

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

Date: Monday, February 22, 2016

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, Vern Werth, Eldon Miller, Dan Colesworthy, Mary Jo Ward, Bev Stone and Lee Beasley. Incoming members attending this meeting were: Marlen Paull, Scott Nelson and Joyce Kurt.

2. The Agenda was reviewed and adopted.

3. Minutes from the last meeting of the Board on January 18, 2016 were approved.

4. Presentation and Discussion by Board Members

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

Eldon reported that the trees are starting to bud. It is time to apply a to control destructive insects (Safari) at a cost of approximately \$10 per tree. Targeted pests are ash and lilac borers and aphids. We will set up traps in the spring to identify which pests are active this year. A non-systemic product is used to keep them under control.

Marlen asked about a tree near her property that Pete, the tree trimmer, told her should be trimmed in January. Marlen was asked to call the Hotline and report her concern. Hotline calls are tracked and recorded by Herb so that homeowners' requests are addressed.

John reported that Pete returns in June or July to prune ash trees. He also trims fruit trees prior to their bloom in the spring.

Vern noted that the trees near his driveway should be trimmed higher so that they don't brush against his car and the house.

John said that a contractor with a hydraulic bucket comes to trim the trees in a section of the development each year, so that all the trees are trimmed every five years.

It is important that individual requests for specific tasks be called into the Hotline so they can be taken care of in a timely manner. Contractors take a global view of the job and calls to the Hotline will ensure that individual needs are addressed.

Marlen, who also serves on the Welcoming Committee, and will represent that committee on the Board, said she would suggest that the procedure for calling the Hotline be included in the newcomers' packet. She said she would also suggest that the Board review and advise the Welcoming Committee on the contents of the newcomers' packet before it is printed

and given to the homeowners.

b. Facilities Report (Bob Vogel)

Bob reported an electrical problem in the community center has been repaired. Exercise machines are out of warranty, and Bob suggested that we may want to consider setting money aside for repair and replacement as needed. The equipment is due for annual lubrication now. Residents are asked to call the Hotline if they notice any problems.

Joyce asked if there is a Maintenance Schedule available for reference since she is taking on the position of Facilities Director. Bob agreed to meet with her to discuss his experience in managing the Clubhouse Facility. Joyce offered to design a schedule for ease in managing the position. Joyce said she would provide a copy of the schedule as an attachment to the position description for Facilities Director. The Facilities Director also works closely with Mary Jo, who represents the Social Committee on the Board. There is a fine line between the responsibilities of the Facilities Director and the Activities Director, and a close working relationship between the two has been effective in the past. Since the Social Committee has funds available to maintain the appliances they use regularly, it is prudent to work together when some aspect of the facilities needs repair or replacement. Items for the Community Center that are being provided by the Social Committee are: cushions for furniture at the front entrance, a new faucet for the kitchen sink to make it easier to fill and clean the coffee pot. The Barbecue Grill was purchased a few years ago for the benefit of the community. Mary Jo also noted that she and her husband have been taking care of flag etiquette, which is part of the position description of the Facilities Director. Mary Jo and Joyce will work together to discuss aspects of the position that need clarification.

c. Activities Director (Mary Jo Ward)

Mary Jo reported that the St. Patrick's Day dinner will be held on Wednesday, March 16th because there is a conflict with the Thursday Social activity on the 17th. John asked that in the future, requests to modify holiday plans to accommodate scheduled activities be brought to the Board for consideration. When notices are posted at the mail box station on Marigold, they are often torn down or damaged by the weather, since there is no sheltered place to display them. The Board was asked to consider purchasing a message box similar to the one at the main mail box station on Periwinkle.

There have been requests from the community to plan a Community Garage Sale during the month of June. The Social Committee is discussing options for this event.

d. Covenants Ombudsman (Dan Colesworthy)

There were no new concerns from the community since our last meeting.

Since we are in the process of electing new members to serve on the Board, Dan reminded us that the election procedure is described in the Covenants. Each residence has one vote, and we need 50 responses to constitute a quorum at this point. People living in rental units are not allowed to vote. Only the homeowner of record may vote. John reported we currently have close to fifty households represented in the ballots returned. We will be able to secure a quorum at the PHA meeting later this week.

Once we are out of the declarant control period, one third of the Board is to be elected every year for a three year term. Presently, one third of the Board must be elected to three year terms, but the declarant (John) may appoint two thirds of the Board.

Board Members have been asked for clarification from community members about the Ballot/Proxy that was sent out with the Cat Tales Newsletter last month. The suggestion is to simplify the Ballot/Proxy for clarity. John said he will review the document and make it easier to understand. He is considering revising the voting procedure to include a brief biography of people nominated to serve. John is also considering designing a plaque to be displayed in the Community Center listing Board Members who have served the community. The goal is to unify the community and demonstrate that the only way the Association works as well as it does is because people are willing to serve.

