

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

Date: Monday, March 2, 2015

1. Call to Order
The meeting was called to order at 9:00 a.m. Members present were: John Moir, Dan Colesworthy, Mary Jo Ward, Vern Werth, Eldon Miller and Lee Beasley. Bob Vogel was absent.
2. The Agenda was reviewed and the following items were added:
Reserve Fund Review
Update of Hotline Process
Beacon Publication made available at the Community Center
3. Minutes from the last meeting of the Board on February 26, 2015 were approved.
4. Presentation and Discussion by Board Members
 - a. Landscape Maintenance . . . Lawns, Trees and Shrubs
(Eldon Miller and Vernon Werth)
Nothing to report
 - b. Facilities Report (Bob Vogel)
Absent
 - c. Activities Director (MaryJo Ward)
Mary Jo asked for a review of the job description for Activities Director. Since she is also Co-Chairperson for the Social Committee, she suggested that her position as liaison between both entities be clarified in her job description. Lee and Mary Jo will work together to clarify and update the current description. Another consideration for the Activities Director position is to move item #3 to the Facilities Director's position, since the upkeep and responsibility for the community center is the responsibility of the Facilities Director. Item #3 reads as follows: Make the reservations for use of the Community Center by members having a social event that includes non-members. (Money collected for these reservations will be controlled and managed by the Board of Directors.) Since the Facilities Director was not present at this meeting, this item will not be decided upon until we have feedback from Bob.
Bob responded via email to this item: The facilities director position description did not include making reservations for rentals of the Community Center when he agreed to the position, and he does not believe making the reservations for rentals should be part of maintaining the facilities. We will brainstorm at our next meeting of the Board about how to address this issue.
Mary Jo also reported that she noticed the front door to the Community Center

was left unlocked after the cleaning people left the building. She is not sure that they left it open, but the door was unlocked approximately one hour after they left. John said the cleaning people do not have a key, but he will look into the situation.

d. Covenants Ombudsman (Dan Colesworthy)

Nothing to report.

e. Treasurer (Dan Colesworthy)

Nothing to report.

f. Secretary (Lee Beasley)

Nothing to Report

5. New Business

a. Loretta Sickler Parking issues (Sandi Seckman)

Loretta's daughter, Sandi, who lives with Loretta came to this meeting to ask the Board for direction in how to proceed with a parking problem she is having in her quad. A neighbor has given the stepson of another neighbor, who lives across the street, permission to park in the apron of her driveway. The truck in question is a ¾ ton with an eight-foot bed. The truck interferes with the ability of Sandi to back her car out of her garage without having to navigate around the truck, which sometimes overhangs the apron by a foot or so into the driveway shared by residents in the quad. John agreed to send a notice of non-compliance with the Policy for Off Street Parking from the Guidelines and Interpretations for the Declaration for Country Creek Patio Homes to Rachel Brown. The policy states that: "Parking will be allowed on the apron directly adjacent to the garage door, but only for the use of the owner or guests of that unit. . . . Any overnight guest parking that does not fit directly adjacent to the garage will be required to move to the community parking area." The Board agreed that the owner of the truck has two options: He can park the truck in front of his stepmother's garage as long as it does not extend to the area outside the apron, or he can park at the Community Center parking lot, just down the street. John said he would send Sandi and her mother a copy of the letter he will send to Rachel Brown.

b. CCPH maintenance person consideration

John reported that he is having a difficult time finding a qualified full time maintenance person to fill the open position. Wage is not an issue, since \$15 to \$15.50 per hour is a rate comparable to other positions available in the vicinity. The problem is that no one has landscape maintenance experience along with a work history indicating that they will stay on the job for a reasonable length of time. The Board explored options, and Eldon agreed to contact Susan Carter, a CSU employee, who works with the Master Gardener program. She has access to an email address list of people who may be qualified to fill our position.

John has advertised on Craig's List and Express Employment. We hired Manuel through Express, and he is in the process of doing spring pruning. Manuel is a dependable and hard worker who has worked in our community for five years. The only drawback to hiring him full time for the maintenance position is his limited ability to communicate in English. The position requires someone who can prioritize Hotline calls, respond to homeowners and direct his assistant in managing the various duties associated with efficiently maintaining the association.

