

Minutes for the Board of Director's Meeting
Village at Country Creek Patio Home Association

Date: Monday, January 5, 2015

1. Call to Order and Roll Call
The meeting was called to order at 9:00 a.m. Members present were: John Moir, Bob Vogel, Dan Colesworthy, MaryJo Ward, Vern Werth, Eldon Miller and Lee Beasley.
2. The Agenda was reviewed and adopted as written.
3. Minutes from the last meeting of the Board on November 13, 2014 were approved.
4. Presentation and Discussion by Board Members
 - a. Landscape Maintenance . . . Lawns, Trees and Shrubs
(Eldon Miller and Vernon Werth)
Eldon reported the beavers have returned. He has made arrangements with a trapper to remove the two adults and three juveniles. John will inform Herb that the process of removal is underway. Eldon provided a list of trees that could be considered as replacements for the various varieties of Ash trees we have planted at the Village, in the event that the Emerald Ash Borer enters our area and kills the trees. Suggestions are: Emerald Sunshine Elm, Greenspire Linden, Zelkova, Fruitless Mulberry and Royal Robe Locust. Eldon reported that it takes approximately five years to identify the arrival of the Borer, and when they are identified, the CSU Extension Service must be notified. They in turn will report the matter to the State of Colorado.
 - b. Facilities Report (Bob Vogel)
Bob reported the Community Center is well-maintained. He lubricated the track on one of the treadmills, and it appears to be working well. Bob also placed Lysol disinfectant in each of the lavatories. If people use it they may limit the spread of germs.
 - c. Activities Director (Mary Jo Ward)
Thanksgiving and Christmas dinners were well attended at the Community Center. There were six people on the wait list for Christmas, who were not able to attend. The Board determined that it is important to include everyone who is interested in attending functions, if at all possible. Limiting attendance to residents with no outside guests provides more room for members of our community. Because of the popularity of holiday gatherings, the Social Committee plans to offer a Corned Beef Dinner in March.

MaryJo also requested, on behalf of the Social Committee, that an electric outlet be installed in the hallway to provide a station to play music during events so that the music source does not interfere with conversations during the dinner.

MaryJo stated that the functions provided this year for residents were a good opportunity for the Committee to learn how best to provide festive dinners for residents to celebrate the holidays together. Charging a nominal amount for catering was not a problem for residents, and it helped offset the cost of funding the gatherings.

Another observation MaryJo brought to the meeting is that some people are walking their dogs near the homes and under the windows of residents. We agreed to put an announcement in the Cat Tales next month asking people to walk their dogs away from homes and stay on the sidewalks or walking paths. We appreciate that people are picking up after their animals.

d. Covenants Ombudsman (Dan Colesworthy)

Nothing to report.

e. Treasurer (Dan Colesworthy)

Dan had a suggestion to be considered as we look for a person to fill the position of full time maintenance manager. We may want to consider hiring the person as a salaried individual in order to eliminate paying overtime wages during the high-work intensive months of the summer. We would still require that the work get done, but the summer months are more likely to require additional hours of work, which would then be balanced by a less work-intensive schedule during the winter months. Labor laws are specific about providing lunch and break times and also about paying overtime for workers being paid an hourly wage who work more than 40 hours in a week. John will take Dan's suggestion into consideration as he prepares to search for the person who would be a good fit for our community. He will also create a job description and an annual work-flow chart to serve as guidelines for the person filling the position. It is important to clearly define the chain of communication between the new Maintenance person and the Board. It seems best to have one supervisor for the new hire, probably John at this point, with a clearly defined chain of communication between the new person and each member of the Board with whom he will interact. Positions most likely to interact frequently with the new hire will be: Horticultural Adviser, Landscape Director and Facilities Director.

