

**Country Creek Patio Home Association  
Board of Directors Meeting Minutes  
Wednesday, May 17, 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), Scott Humphreys (SH), Kathleen Wilkins (KW)  
Board members absent: Ron Snell (RS), Paula Perrill (PP)
- b. CIC Management Present: Christine Sartoris(CS)

**2. Review Agenda – Adopt/Amend**

- a. Motion to adopt the Agenda by LH, seconded by JB, - unanimously approved.

**3. Adoption of Minutes from Board Meeting dated 4/19/2023**

- a. Motion by JR, seconded by LH to adopt the minutes as revised – unanimously approved.

**4. Member Presentations to the Board**

- a. Sandi Seckman (for Pat Smith, Committee Chair): Sandy advised the Proposal for Hanging Art in the Clubhouse was submitted. CS reminded Sandi after the meeting with the Art Group it was noted the proposal was insufficient, CS is in the process of preparing the formal program to submit for Board final approval as the concept of hanging art was approved. Recommended too, input from LC, who has prior experience with displaying of art in public settings.
- b. Bonnie Skidmore: There are 7 garden plots confirmed and 2 available. The deadline to sign up for a garden plot is June 1st. Irrigation is being worked out.

**5. Board Member Reports - Refer to Board Package for Reports**

**a. Financial & Legislative (John Rodwick)**

- I. JR advised he reviewed the 3/31/2023 end of fiscal year financials, and CPA to have the final ready by next month. Operating Balance as of the first week in May is \$68,548. The Insured Reserve account balance with Edward Jones is \$571,240. We have \$86,900 in Money Market Investments earning 4.25% and \$484,300 in Certificates of Deposit that mature at different rates, and at different times, with rates ranging from 4.45-5.25%. As the CDs mature they will be reinvested in Reserves. From 5/2022-5/2023, our return on CDs was \$7,293, which is 2.51%. It is hopeful that this amount will double in the coming year. A Budget and Finance Advisory Group was approved at the April 2023 Board Meeting. Members include: Board Liaison and Treasurer John Rodwick, Association CEO Christine Sartoris, Association CPA Lisa Tonsfeldt, and two appointed members, Jim Schulz (invited and accepted) and Jerry Toft (invited, waiting for his acceptance). As needed, Community experts will be used. First meeting is planned in Mid-June.

**b. Landscape Maintenance and Irrigation (Christine Sartoris)**

- I. CS advised we are in the process of obtaining a dedicated phone number and 24/7 service for Irrigation Emergencies. CS and LH will be notified and they will determine the appropriate response from WD Yards.

**c. Secretary and Activities (Jean Citkovic)**

- I. No further updates.

**d. Covenants Ombudsperson (Paula Perrill)**

- I. CS (for PP): No further updates.

**e. Facilities Director & Gardens (Lynn Holmes)**

- I. LH has already started cleaning up the storage area with CS. He is getting larger trash containers for the patio. During the last irrigation emergency, WD Yards (Will) showed LH what to do.

**f. Legislative Report (John Rodwick)**

- I. JR reported the Legislature session ended last week. There were three pieces of legislation regarding HOAs to clarify language. None had an immediate effect on CCPHA. Also, pension benefits to PERA legislation passed, was funded, and is awaiting the Governor's signature. Legislation regarding food accessibility was funded and is awaiting the Governor's signature. Property tax assessments legislation will be handled by a Ballot addition in November to decrease the tax rate. JR recommended reading the legislation carefully.

**g. Vice President (Judy Benns)**

- I. JB asked for clarification on the Board Reports time period. LC advised the Reports should contain information from Board Meeting to Board Meeting. Any information that occurs after the Report is submitted should be reported at the Board Meeting.

**h. Management Company (Christine Sartoris)**

- I. Helper Program: We are awaiting the Underwriter's assessment. It may limit the scope or increase our insurance premium.

**i. President (Linda Clifford)**

- I. No further updates.

**6. Committee Reports**

**a. Advisory Committee (Nancy Burdette)**

- I. NB encouraged attendance at the Advisory Committee Meetings. The topics discussed at the last meeting were: Unit Address Signs, Clubhouse update, 30-year long-range plan, high tech door locks, library shelves, exterior trim painting in the fall, kiosk over the Marigold Avenue mailbox, scratched the dumpster day proposal, pond eco-system restoration by WD Yards, no fishing in the pond. CS advised the unit address signs have been approved and are out to bid. There are many deferred maintenance issues being addressed: landscape, irrigation, gutters, painting. WD Yards main priority now is that the turf irrigation and drip lines be repaired and fixed. The establishment of the pond eco-system is a lower priority but will be addressed this year. Projects are prioritized. Not all projects will be completed or started immediately.
- II. CS emphasized the Advisory Committee's purpose is not to handle complaints. Rather, day-to-day notification about weeds, etc., should be via the Helpline.

**b. Architectural Review Committee (Steve Sides)**

- I. CS reported there's nothing additional to report at this time.

**7. Old Business**

**a. Lighting in the Clubhouse – Board Action**

- I. LC advised we need to vote on the estimate to retrofit the remaining florescent tube lights to LED. JR mentioned that disposal of the old lights was not included in the bid. CS will obtain a quote and decide if it's cost effective to have them dispose of the lights. JR moved to accept the proposal from Barnes Electric for \$1,150 to retrofit 18 fixtures with LED with a contingency that cost for the disposal of the lamps may be added to the proposal, or we handle disposal ourselves. Motion seconded by SH. LC opened discussion to the membership. Comments included approval of the

project and whether the exercise equipment room lights are included. CS advised no, as they were already replaced by Fenske. Vote taken, motion passed unanimously.

**8. New Business - None**

**9. Actions Taken by the Board of the Association:**

- a. Approved the proposal from Barnes Electric for \$1,150 to retrofit 18 fixtures with LED, with a contingency that the cost for the disposal of the lamps may be added to the proposal.

**10. There being no further business, the meeting adjourned at 1:30 pm.**

**Respectfully submitted, Jean Citkovic, Secretary**