Hiring a management company would not be prudent financially, and so we will continue to search for the person who will be a good match for us.

c. Awning approval at 1117 Primrose (Jan Peterson)

The Board unanimously approved the installation of an awning over the patio area for this residence.

d. Rail Maintenance on VaCC South (1160 Marigold Avenue)

The Board agreed to pay for the powder coated steel railings at this residence. It appears there was a defect in the process of powder coating the railings on two properties in the neighborhood. The other property was redone, and the cost was several hundred dollars. John agreed to contact Carole Johnson and let her know a time frame for completing the repair.

e. Voting and Nomination Forms

John said a Ballot form will be attached to the March Newsletter requesting that residents affirm the informal vote taken at the Semi Meeting last week to extend the terms for the positions of Landscape Director and Facilities Director. Next year we will establish a role call procedure for voting in the new Directors. Ballots will be sent out before the Semi Annual Meeting in February.

Vern suggested we think of a way to promote membership on the Board so that residents recognize the importance of their contribution to our community by serving on the Board.

f. Pedestal for the VaCC South Mail box area

The request for installation of a pedestal near the south side mailboxes was denied. The Board determined that we are meeting the Legal Requirement for communicating with residents about issues of importance to the community. There is a bulletin board in the Community Center, which is kept up to date. The VaCC Website is available to residents. John will speak with the manager of the Website to inquire about adding a social side for residents to refer to for updates and notices. The Cat Tales Newsletter is available each month for residents to become informed about community events. Mary Jo reported that occasionally an event was not planned in time to meet the deadline for announcements to be

included in the monthly Newsletter. The informal Neighborhood.com website usually updates people who have joined that online community about upcoming events. One drawback of that outlet is that only approximately fifty residents have joined as of this date.

g. Roll Call for future meetings

According to Roberts Rules of Order, one way to establish a vote requiring a quorum is to have a sheet available for homeowners to sign when they come to the Semi-Annual Meeting. A proxy is available for people who are unable to attend the meeting. A roll call vote is taken, in alphabetical order by last name, by the Secretary. One vote per household is permitted according to our covenants. Board Members should be called at the end of the roll call, with the presiding officer called last, and then only to break a tie. People who are renting are not eligible to vote.

A question came up about asking members to sign the list and mark yes or no rather than taking the time needed for a roll call. Robert's Rules of Order does not offer this option probably because there is such a focus on ensuring that ineligible people do not have an opportunity to cast a vote or vote in place of someone else. This is a good question to address at our next meeting. We have a relatively small community, and we may want to consider how to vote on issues that require a quorum in a way that works for us.

h. Waterfall at front entrance

Several residents have commented about the waterfalls that were installed in the pond at the entrance to our community. The waterfalls have not been operational for approximately six years. John agreed to call Deep Creek Landscaping, Inc. for an estimate of the cost of installing a new system. After we have an estimate, we will present the project to the residents and ask for a vote on whether or not people are interested in spending the money to get the water flowing again. The Board will abide by the decision of the majority of residents who vote. A quorum is not necessary for this question unless we need to increase the dues at some point to cover this expense.

Additions to agenda for consideration:

a. Reserve Fund Review

John asked that we do a study to assess the amounts we have funded in the reserve funds. Projecting possible future expenses is an important part of planning a budget. Items to consider that may require funding are: irrigation system pumps and/or parts, community center roof, painting walls in the community center, considering installation of solar panels on the south facing roof of the community center and other items we may need to upgrade or repair in the near future. Adequately funded reserves will minimize the need for special assessments as unforeseen circumstances arise.

b. Updating Hotline Process

Vern asked how the hiring of the new maintenance person would affect the current system of monitoring the Hotline. During the transition, Herb is picking up calls, and he interacts with members. When we hire the new person, we will assess our needs at that time and train the Maintenance Person on the procedures for managing the hotline. Vern and Eldon will most likely be involved in training the new person.

c. The Board agreed to a trial period of three to six months for the Beacon publication to be made available at the Community Center. No other publications such as the Free Press, the Nickel or realtor materials would be displayed at this time. If the Beacon trial works out well, then the Board will consider offering other free publications.

7. The next Board Meeting is scheduled for Monday, April 13, 2015 at 9:00 a.m.

This meeting adjourned at 12:05 p.m.

Respectfully submitted by Lee Beasley, Secretary