John's plan is to begin the search to fill the Full-Time Maintenance position after our next meeting of the PHA on February 26th when he will ask for input from the residents. He plans to begin by using Craig's List, and then reviewing resumes from interested parties. He will consider candidates who have demonstrated ability to stay with a job for a reasonable length of time and have appropriate experience in doing the work. Other important considerations are: physical capability to perform the work, good writing and communication skills, good people skills and a neat and clean appearance. John plans to narrow his search down to three or four people and then begin the interview process.

f. Secretary (Lee Beasley)

Lee provided each board member with a copy of their current position description. She asked that each person update the job duties and bring them to our next board meeting. Lee will type up the new descriptions and post them on

the bulletin board. It is important to have current and accurate position descriptions in place as we ask people to serve on the Board. Vern and Bob agreed to continue serving in their positions for another three-year term. Two more positions will open next year providing opportunities for people who would like to become more involved.

5. New Business

a. Memorial Bricks

John did a cost analysis for setting Memorial Bricks in memory of residents who have died. He believes a fair cost for providing the brick and installation is \$20.

The person requesting the memorial is responsible for having the brick engraved.

b. 812 Marigold (Beryl's house)

We are not sure who is occupying Beryl's house now. She has moved to an Assisted Living setting, and it appears that some of her family is in the process of moving into her home. John said he would ask Bonnie to visit the new residents and provide a copy of the Covenants, so that they will be aware of the PHA standards. Residents have noticed clutter and parking violations on the property. Bonnie will also be available to answer any questions they may have. The association works within its Covenants, and is also in compliance with the requirements of the Fair Housing Act.

c. Budget for 2015

John reported our current population in the Village at Country Creek is 146, and the budget for 2015 is based on that figure. Projections were made based on the hiring of a full time person who will be able to mitigate some of the expenses formerly allocated for Shrub Maintenance and Fertilizing; Shrub Replacement/Removal; Repairs and Maintenance of Common Facilities and Areas; and Exterior Maintenance. Reserve funds are fully funded except for the Common Areas Reserve, which is being paid up on schedule. It should be fully funded by the end of the fiscal year. The Budget will be presented to the Association at the semi-annual Meeting in February. The question came up about providing a less-detailed/simplified budget for residents. We determined that transparency is important. If homeowners have questions they can be addressed as they arise or on an individual basis.

d. Board Member Recruitment

The two positions open this year to be voted on by the community, Landscape Director and Facilities Director received no nominations. We are discovering how difficult it is to get people involved as members of the Board. We decided it is important to talk about nominations with people in the community and invite them personally to volunteer. Having current position descriptions may be helpful in letting people know about the level of involvement required by

Board Members. This may be an ongoing process, and as Board Members we understand that we need to commit to stay in the position until it is filled. If no one steps forward, Bob and Vern both volunteered to serve another term on the Board.

e. Procedure for Approving the Budget

The Board decided that an informal vote is all that we will require to approve the Budget for the next fiscal year. The rule is that only one vote per household is allowed. We will ask for a show of hands, and if there is no one in opposition, then the Budget will be approved. If the dues were increasing, then we would have a written ballot procedure in place.

f. Snow Removal with Mike Reed DBA Classic Lawns

We have hired a new snow removal service this year, and problems are being worked out. They have had two opportunities to use the equipment, and the practice has been helpful. The metal blade has been replaced with a nylon blade that is more quiet and more gentle on the cement. The springs have been adjusted so that there is less possibility of causing damage to sidewalks and driveways. We discussed options for removing the snow without having it build up in high mounds in front of peoples' homes. We could hire a dump truck and a front end loader to take the snow away from people's homes and provide enough space for trash and recycling trucks to navigate the neighborhood. The estimated cost is \$100 per hour, and this may be our most viable option. Perhaps we will not have a lot of snow this year. Mike Reed is contracted to mow our lawns during the summer months, and we have a good working relationship with him.

g. Items for HOA Meeting Agenda on February 26, 2015

- Maintenance Person to be hired in the spring
- Board's Plan for transitioning to elections of Board Members
- Budget
- Dues will remain the same
- Cat Tales is the mode of communication with community about areas of common interest.
- Comments and/or Concerns from Community

h. The next Board Meeting is scheduled for Monday, January 26, 2015 at 9:00 a.m.

7. The meeting adjourned at 11:30 a.m.

Respectfully submitted by Lee Beasley, Secretary.