policy is pending legal review.

9. New Business

- a. Spring Cleanup — Dumpster Day: The Advisory Group will investigate, as more information is needed.
- b. Establishment of Budget & Finance Advisory Group:
 - i. Adopt Charter — Motion by JC to adopt the Budget and Finance Advisory Group Charter that JR prepared. Second by JB. JR presented the history and need for a Budget & Finance Advisory Group. He stated the purpose of the group is to monitor the CCPHA finances and provide guidance and assistance to the board in fulfilling its fiduciary responsibilities and to assure proper administration and protection of the CCPHA Operational and Reserve Funds. The appointments include Treasurer, CEO, CPA and two appointed resident members who have a background in budgeting and finance. Occasionally, members of the community who can contribute to the Group's discussion and understanding of accounting practices and investment possibilities may be invited to participate. Member input: The Budget & Finance Advisory Group members should have the same Confidentiality guidelines as the Board, the Group meetings will be closed work sessions. Vote taken. Motion passed unanimously.
 - ii. Appointments - Jim Schulz gave an overview of his vast experience in Finance and Budgeting. JR made a motion to accept the appointments of Jim Schulz and Jerry Toft as members of the Advisory Group. Second by RS. Vote taken. Motion passed unanimously.
- c. Adopt Banking Resolution — Change of Signatories for Edward Jones: Signatories did not change for Alpine (LC, JR, CS) but need to be changed for Edward Jones. New Vice President (JB) will need to sign, as well as LC and JR. Motion made by KW to approve new signatories. Second by LH. Vote taken. Motion passed unanimously.
- d. RV Parking Policy Discussion — RS asked for RV Policy clarification. CS advised that we are following the current RV Parking Policy. CS advised that payment will be for the 2023-2024 fiscal year, billed in April. CS and RS will discuss further at May's Board Workshop.

10. Meeting Adjourned at 2:35 p.m.

Actions Taken by the Board:

- a. Unit Signage — Approved purchase of signs and posts, if less than \$100 per pair.
- b. Debit/Credit Card/Merchant Account — Approved cancellation of all CCPHA Merchant Accounts, Debit and Credit Cards.
- c. Budget & Finance Advisory Group — Adopted Charter and Approved Appointments.
- d. Approved change of signatories on the Edward Jones Account.

Respectfully submitted, Jean Citkovic, Secretary