We are transitioning to governing the Village at Country Creek Association ourselves. When 170 units have been sold, we will be at the two thirds mark, and according to the Covenants, John will begin to turn the Association over to the Board. We have the choice to hire a manager or manage the Association ourselves. John may be available to manage the Village if the Board decides to retain him for a short while as the manager. We will need to make a decision about management of the Association over the next five years.

e. Treasurer (Bev Stone)

Bev reported she is currently in the learning curve of fulfilling the duties of Treasurer. She receives copies of reports from Ham (Darrell Hamilton), who has been taking care of the books for several years. Bev has served as Treasurer in homeowners' associations before, and it will not take her long to get up to speed.

f. Secretary (Lee Beasley)

Lee described the procedure we have been using to approve the Minutes of the Board and PHA Meetings. A draft of the Minutes is distributed via email to all members of the Board within a day or two following the meeting. Members review them and reply to Lee with corrections, additions or comments.

Approved Minutes are distributed to Board Members upon approval within the indicated time.

Lee will contact a community member who filed a parking complaint with the Board. John wrote a letter to the offending party. Lee will get back to John about

compliance with his request.

5. New Business

a. Review Contracts for work:

-Western Colorado Tree Service submitted a bid to trim the trees along upper Primrose. They will complete the trimming of trees for six quads At a cost of \$1,855.

-Trees are Us submitted a bid for \$1,200 per day, and estimated it would take two to three days to complete the work.

John offered his opinion that the Western Colorado Tree Service bid was a better price, and he thought they would do a good job.

-Four Seasons Gutter submitted a bid for \$300 to repair the gutters on the Community Center. The corners are leaking, and they should be replaced. For \$1,483, we can upgrade the quality of the gutters with a larger, heavier duty gutter.

The Board unanimously approved contracting with Western Colorado Tree Service and Four Seasons Gutter to complete the work.

b. Introduce New Board Members

Marlen Paull will replace Vern Werth as Landscape Maintenance Director. She will work closely with Eldon, our lawn, tree and shrubs expert.

Marlen has lived in the Valley for several years. After her husband died, she moved to the Village at Country Creek because she wanted a maintenance-free living situation. She said she loves it here, and she agreed to serve on the Board to offer her expertise to her community. Marlen will also represent the interests of the Welcoming Committee on the Board.

Scott Nelson will replace Dan Colesworthy as Covenants Ombudsman. Scott researched several retirement communities in this area before he and his wife decided to move here. He recognized the quality of the work John provides as a builder. Scott is ready to become more involved in this community. His wife, Angie is involved on the Social Committee and in the newly forming Welcoming Committee.

Joyce Kurt will replace Bob Vogel as Facilities Director. Joyce grew up on Iowa, and has decided to settle in Colorado. She enjoys living in the Village because of the freedom she finds in being able to take trips and not worry about leaving her home. Joyce is recently retired, and she brings good organizational skills and insight from her life experience to the Board.

We welcome all the members of our community who have agreed to serve

on the Board.

c. Reserve Fund Discussion (update)

John explained the purpose of the Reserve Funds and reported he completed a Reserve Fund Study, which he will present to the PHA Meeting later this week. The purpose of studying the funding of Reserve Funds is to ensure fiscal responsibility of the Association.

A major project this year will be replacement of the innards of the filter pods in the irrigation system. There is a schedule available itemizing the maintenance schedule for ensuring that we don't have major problems with the system over the years.

HVAC annual maintenance is scheduled in the springtime for the Community Center. The Association pays for maintenance of the heating and cooling systems in our homes in the spring. Homeowners are responsible for fall maintenance.

d. Agenda for Association Meeting

The Covenants limit the number of Board Members to nine.

This year we have expanded our Board from seven to eight. Our goal is to manage our Association as efficiently as possible.

The Welcoming Committee is in the process of creating an information package for new residents. John will invite Raya Novak to the next meeting of the Board so that she can present her progress in designing the packet and receive some feedback. Since the information for new homeowners is representative of the Association, and the Association is funding the project, the Board will review the information to be given to new residents for compliance with the Covenants.

Our monthly dues fund ordinary expenses of the Association. There is no increase projected for the fiscal year April 1, 2016 through March 31, 2017. There may be a \$5.00 per month increase for the next year because of increasing costs associated with maintaining an ageing community. An alternative to increasing the dues would be levying Special Assessments on residents as the needs arise. Traditionally our Board has opted for a slight increase in dues to prepare for maintenance issues as they arise and keep the Reserve Funds fully funded. We believe it is prudent to give notice to residents that dues may increase minimally so that people can prepare for the increase and voice any objections or agreements. According to the Covenants, a simple majority of households present at the budget meeting can approve the budget. Joyce said it is important to confirm that we are ensuring the value of the community by managing the

Association conservatively.

John is submitting a request to the City to replace 400 feet of sidewalks per year. There is money available from the City of Fruita for this purpose following an application process.

This year we plan to replace the carpet in the Community Center.

The Agenda for our Semi-annual Meeting is fixed by the Bylaws; however, John will elaborate on the agenda items based on Board Member suggestions and contributions.

Marlen suggested that the policy to call the Hotline to report problems be explained again. She noted that the policy could be presented in the Cat Tales Newsletter in different locations and formats to call attention to the value of using the Hotline to solve problems.

The work of the Welcoming Committee to prepare a package for newcomers to our community will be introduced.

John will stress that as he steps back and transitions management responsibilities to the Board, it is important that we take on more responsibility in governing the Association ourselves.

- e. Date for next Board Meeting is Monday, March 21, 2016 at 9:00 a.m.
6. This Meeting adjourned at 11:10 a.m.

Respectfully submitted by Lee Beasley, Secretary