

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

Date: Monday, June 29, 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, Vern Werth, Eldon Miller and Lee Beasley. Mary Jo Ward was unable to attend, but she provided her report via email.

2. The Agenda was reviewed and two items were added by Bob Vogel.
Schedule for tree trimming and pruning
Flag maintenance

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

4. Presentation and Discussion by Board Members

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

Vern reported that he has been approached by residents, and he has noticed himself, that there is an increase in the amount of debris in the rock areas around the houses. The standards we set in the past for maintaining the appearance of our community are not being met. Vern had two suggestions to remedy this situation: first, consider hiring an additional part time or full time person to assist Manuel in maintaining the community, and second, provide a maintenance schedule for the community, so that people are aware of planned maintenance activities. Quality control is becoming more of an issue as John is away more, the community is growing, and trees and shrubs are maturing. Based on the number of complaints from the community, it is important that people are informed of the schedule for planned maintenance activities. Good communication is key to helping people understand the overall plan for managing the tasks required to keep our community looking well cared for. It is the responsibility of the Board to design a maintenance schedule that is workable and accomplish the tasks we set for ourselves in a timely manner.

Vern suggested that a regular notice from the Board, or from John, be included in the Cat Tales Newsletter to continue open communication with residents.

Eldon said he has also received complaints about trees that need attention and weed control, especially regarding the clover that has taken over some of the lawns. Clover tends to move from one place to another, and grass fills in after the clover has moved on, but many residents consider it an unwelcome weed. Eldon's concern is that the clover uses up the nitrogen that is necessary for a healthy lawn, and so it is his opinion that the clover should be removed. He and John will take a walk around the neighborhood after our

meeting today and assess the condition of the trees and lawns. They will consider options in addressing the issues.

One resident complained about an abundance of snakes and “critters” around her house. She has a bird-feeder that may be attracting the unwanted pests, and so it is recommended that she consider moving the feeder farther away from her foundation.

Carey Lashbrook (1163 Primrose Lane) asked Eldon about the possible removal of a tree near her home. Eldon suggested she call the Hotline to report her concern. Eldon and John will assess the situation when they review the neighborhood today.

b. Facilities Report (Bob Vogel)

Bob reported that he replaced the battery in the door bell outside the front entrance to the community center. The door bell itself may need to be replaced at some point, since it doesn't always work.

Bob is working on a new configuration for the rope on the flag pole. He wants to reposition knot so that it does not interfere with the flag when the wind blows. Our last flag was worn because of the constant flapping of the material of the flag against the knot. He will raise the new flag when he is satisfied that the problem is solved. His target date is the 4th of July.

c. Activities Director (Mary Jo Ward)

Although Mary Jo was not able to attend this meeting, she provided the following topics for the Board to review:

The suggestion from last month regarding different dues for single family and patio homes has been posted on the bulletin board;

The garage sale of June 20th had over 10 families participating. Carole Jensen and Alease Bryant headed up the event. Bonnie paid for the advertisement in the paper;

The 4th of July picnic will be sponsored by Raya and Miguel Novak on Saturday, July 4th at 5:00 p.m. Residents are asked to bring their own main dish and a side dish to share. Iced tea, dessert and table service will be provided;

The clubhouse is rented for Saturday, July 18th from 10:00 a.m through 2:00 p.m. The clubhouse will be closed during the event;

Residents still need to be reminded that windows need to be closed and locked, lights turned off and the TV turned off when they leave the Community Center.

Other Board Members commented that they have found windows open at night, the storage room door left unlocked, and the outside light on the patio being left on. This announcement was submitted to the Cat Tales for the July issue.

As of now, the next event after the 4th of July will be the Progressive Dinner in September.

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. CCPHA Maintenance vs. Repair overview

Dan reported that he has researched Maintenance vs Repair definitions and found that Maintenance preserves the property and Repair restores the property to its original condition. John presented a tentative schedule of maintenance tasks that the Association will make available to homeowners. This tentative schedule is a suggested starting point for designing a reasonable and manageable maintenance plan. The finished schedule will be made available to homeowners, and it will describe what residents can expect to be provided by their monthly dues. The Board is in the process of clarifying and simplifying a schedule that will accomplish all the duties required in maintaining the community according to the high standards we have set for ourselves.

