

**Country Creek Patio Home Association
Board of Directors Meeting Minutes
Monday, October 20, 2025 @ 10:00 a.m.**

1. Presentation by Mark Shoberg, HOA Services
 - a. Mark Shoberg answered questions about the HOA Services proposal and explained the services that they provide.
2. Presentation by Scott Callas, Red Leaf HOA Management
 - a. Scott Callas answered questions about the Red Leaf HOA Management proposal and explained the services that they provide.
3. Board Meeting Commences:
 - a. Roll Call
 - i. Board members present: John Rodwick (JR), Kathleen Wilkins (KW), Jean Citkovic (JC), Donna Wood (DW)
 - ii. Board members absent: Joyce Kurt (JK)
 - b. Adoption of Agenda: JR requested amending the agenda to have the member comment period be open comments on any topic. Motion by KW/JC to accept the agenda as amended. Motion carried unanimously.
 - c. Adoption of Meeting Minutes: Motion by DW/KW to adopt the minutes listed below. Motion carried unanimously.
 - i. 08.2025 Board Meeting Minutes
 - ii. 09.03.2025 Board Special Meeting Minutes – Board action taken
 1. Approved the designation of the Settlement Money
 - iii. 10.01.2025 Board Special Meeting Minutes – Board action taken
 1. Approved Morris & Tonsfeldt 2Q2025 Compilation Contract
 2. Approved Moris & Tonsfeldt interim Bookkeeping and Accounting contracts until new management company is in place
 - iv. 10.08.2025 Board Special Meeting Minutes – Board action taken
 1. Approved Community Association Facilitator job description,
 2. Accepted Joanne Drake’s resignation,
 3. Appointed Board Candidate Applicant Donna Wood to fill Joanne Drake’s term ending 3/31/2027,
 4. Authorized Lisa Tonsfeldt of Morris & Tonsfeldt to have read-only and download permission to view our Alpine accounts, list of deposits and monthly statements,
 5. Approved the removal of signatory authorization held by Christine Sartoris, CIC Management, keeping only read-only and download permission to view our accounts, list of deposits and monthly statements at Alpine Bank
 6. Approved the addition of Kathleen Wilkins to the Alpine account authorizations held by Joanne Drake
 7. Approved the withdrawal of all Alpine authorizations held by Joanne Drake
 - v. 10.15.2025 Board Special Meeting Minutes – Board action taken
 1. Approved authorizing our accountant’s employee, Christine Sartoris, to access our account for the purpose of paying association bills. This authorization is temporary and will be suspended once a new property management company assumes responsibility for bill payments.
4. Board Action
 - a. Acceptance of a Management Company
 - i. Board discussed the pros and cons of the two Management Companies. Topics included size, staff, experience, cost, local presence, portal support, emergency response, CCIOA law knowledge, private member vs public information.
 - ii. Motion by KW/DW to accept HOA Services
 - iii. Member discussion followed. Topics discussed included: the difference in cost between the two companies, knowledge of CCIOA and legal issues, size of staff, contractor experience,
 - iv. Vote taken. Motion passed unanimously.
 - b. Appoint Kimberly Dohrman as Community Association Facilitator
 - i. JR explained the job description of the facilitator.
 - ii. Motion by DW/KW to hire Kim Dohrman as our Community Facilitator.
 - iii. Member discussion followed. Topics discussed included: how many hours per week (20), what is the Service Corps (resident volunteers), will she have an on-site presence in the Clubhouse office (yes, she will also attend coffee, walk the community), will she participate in welcoming new residents (yes), she will be a part-time contractor.
 - iv. Vote taken. Motion passed unanimously.
 - c. De-Commission the Management Search Committee
 - i. JR expressed appreciation to the committee for a job well-done.
 - ii. Motion by KW/JC to de-commission the Management Search Committee.
 - iii. Member discussion included “thank you”, followed by applause.

- iv. Vote taken. Motion passed unanimously.
- 5. Member Comments:
 - a. Question about the car long term parking in the clubhouse parking lot.
 - b. Thank you for the board's work, followed by applause.
 - c. Gardener's meeting Wednesday, 10/29, 3 pm..
 - d. Thanks to Jan Peterson and Donna Wood for producing Cat Tales. Electronic delivery is available. Contact Jean Citkovic with email address, if interested.
 - e. Thanksgiving Dinner information will be in Cat Tales
- 6. Adjournment.
 - a. JC/KW moved a motion to adjourn the meeting at 12:10 pm

Respectfully submitted, Jean Citkovic, Secretary