

**Country Creek Patio Home Association
Board of Directors Meeting Minutes
Monday, August 25, 2025 @ 10:00 a.m.**

1. Call to Order/Attendance

a. Roll Call:

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

b. Confirmation of Quorum – Quorum confirmed

2. President's Remarks (JK)

- a. Thanks:** JK offered thanks to the Board, Committees, Volunteers, and Residents.
- b. Thanks to Our Manager:** JK acknowledged the contribution CS provided during the transition from self-governance, despite the unusually heavy workload for a part-time manager.

3. Adoption of the 7/28/2025 Board Meeting Minutes:

- a. JR/JD moved a motion to adopt the 7/28/2025 Board Meeting Minutes. Motion passed unanimously.

4. Member Comments on Agenda Items:

- a. When may I comment on the Agenda Items that haven't been discussed yet? JK: Comments on any Agenda item should be asked at this time.
- b. Please extend the Open Comment Period beyond 10 minutes. JK: Time permitting, more time will be added.
- c. The Manager Evaluation is important to the Members and should be on the agenda. JK: Due to the manager's resignation, it was omitted on this meeting's agenda.
- d. Is there a Manager Company Search update? JK: Yes.

5. Board Process:

a. Management Company Search Committee Update (JR):

JR gave the history of the Management Selection Committee. Members include John Rodwick-Chair, Kathleen Wilkins-Board Liaison, Gary Anderson, Paul Lauman, Donna Wood, Mardeen Johnson and Nancy Benzie. The job description and cover letter was sent to the mailing list. One application was received so far. The application deadline is September 3rd. Any committee meetings or interviews will be held after the September 8th meeting.

Member Questions:

- i. How many applied to the committee? JR: 11 or 12.
- ii. What Management applied? JR: HOA Services, a division of Bray. Ridley asked questions.
- iii. How many letters? JR: More than 50 letters and emails were sent.
- iv. Why single person company? JR: We are getting information from applicants.
- v. Are we still non-profit? JR: Yes
- vi. Is there follow-up to the mailing? JR: Yes. Preparing a .jpg file for a newspaper ad.
- vii. JR dispelled the rumor that the Management Company search is a ruse. Under no circumstances will CIC be rehired at this time.

6. Board Committee Reports:

- a. Advisory Committee:** Positive and Negative viewpoints were discussed at the last meeting.

7. Board Schedule and Calendar:

- a. Special Meeting: September 8th, 5:30 Registration/Proxy processing, meeting following at Mountain View Bible Church, 1173 17 ½ Rd.

Member Questions:

- i. Will proxy be honored for an election at the meeting? JK: Yes
- ii. How will nominees be listed? JK: Nominee names will be listed on large poster boards. Voters will write their 5 choices on the ballot and submit it in the ballot box.
- iii. Will vote counters be unaffiliated with the Community? JK: The proposed plan is to conduct a random drawing of attendees who will be the vote counters.
- iv. Will there be time for nominees to provide their background? JK: Yes

- v. Could an interested candidate submit a bio in advance? JK: Any candidate can submit a bio to the board email address: villageccpha@outlook.com or put a hardcopy in the Dropbox. Application bio forms are on the portal.
- vi. Will candidates be able to speak at the meeting? JK: Yes
- vii. Will there be a ballot at the meeting? JC: There will be a ballot with 5 blank lines. Voters will write 5 names.
- viii. What if there is a tie? JK: The attorney will be present to provide direction.
- ix. Will the new board be 5 members until the March election? Will their term be 3 years each. JK: The attorney will be consulted.
- x. At the meeting, will the terms of the newly elected directors be announced? JK: Yes
- xi. Is the election simply a yes/no? JK: Election is two parts. Yes/No to replace the current board and then, if needed, an election to replace them.
- xii. Can the board be increased at this election? JK: No. The vote in this election is to replace the current 5 members. Any increase in the board size would be handled at the Annual Meeting Election.
- xiii. We are one community. Put anger aside. Be kind.

0. Open Comment Period

a. Comments included:

- i. Parking Lot Repaving: Why not the lowest bid? JK: The lowest bidder didn't do the overlay. The board took the best bid which contained patch repair, 2 ½" base after roll out, plus a 2-year guarantee. The corrective striping will be redone at no cost.
- ii. What is the history of the lawsuit? JK: The settlement is on the portal. As legally permitted, updates were provided via emails and board meeting updates.
- iii. The Budget preparation spreadsheet needs explanation. JK: The \$205 is operating expenses, the extra \$10 is for Reserves.
- iv. Communities in the area pay more HOA fees than we do, with similar services.
- v. 4Q24/25 General Administration Board Leadership Training was overspent. JK: The Leadership Framework training was necessary to the transition. The framework is ongoing to new board members.
- vi. Could there be a Fall yard sale? JK: A coordinator is needed. Mary Graziano can provide a guide.
- vii. Leadership Training: The training is a great investment and should be continued. JR: The training provides clear responsibilities and a means to evaluate the manager and the board. JK: One outcome is the Financial Oversight Committee.
- viii. Leadership Framework training is ongoing to new board members. Training videos and support are paid for and available. Funding came from the Transition Fund that John Moir set up.
- ix. HOA for landscaping. Why is the Reserve funded? JK: It's a requirement by law to invest and have funding for future infrastructure needs. This will avoid special assessments.
- x. Community Garden should be funded by the gardeners.
- xi. Where will the lawsuit settlement be deposited? JR: Alpine Bank Operating Fund as a temporary holding account. After the September 8th meeting, the board will decide how it will be divided, including reserves.
- xii. The Community Garden should be treated like the RV Lot. The initial construction comes from the dues. After that, the gardeners support the garden.
- xiii. Taking money from the reserves to build the garden doesn't make sense.
- xiv. The garden has been an amenity, moving from different locations within the PHA.

11. Adjournment 11:30 am

Respectfully submitted, Jean Citkovic, Secretary