

Country Creek Patio Home Association
Board of Directors Meeting Minutes
Wednesday, August 16, 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), Paula Perrill (PP), Ron Snell (RS), Kathleen Wilkins (KW)
- b. CIC Management Present: Christine Sartoris (CS)

2. Review Agenda – Adopt/Amend. Agenda adopted unanimously.

3. Adoption of Minutes from Board Meeting dated 7/19/2023. The revised Minutes were adopted unanimously.

4. Member Presentations to the Board.

Joyce Kurt recommended that the Board consider letting WD Yards start work before 8 am when the weather is very hot.

5. Action Taken in Executive Session August 9, 2023

In an executive session on August 9th, the board met to review sections of the 2023-24 Annual Agreement with CIC Management that could be identified as Key Performance Indicators for Evaluations.

6. Board Member Reports – (Attachments)

a. President’s Report (Snapshot of Board Activities) – Linda Clifford (LC)

- i. **Welcome Package:** LC advised the Welcome Packets have been updated and are pending review. When the review is completed, a New Residents’ Welcome Meeting will be scheduled for the 8 new residences.
- ii. **RV Lot:** All 40-ft-spot RVs are now in their proper spaces. Also, reflector guides are installed and are working nicely.
- iii. **Periwinkle Lane Landscaping:** On August 9th, the Board, the manager, and WD Yards met with owners of homes on the north side of Periwinkle Lane regarding the landscaping problems they have been having since moving in. Based on KW soil survey, WD Yards has developed a chemical aeration fertilizer product for Periwinkle Lane and Periwinkle Court which was applied yesterday. This will break up the soil allowing water penetration. The Board’s next step is to continue working with all involved parties to come up with a timeline and remediation plan.
- iv. **Thank You:** Thank you to the Social Committee for hosting the Orange Ice Cream Float Social and to the Library Committee for hosting the Library Book Sale.
- v. **Rumors:**
 - The rumor that the Board is spending a lot of money is false. The Board has actually spent less than last year at this point under the previous Board.
 - The rumor that this Board likes to spend money is false. The Board takes our fiduciary responsibility very seriously and is acting as good stewards of the Association funds. However, with the Community being 20-25 years old, we will need to do major maintenance and repair work, some of which should have been done previously.
 - The rumor that the Manager is spending all our money is false. The Board determines what money is spent and how it is spent. The manager does not act independently of the Board’s directives.
 - If you hear a rumor, question it and verify the information with a Board Member so false rumors can be put to rest.

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

- i. JR reminded all that he reviews CCPHA bank accounts daily. The expenses are reasonable and within budget. Some of the most significant expenses include landscaping and utilities.
- ii. The reserve account is reviewed periodically by LC, JR and CS to ensure we are getting highest rates possible. As of this month, we took in several thousand dollars of interest over the past year. Interest rates for CDs at Edward Jones range from 5.0% to 5.35%. When a CD matures the money immediately goes into the Money Market and the value of the CD is reinvested in a laddering program.
- iii. The Executive Team met to discuss next year’s budget, identifying projects, expense increases, and priorities. Currently, we do not anticipate an assessment increase in 2024-2025.
- iv. The Budget and Finance Committee will be meeting in about 2 weeks. At that time, we will have an initial rough draft of the budget for 2024-2025.

c. Vice President’s Report – Judy Bennis (JB)

- i. Nothing further to report.

- d. **Secretary/Activities Report – Jean Citkovic (JC)**
 - i. **Homeowner Insurance Declarations:** As of today, there are 14 residences overdue. Judy Benns is following up with the homeowners.
- e. **Landscape Maintenance and Irrigation - Lynn Holmes (LH)**
 - i. Nothing further to report.
- f. **Facilities, Gardens and RV Lot - Ron Snell (RS)**
 - i. The road base in space #1 will be removed. 20', 25' and 30' spaces will be widened when the chat is removed.
- g. **Covenants Ombudsperson – Paula Perrill (PP)**
 - i. Nothing further to report.
- h. **Legislative – John Rodwick (JR)**
 - i. **Proposition HH:** JR is still pursuing information on Proposition HH.
- i. **Management Company - Christine Sartoris (CS)**
 - i. **Irrigation repair/excavated driveway:** CS thanked Ellie and Jim Schulz for their patience during the irrigation repair and driveway excavation. There is an irrigation sleeve that runs under the street to avoid the expense of having to dig up the street to repair a break. However, the mainline connection was placed under the Schulz driveway. The contractors used higher grade bolted fittings at the T to minimize the chance of another break in this area in the future.
 - ii. **Address Signage:** CS advised fasteners and stakes have been ordered for the unit signage. CS met with Bud Signs to confirm the product being ordered. They are providing samples of engineer grade signs using different color combinations since it differs from the prototype. Volunteers will fabricate and install the signs, keeping the project under budget.
 - iii. **Garden:** Lance Lehrkind advised this year's garden was a disaster. CS advised this is on the Agenda with the Finance and Budget Committee and the Board to consider in next year's budget.

7. Committee Reports

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

NB reported the next Advisory meeting will be on September 11th at 10 am because of the Labor Day holiday. August topics included: resident concerns with parking, KW went over the soil test report, Periwinkle Lawns/irrigation and the Pond.
- b. **Architectural Report – Christine Sartoris (CS)**

A few new requests have been submitted. The ARC will address their meeting scheduled 8/17. A request from the sales agent for Snowdrop Ct to change the single lot fence guidelines will also be reviewed by the ARC.
- c. **Budget and Finance – John Rodwick (JR)**

The committee is meeting again on 8/28 to review a rough draft of the budget. The board will then review budget drafts. Once the board adopts a budget, it will be submitted to the membership for ratification at the Annual Member Meeting.
- d. **Governing Documents Task Force – Paula Perrill**

The Over 55+ restriction was discussed. All potential changes will be documented and member feedback requested. Any change of the CCRs, requires the approval of 67% of members. Once the task force has reviewed the CCRs, the Policies and Procedures will be examined to ensure they tie into governing documents.

8. Old Business

- a. **Crime Policy:**

LC advised that per the CCRs, we are required to have specific limits in place to cover theft of our funds. Using a rider, the current Traveler's D&O policy will be updated to add up to \$500k crime. The policy increase is \$504 which will replace the theft bond which had a limit of \$100k. The change will align with the CCRs insurance requirements. RS moved, and JB seconded a motion to increase the Traveler's Policy to align with CCR requirement. Discussion--Member input included clarification of proposed coverage. Motion passed unanimously.
- b. **Pond Signage:**
 - i. CS provided NO TRESPASSING sample signage language for the irrigation detention pond area. JR proposed option #1 with the addition of "NO feeding wildlife", Board approved unanimously.

9. New Business – No new business

10. Actions Taken by the Board of the Association:

- a. The Board voted to add a Directors and Officers (D&O) Crime rider to the existing Traveler's Insurance Policy. This is to align our coverage with the CCRs requirement.
- b. The Board agreed to the language of the NO TRESPASSING signs for the irrigation detention pond area.

11. With no further business to discuss, the meeting adjourned at 1:38 pm

Respectfully submitted, Jean Citkovic, Secretary