

**Country Creek Patio Home Association**  
**Annual Membership & Budget Ratification Meeting Minutes**  
**Monday, March 25, 2024 @ 6:30 p.m.**

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

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

**2. Proof of Notice/Verification of Quorum**

- i. LC reported the Notice was mailed on 3/9/2024. The quorum requirement is 73 representing one-third (1/3) of the lots/units represented in person and/or by proxy. With a total of 120 properties represented, 87 in person and 33 proxies, a quorum was achieved.

**3. Adoption of Minutes of the Annual Board Meeting dated February 28, 2023**

- i. The Minutes were posted on the portal for review. With no corrections the Minutes were adopted.

**4. Welcome and Introductions**

- i. LC reviewed the rules of engagement and introduced the 2024-2025 Board of Directors. She also acknowledged and thanked the Committee and Program Volunteers: Advisory, Financial and Budget, Architectural Review, Social and Activities, Activities Calendar, Decorating, Helper Program, Cat Tales Newsletter and Distributors, Library, Art Display, Welcome.

**5. Year-to-Date Review**

- i. Year in Review. LC provided an overview of the accomplishments and activities for the year based on primary values and goals of the Board of Directors: Transparency and Clarity in Governance, Fiduciary Responsibility and Sustainability, Fostering Unity and Connectivity, Enhancing & Improving Common Areas & Amenities, and Maintaining Properties. New this year Governing Document Review, Small Group Session, Snowdrop Legal Issue, 1<sup>st</sup> Age Verification Survey, Budget and Finance Advisory Group, Board Portal, Board Training Program, Art Display Program, Helpers Program, Member Appreciation Picnic, and Speaker Series.  
  
Summary of activities included: 51 Architectural applications processed, 1174 Helpline emails processed 54 eBlast announcements sent, and more than 1,500 management emails processed. The Activities and Social Programs served more than 300 members. There were 10 Community Center Rentals, 20 new members and 7 new tenant residents.  
  
Irrigation and grounds we engaged WD Yards with expertise and certification and licensing, severe deferred maintenance was addressed by removal and aggressive trimming of shrubs and trees and replacement of some edging, had our first tree root fertilization application, established an irrigation emergency protocol, KW conducted a soil analysis with report to address the soil conditions and WD Yards applied a custom fertilizer for the needed areas, installed a dog waste station and the City of Fruita installed a second station, the RV lot spaces were reconfigured and longer -lasting reflectors were installed to aid parking and the fee structure was revised to be more equitable based on linear feet, the Unit Signage is in production  
  
Property Maintenance included deep cleaning of gutters conducted in zones 1 and 2, a professional painting contractor with residential and commercial experience and expertise was selected.
- ii. Year in Review – Financial Condition. JR provided an overview of the finances as of February 29, 2024, noting increased Reserve funding of 7% and a decrease in Operating funds by 6% compared to the same period last year. Highlights of the expenses included increases in landscaping, building maintenance, common facilities, and administrative costs. Most were anticipated increases due to higher levels of services. As of March 25, 2024, JR reported cash of \$60k in Operating Account and more than \$550k in Reserve and Savings funds.

**6. New Business**

- i. 2024-2025 Budget Presentation, Discussion & Ratification: JR explained the budget total expense anticipated is \$537k, noting some withdrawal of saving and reserves funds will be necessary to supplement operating expenses related to landscaping, painting and other identified concerns. In addition to deferred maintenance items. Landscaping and irrigation maintenance is the biggest expense, over \$280,000 with a 12% increase over last year. Administrative Expense, including Legal, Insurance and Taxes, is about \$140,000. The annual income is based on 225 units for anticipated assessment income of \$486,000. Income from RV parking fees \$4,300.

Reserves & Anticipated Project: CS explained the budget amounts are an estimate. The outstanding and anticipated projects funded by Reserves are Community Center Parking Lot, Irrigation replacements, paving gravel trail between Sunrose and Periwinkle, benches, Marigold mailbox improvement, ash borer treatment, and Community Garden. The Board will prioritize the projects.

CS addressed comment regarding bookkeeping and accounting noting it is overseen by a professional CPA, and CPA prepares tax returns and quarterly reviews.

Irrigation/Landscaping: Could the board investigate replacing the grass? The Board is aware of Xeriscaping and potential water restrictions.

What is EOY? end of year.

2024-2025 Budget Ratification LC advised that unless the majority of all owners reject the budget, the budget stands. 114 is the number needed to reject the budget. The vote is to reject assessment rate, which is the same as last year. LC called for veto vote by a show of hands, with no veto votes, the 2024 – 2025 Budget was ratified.

ii. 2024-2025 Board Election

Candidate Presentations and Q&A. There were not contested seats. Each candidate, Joyce Kurt, Judy Benns, and Lynn Homes, gave brief summaries of their background and why they wanted to run for the board.

LC explained no other candidates submitted applications and the seats were uncontested; therefore, she asked for a vote by acclamation. With all in favor, the candidates were duly elected.

**7. Open Forum**

- The board is doing GREAT!
- WD Yards is doing GREAT!
- What's the Status of the Responsibility Chart? It is in its final form. CCRs are unfinished. CS explained the difference between maintenance and replacement responsibility. More information, forums and discussions will be forthcoming.
- What's the status of the entrance pond? Pond Irrigation improvement is included in the Reserves.
- What's the status of the community garden? The project is being developed.
- Update on Snowdrop? The suit has been filed.
- Clubhouse cleaning costs and performance? CS is working with the provider to improve.
- Thank you for fixing the exercise bike.
- Thank you for preparing the budget.
- Consider replacing the exercise bike.

**8. Adjournment: 7:30 pm**

**Respectfully submitted,**

**Jean Citkovic, CCPHA Secretary**