Points that need clarification are:

◆ What is considered roof maintenance? One suggestion is that we replace the rubber flashing around roof vents and perform a visual assessment of the roof according to a three year schedule. A licensed inspector would be hired to assess the condition of the roofs and provide a report to homeowners with a copy to the Board. Homeowners would be responsible to follow up to have the work completed with contractors from a list of reputable firms provided by the Association. If the homeowner does not contract to have the work done in a timely manner, then the Association will arrange to have the repairs made and bill the homeowner. If the homeowner is not willing or able to pay for the repairs, then a lien will need to be placed on the property.

Maintaining positive relationships within the community, with other quad members and in relationship with Board Members is our goal for ease in solving difficult situations. The Board agrees that designing a clear and inclusive maintenance schedule will provide the ground work we need to establish good communication and understanding within the community.

◆ Clarify what is included in painting maintenance and a time-line for the schedule.

◆ Heating and cooling maintenance schedule

◆ Homeowners are responsible for maintenance inside the patio

◆ Schedule for trimming bushes and shrubs (every 4-6 weeks?)

- ◆ John will speak with Herb about clipping the new shoots around trees and taking care of weed control. Herb responds to approximately two Hotline calls per day. We may want to consider hiring a professional weed company to make two applications and then assess the result.
- ◆ Gutter cleaning in October?
- ◆ Utility islands are not attractive. What are our options?
- ◆ Maintaining the current level of monthly dues, or increasing them only slightly, if necessary, is an important consideration.

Heating and cooling maintenance schedule

b. Additional Maintenance Personnel

Since the number of complaints we have received from the community about maintenance of trees, shrubs, weeds and cleaning of gutters, along with other areas of concern, have been increasing lately, the Board is considering hiring an additional full time or part time maintenance person to assist Manuel in completing required tasks. Dan recommended that using this period of transition to work out a schedule of maintenance duties and assess what we can expect to accomplish with one full time maintenance person under the supervision of a 10 – 12 hour per week supervisor. At the end of this year, we can work an additional person into the budget, if we believe it is necessary to hire an additional person. Finding the money to cover the costs of getting all the maintenance tasks completed is recommended, since that is the feedback we are receiving from the community.

c. Schedule for Maintenance at VaCC

John will refine the proposed schedule taking into consideration the suggestions the Board discussed this morning. He will provide the updated schedule for further consideration and review. This is a work in progress.

d. Maintenance on patio railings (Steel and Wooden)

The Association agreed to have the railings on two homes powder coated (by Monument) and repainted. John has observed railings on other homes, and he determined that there was a defect in the work done on the railings we agreed to replace. Other railings appear to be properly finished. The weld areas are typically where the paint can begin to breakdown. Maintenance of steel and wooden fences will be defined in the maintenance schedule John is revising.

e. Manuel Fence Oiling Update

Since there are other maintenance concerns that we need to address, Manuel will be asked to oil the Primrose Lane fences at a rate of two units per day instead of the planned one quad per day. This will free him to keep up with other work that needs to be done. John suggested leaving gutter cleaning maintenance until October, when most of the leaves have fallen from the trees, and the fence oiling

is completed.

f. Reserve Fund for Maintenance Building (\$40,000)

We will consider starting a Reserve Fund for the Maintenance Building after the current Reserves are fully funded. John suggested that we contribute \$500 to \$600 per month to the Maintenance Building fund.

Dan suggested that we start the new reserve fund at the end of this year when we are working on the 2016 budget. We will be better able to estimate what our expenses will be next year. By that time we will be able to determine whether we need to hire an additional maintenance person.

The question came up about where the Maintenance Building should be built. The lot near the entrance from 18 Road to Sunrose does not seem to be an appropriate location. John agreed, and he suggested that a site near the irrigation silt pond might be better. We need to install another pump as the community grows.

g. Tree Trimming Maintenance

The task of pruning trees that require attention should be completed over the next two to four weeks.

h. Other topics brought up for consideration:

- ◆ The Board needs to begin planning for the next semi-annual meeting in September.
- ◆ The election of two Board Members will be held in the spring. The Board discussed the need to encourage people to consider serving on the Board for a three-year term. Current Board Members agree that the experience of serving on the Board is a valuable one. Understanding how the Board works is important to people who live here. This is especially true as we move toward community management of the Association. It is financially prudent to do as much as we can by ourselves without hiring an outside management company.

i. Date for next Board Meeting: Monday, August 10, 2015 at 9:00 a.m.

6. The meeting adjourned at 11:53 a.m.

Respectfully submitted by Lee Beasley, Secretary.