

**Country Creek Patio Home Association
Board of Directors Meeting Minutes
Monday, June 16, 2025 @ 10:00 a.m.**

1. Call to Order and Roll Call

- a. Board members present: Joyce Kurt (JK), John Rodwick (JR), Jean Citkovic (JC), Kathleen Wilkins (KW)
- b. Board Member absent: Joanne Drake (JD)
- c. CIC Management present: Christine Sartoris (CS)

2. President's Remarks (JK)

- a. **Sandy Stuck resigned as Co-Chair of the Social Activities Committee.**
 - i. Joyce thanked Sandy for her many contributions to the Social Committee.
- b. **Mediation Results:**
 - i. Mediation agreement details will be posted on the Portal. With the litigation settled, the Manager can now focus on other projects previously put on hold by the Board.
- c. **Leadership Framework:**
 - i. The Board authorizes CIC to make daily operational decisions, within set parameters, while maintaining oversight and monitoring responsibilities.
- d. **Agenda Format:**
 - i. Having heard member suggestions, the updated agenda format permits comments by members on agenda items, and then, upon completion of Board business, an open comment period is also provided.

3. Adoption of April 2, 2025, and May 22, 2025, Board Meeting Minutes:

- a. JR/KW moved a motion to adopt both minutes, as revised. Motion passed unanimously.

4. Member Comments per Agenda Items:

- a. Member comments included:
 - i. Did we receive more money than we spent on the litigation? (yes)
 - ii. How much did we spend on litigation? (Mediation invoices are pending. Prior to mediation, \$44K was spent. We recovered \$170k of past due assessments.)
 - iii. Does the non-disclosure requirement of mediation prevent us from knowing the settlement details? (No, the settlement agreement is made publicly available; it only affects the details of the negotiation.)
 - iv. As part of the settlement, will Snowdrop Court be part of our community? (No)
 - v. Will the settlement be posted on the bulletin board? (No. It will be posted to the member portal.)

5. Board Process

a. **Board Committee Appointments: Leadership Framework Policy 2.8**

Note: All Committee Members are bound by the same Code of Conduct as Board Members.

- i. Financial Oversight Committee (Replaces the Budget and Finance Committee)
 - 1. Deliverables include recommending revisions to board fiscal policies: oversight of financial condition and activities, asset protection, financial planning and budgeting, and direct-inspection monitoring and compliance with the board fiscal policies. Also includes oversight of the investment portfolio, and the reserve fund is adequate, based on the reserve study.
 - 2. Committee Members include a resident, a CPA, and the Treasurer.
 - 3. Motion: JC/KW moved to approve Jim Schulz (resident), Lisa Tonsfeldt (CPA), and John Rodwick (Treasurer) as Financial Oversight Committee members.
 - 4. Member comments prior to vote:
 - a. What are the qualifications/experience of the proposed members (Jim Schulz, CFO of the VA Medical Center in GJ, and has experience as CFO of other non-profit organizations; Lisa Tonsfeldt is a practicing Certified Public Accountant providing services that include multi-million dollar accounts.)
 - b. How do residents ask a financial question? (Email the Board at the email address listed in Cat Tales. Also, financials will be presented Quarterly at Meetings with the CPA present to answer questions.)
 - 5. The Motion passed unanimously.
- ii. Advisory Committee
 - 1. Deliverable: This is an avenue for members to discuss any topic and bring items to the Board's attention.
 - 2. Committee Members:
 - 3. Motion: JR/KW moved to approve the Advisory Committee members as follows: Ellie Schulz and Mary Graziano, Co-Chairs; Ruth Dawson and Sharon Prather, Members.
 - 4. Member Comments: None
 - 5. Motion passed unanimously
- iii. Architectural Review Committee (ARC)
 - 1. Deliverable: Reviews/approves any changes to the exterior of homes.

2. Motion: JR/JC moved to approve the Committee Members as follows: Joyce Kurt, Interim Board Liaison; Kathleen Wilkins, Board Liaison (on a temporary leave of absence from the position); Ed Carter, and Patrick Rhoads.
3. Member Comments:
 - a. What guidelines are used? (CCRs state harmony with existing structures.)
 - b. Who is Ed Carter? (a resident member)
4. Motion passed unanimously
- b. **Decommission Budget & Finance Committee (Replaced by Financial Oversight Committee)**
 - i. Motion: JR/KW moved to decommission the Budget and Finance Committee, which is being replaced by the Financial Oversight Committee
 - ii. Member Comments: None
 - iii. Motion passed unanimously
- c. **Board Discussion: How Do We Foster Community Spirit? - Leadership Framework Policy 1.0**
 - i. Examples: Social Committee activities, PHA-sponsored dinners/events, fostering involvement in Community activities.
 - ii. Measurement: Survey results.
6. **Monitoring Manager Performance – Leadership Framework Policy 4.4**
 - a. **Policy 3.7 Board Awareness and Support**
 - i. CS cited the Policy, her interpretation, the monitoring results, improvement recommendations, and her self-evaluation. CS recommended removing the Consent Agenda from the policy.
 - ii. Evaluation Rating: Self-evaluation-4, Board evaluation-4
 - iii. Removing the Consent Agenda will be addressed at a future meeting.
7. **Board Committee Reports:**
 - a. **Advisory Committee:** Ellie Schulz expressed gratitude to the meeting attendees and advised that the agenda and meeting dates would be made available on the portal.
8. **Manager’s Update**
 - a. CS updated on the second shrub trimming, light installation timeline, community garden setup, age verification survey, reserve study, CCR revisions.
9. **Board Schedule and Calendar**
 - a. Upcoming Board meetings: 7/28 6:30 pm, 8/25 10 am, 9/29 6:30 pm. Future Board meeting dates and times will be announced and posted to the portal.
 - b. A 4th of July Social is being planned, and details will be announced.
 - c. The Finance Oversight Organizational meeting is scheduled for 6/24.
10. **Board Meeting Evaluation**
 - a. Evaluation: Board evaluation ratings will be averaged and used to improve future Board Meetings
11. **Open Comment Period – Policy 5 Conduct of Meetings**
 - a. **Comments included:**
 - i. The Board Meeting Evaluation should include input from the attendees. (Members can provide input during this open comment period.)
 - ii. Who authorized the Leadership Framework? (The previous board adopted the framework.) When?
 - iii. Who selected the Board Committee members, and what are their qualifications?
 - iv. A request that the Community Garden location should be moved.
 - v. Line by line of the proposed budget should be available.
 - vi. Criticism of the May Board Meeting.
 - vii. Clubhouse access procedure for realtors.
 - viii. Clubhouse visitors should be accompanied by a member.
 - ix. Impressed by this Board Meeting. It was well organized.
 - x. Completed contracts should be posted on the portal.
 - xi. Will Manager Evaluation details be announced at the Board Meeting
 - xii. Agenda item 10, Board Meeting evaluation, was evaluating the Meeting.
12. **Adjournment 11:53 am**

Respectfully submitted, Jean Citkovic, Secretary