

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

Date: Monday, January 26, 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 the following item was added:
Position Descriptions to be updated for Board of Directors

3. Minutes from the last meeting of the Board on January 5, 2015 were approved.

4. Presentation and Discussion by Board Members

a. Landscape Maintenance . . . Lawns, Trees and Shrubs
(Eldon Miller and Vernon Werth)

Eldon reported that the beavers are gone from the wash behind the Primrose Lane houses. He recommended that wildlife be removed only if they infringe on the plants and trees located on VaCC property. The City of Fruita is responsible for monitoring the land beyond our property, which is where the beavers usually build their dams. This issue will be revisited if and when beavers return.

Eldon has noticed that several trees in the Village are in need of trimming because the branches are infringing on siding and roofs. The concern is that homes will be damaged unless the trees are trimmed back. There has been a problem in the past when tree trimmers begin working and homeowners asked them not to trim their trees. The Board concluded that homeowners do not own the trees, and Mike, at White River Tree Service working in conjunction with the Board will determine which trees need to be cut back to prevent future damage to siding and roofs. A notice will be placed in the Cat Tales Newsletter and announced to the community at the Semi-Annual Meeting that trimming is scheduled for March and June. If homeowners have concerns about the decision to trim trees near their homes, they need to call the hotline before the service is scheduled and discuss their concerns with Board Members so that the workmen will not be interrupted in their work. Peter also prunes our trees, and he should not be approached by individual homeowners regarding his decision to prune or not. All concerns should be called in to the Hotline before the start of the scheduled work.

Residents have noticed that some of our trees appear to have a disease. Eldon said this condition is called Southwest Disease. It is an infection that comes from extremes in temperature as we have had earlier this winter and for the last

two winters. No treatment is recommended. The condition usually clears up by itself.

Facilities Report (Bob Vogel)

Bob reported the Community Center is in good order.

He requested that he be notified when a rental is scheduled for the facility so that he can insure that the toilet paper and other disposable items are restocked.

MaryJo said the announcements about rentals are usually placed in the Cat Tales Newsletter, or she puts a notice on the door of the Community Center, if the event is not booked in time for publishing in the Newsletter.

c. Activities Director (MaryJo Ward)

There were two rentals scheduled in January.

A Corned Beef Dinner will be served on St. Patrick's Day for the community. The dinner will be catered, and there will be a nominal fee charged.

MaryJo requested that we purchase an "A Frame" function sign holder to display an announcement when the Community Center is in use. The one we have is not stable and it may be a safety hazard. John agreed to ask Bonnie for a good contact for purchasing this item.

MaryJo inquired about the time frame for the kitchen remodel. John said the cabinets and counter tops have arrived. The work is scheduled for the first two weeks in February. Rentals will not be booked for use of the Community Center during that time. Wednesday Coffee will continue, and the workmen have agreed to work around that activity. Our goal is to have the work completed by the Semi-Annual Meeting on February 26, 2015.

d. Covenants Ombudsman (Dan Colesworthy)

Nothing to report.

e. Treasurer (Dan Colesworthy)

Dan reported that he believes a semi-annual audit of the association books would be adequate. Darrell Hamilton keeps the books for the association, and Dan's audit would consist of matching receipts to the accounting books. Monitoring the bank statements to be sure there are no unaccounted for expenditures would be part of the audit.

f. Secretary (Lee Beasley)

Lee agreed to review all the position descriptions and record them in a uniform format. Completed descriptions will be available for Board Members to review.

5. New Business

- a. Community Association Manager as defined by Colorado Department of Regulatory Agencies (DORA). New Licensing requirements to be discussed.

DORA has a new requirement for paid managers of Community Associations. The Village at Country Creek does not have a paid manager at this time, and so we are not required to comply with this new regulation. Our Association is registered with DORA, and we are currently in compliance with the DORA agency regulations. If we hired a paid manager or management company in the future, that management company would need to have a Community Association Manager License. Requirements consist of meeting the education requirements, passing a test and engaging in continuing education courses each year. More information is available on DORA's home page. The purpose of this requirement is to ensure managers of associations understand the fiduciary responsibility they have to the members of the association.

- b. Job description CCPHA maintenance person for review and editing

The Board reviewed the new job description for the maintenance person, and proposed that the person would report to the President of the Association or to the person designated by the President to supervise certain aspects of the position. For example, if the new hire was working in the area of Landscape or Horticulture, then Vern or Eldon would be overseeing tasks and decisions made in that area. John will review the applications for the new position and call the Board to meet in a group interview with the most qualified candidates. The projected start date for the Maintenance Hand position is March 1, 2015.

Painting of exterior surfaces was not included in the description because it would be more prudent to hire a painter who was insured and licensed to perform the work. The new hire would be responsible to apply oil to fences as required.

It has come to the attention of the Board that people are concerned when they call the Hotline to report a problem, and they do not have acknowledgment that their call was noted and will be taken care of. It was decided that following up on every call to the hotline is not time efficient. For calls that are returned, a note or check-off box should be added to the work order with room for a brief note about what information was given to the caller.

- c. Sickler letter

The problem with parking of vehicles on the street and in driveways is still a problem. Dan referred to the policy noted in the Covenants that allows people to park in their own driveway skirt as long as the vehicle does not interfere with other residents' rights to access to their properties. John agreed to speak with Rachel Brown and ask that her son park his vehicle at the Community Center parking area.

In a related issue, Bob reported that the vehicles parked in the driveway across the street from his house are no longer out of compliance with the Covenants because the third vehicle is now parked in the garage. There is no vehicle parked on the street now.

MaryJo said the girlfriend's car of another resident in her quad is still problematic. She continues to address the issue verbally with her neighbor.

e. Adopt Budget 2015 for Ratification during Association Meeting

The Board unanimously adopted the Budget for 2015, which will be presented to the Association at the February 26th, semi-annual meeting.

f. Snow removal with Mike Reed DBA Classic Lawns

It is the general consensus that the three times the snow removal team came out this year went well. The first snow, when the steel blade on the tractor was used, caused scraping on some of the concrete driveways, but then the problem was corrected when the steel blade was replaced by a less abrasive material blade. The result was a quieter operation and less wear and tear on the cement. Bob requested that when sidewalks are being cleared that the first clearing be only a pathway clearing with a second sweep to clear the entire sidewalk after the snow is removed from the driveways.

g. Items for the HOA Meeting Agenda (February 26th)

Notice of the next PHA meeting will be delivered in the February Cat Tales Newsletter, along with the budget adopted at today's meeting and a nomination form for the two positions to be filled on the Board.

John will file with the City of Fruita to begin the next Phase of development. He plans to build 4 single family homes and 12 patio homes. The 4 single family homes are reserved as well as 6 of the patio homes.

The City will decide on road construction in the new phase.

Air to Air Heat Pump systems will be installed in the new phase of construction.

h. The next Board Meeting is scheduled for Monday, March 2, 2015 at 9:00 a.m.

7. The meeting adjourned at 11:15 a.m.

Respectfully submitted by Lee Beasley, Secretary.