

**DRAFT**  
**Country Creek Patio Home Association**  
**Board of Directors Meeting Minutes**  
**Wednesday, June 21, 2023 @ 1:00 p.m.**

**1. Call to Order and Roll Call**

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

**2. Review Agenda – Adopt/Amend**

- a. Agenda Adopted unanimously

**3. Adoption of Minutes from Board Meeting dated 5/17/2023**

- a. The revised Minutes were adopted unanimously.

**4. Member Presentations to the Board**

- a. Pat Smith: Art Display in Clubhouse Program changes were sent. LC advised the Program will be handled in Old Business.
- b. Open Forum: Revised RV Lot Guidelines CS advised one reply was received indicating that all is favorable. CS advised the proposed revision to the RV Guidelines was sent out to the Community via an eBlast and was posted on the Clubhouse bulletin board.

**5. Board Member Reports – (Attachments)**

**a. President’s Report – Linda Clifford (LC)**

- I. LC advised the President’s Report will be a snapshot of what the Board has been doing this past month. Board Reports will be posted to the Portal after the meeting with the Minutes.
- II. New Lighting in Clubhouse Dining/Meeting Area – Is installed and will include dimmers which will be installed at a later date.
- III. Village Helper Program was launched – Contact Lance Lehrkind or Steve Sides
- IV. Irrigation Emergencies Notification Protocol – Call Lynn Holmes
- V. Landscape Inspection - LC & CS identified dried landscape areas and met with WD Yards. Details are in CS Management Report.
- VI. Revised RV Lot Parking Guidelines – For safety, RS explained elimination of spot 15a, CHAT will be moved and spaces made wider, new reflectors for visibility, and reflective poles at the end of spots.
- VII. New Art Display Program – Program revision from Committee Chair, Pat Smith, will be under Old Business
- VIII. Association Short Term & Long Range Action Plan – “Where are we? Where do we wish to go? How are we going to get there? When? What are our strengths? What needs to be improved upon?” Feedback will be solicited from the membership.
- IX. Fruita City Manager Meeting – LC and CS met with the Fruita City Manager to establish relationships with City Council Members and keep abreast of City Programs.
- X. Rumors – The Art Group is NOT suing the Board and the Manager. If you hear a bizarre rumor, contact a Board Member. The Board contact info is in Cat Tales.

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

- I. Our financials are healthy. Operating Balance in Alpine \$52,000, Reserve Fund Balance in Edward Jones is \$571,000, invested in Money Market and CDs.

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

- I. Homeowner’s Insurance – Thanks to Judy Benns for following up and obtaining late declarations.
- II. Sloppy Joe Party on July 1<sup>st</sup>
- III. Community Yard Sale – June 24<sup>th</sup> and Rain Date June 25<sup>th</sup>. Contact Jan Peterson to participate.

**d. Landscape Maintenance and Irrigation - Lynn Holmes (LH)**

- I. Nothing further to report.

**e. Facilities, Gardens and RV Lot - Ron Snell (RS)**

- I. No further discussion.

**f. Covenants Ombudsperson – Paula Perrill (PP)**

- I. CS advised one dispute that she referred to Policy to resolve the conflict.
- II. PP advised that her position of Ombudsperson will be re-defined now that we have a Manager.

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

- I. Several HOA bills that were introduced will not impact us directly.
- II. Proposition HH, which concerns property assessments and potential property tax increases, will be on the November ballot. This is a difficult issue to understand with several pluses and minuses. JR will keep us updated.

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

- I. Quad Unit Signage - CS and SH determined sign height and post parameters. Quote received was over budget. CS is negotiating with Bud Signs and investigating different post options to reduce cost.
- II. Email address: Email address: [countrycreekhelp@gmail.com](mailto:countrycreekhelp@gmail.com) will be used for all communications from members/residents to Christine (appointments, ARC requests and information, etc.). The Dropbox should be used if a resident doesn’t have email. Helpline Requests are documented in the spreadsheet and CS handles.
- III. Portal – More education will be offered.
- IV. Over 55 Policy – Pending Legal advice on Age Verification prior to adopting the Over 55 Policy.

**6. Committee Reports**

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

- I. Met on June 5<sup>th</sup>, July meeting will be cancelled.
- II. Periwinkle Ct concerns will be addressed.
- III. More benches in the Community – will be discussed in New Business.
- IV. Smoking at the Clubhouse Entrance – will be discussed in New Business.

**b. Architectural Report – Christine Sartoris (CS)**

- I. One new ARC submittal – CS will work with the ARC Committee on new requests.

**c. Budget and Finance – John Rodwick (JR)**

- I. First meeting last week, CS, JR, Jim Schulz & CCPHA CPA Lisa Tonsfeldt. Reviewed end of year financial statements and dealt with an auxiliary enterprise (RV Lot) income tax issue. We are compliant with Federal Regulations.
- II. Budget and Finance Statements Format: Will be reviewing the format in terms of presentation.
- III. Increase Working Capital: Will be making recommendations to the Board to increase working capital.

- IV. Reserve Study Review: Will be working to make sure funds are adequate for the near and distant future up to 50 years.
- V. Asset Protection: Day-to-day we do a good job making sure all expenditures are legitimate and there are safeguards in place. However, because check fraud is becoming more widespread, the Association will move to paying vendors by electronic means whereby the Treasurer and/or President triggers the payment.

## **7. Old Business**

### **a. RV Lot Guidelines:**

- I. RS made a motion that RV PARKING GUIDELINES Policy 16.11 be adopted by the Board as written. Second by KW. Open Discussion followed. Board vote taken and motion was approved unanimously.

### **b. Art Display Program**

- I. The revised Art Display application and artwork parameters were discussed. It was decided that the Program will start in July (followed by October, January, April), will include original art by current residents, will allow prints, hanging wires are not exclusive other attachment hardware can be used for the hooks, locations are identified. Artist bio will be optional. Motion by SH to adopt the CCPHA Community Center Art Display Program as written with the recommended changes except to leave the approved display locations. Second by JR. Discussion followed defining kits, initially the displays will be two-dimensional original art. Vote taken, motion approved unanimously.

## **8. New Business**

### **a. Colorado Indoor Clean Air Act**

- I. This Act means that smoking is not allowed within 25 feet of an entry to a public building. There are hefty fines for noncompliance. No Smoking signs at the Community Center main entrances will be installed.

### **b. Community Center Member & Resident Key Allocations**

- I. We need to review the key rules. Currently, each residence only has 1 key. A duplicate key would cost approximately \$10. CS will prepare proposed guidelines and distribute to the Board for review.

### **c. Common Area Bench Additions**

- I. A member proposed that additional benches be purchased and installed in the Common Areas. In addition to the cost of the bench, other cost considerations include the cement pads, changes to irrigation, etc. Prior to any Board action, cost needs to be determined and the Budget and Finance Committee needs to review if funding is available this year, or to include the project in next year's budget.

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

- a. Approved the RV PARKING GUIDELINES Policy 16.11.
- b. Approved the Community Center Art Display Program with changes, beginning in July.

## **10. With no further business to discuss, the meeting adjourned at 2:30 pm**

**Respectfully submitted, Jean Citkovic, Secretary**