

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

Date: Monday, March 21, 2016

1. Call to Order and Roll Call

The meeting was called to order at 9:01 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 with the following changes:

The Welcome Committee was asked to make their presentation at the beginning of the meeting.

The Board was asked to review a proposal for installation of a solar screen in the patio area of the unit at 1213 Sunrose Lane.

3. Minutes from the last PHA Association meeting on February 25, 2016 were corrected as follows:

Section 6a should read: Gary Anderson reported that he tried putting tree spikes in to facilitate administration of fertilizer at the tree roots, but discovered that they don't do much good.

4. Welcome Committee Presentation (Raya Novak and other members)

Welcome Committee Members attended this meeting to introduce the design for a newcomer's packet which will be provided to people new to our community. Committee members in attendance were Raya Novak, Angie Nelson, Jan Peterson and Marlen Paull, who is also a Board Member. Raya gave background to the Board describing the reasons she and the other committee members decided to work to put together an informational packet for new residents. One reason for having the informational packet available is to provide a personal contact for new people moving in and to offer assistance in becoming oriented to services available here. The preliminary draft of the packet will be ready for Board review by May 1st, and Jan Peterson agreed to provide the packet to the Board Secretary for distribution to Board Members. This will give the Board time to review the proposed packet for discussion at our next Board Meeting. After reviewing the packet, we will invite Welcome Committee Members to a follow-up meeting to provide feedback and to discuss any questions/suggestions that arise. Other aspects under consideration for welcoming new residents are: provide a social event annually for new residents to ask questions and get to know each other, and offer a welcome gift to new residents as a kindness as they join our community. The Board's task is to determine our role in sanctioning this project. Raya said she is not interested in on-going involvement with heading up the Welcoming Committee, and so it will be necessary to identify who is interested in and willing

to be responsible for the continuation of the project over time. Jan Peterson is working on the computer design of the information to be distributed. She said it is important that this document, which will represent our community, be timeless so that it will not be necessary to continually update and revise it.

It was suggested that we provide a vehicle/forum for current residents to provide feedback to the Welcome Committee as the project progresses, before it is distributed to new residents.

5. Brief discussion and review of Financials

All Association Members are current with their dues. The Association is doing well. Financials will be available for the current fiscal year by April 1, 2016.

6. Presentation and Discussion by Board Members

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

Eldon said there is no information to report about Landscape Maintenance, since it is early in the season.

Vern agreed to meet with Marlen Paull to go over the duties associated with the Landscape Director position, since Marlen will be taking over as of April 1, 2016.

b. Facilities (Bob Vogel)

Bob has been working with Joyce Kurt so that she is confident in assuming the position of Facilities Director as of April 1, 2016.

Joyce has the key to the right side of the door at the front entryway to the Community Center.

Bob reminded Joyce to be sure that the numbers on the houses, especially in the neighborhoods around Marigold Avenue be painted so they are visible from the street. Joyce will work with John to come up with a plan. John said homeowners are responsible for the costs associated with this project. A notice will be placed in the Cat Tales Newsletter after John has a price from the painter.

Bob reported that there was a security breach discovered when the inside door to the supply room was left unlocked. John said the landscapers and other service providers have keys to the supply room, and sometimes they leave it unlocked. They need keys for access to the irrigation system controls.

Bev asked if she could have two keys to the Community Center made available for her and her husband. It was decided that since there is no record kept of the number of keys assigned to residents, it would be fine to make an extra key available as people requested them. There will be a charge for the second key. John will check with the locksmith to find out the current cost and charge the homeowner accordingly. John said he would provide some keys to Joyce so that she can make them available to people who request them.

It is customary for the seller to provide mail box keys and keys to the community center to the purchaser at closing

c. Activities Director (Mary Jo Ward)

Mary Jo said she has nothing to report, since we are on a limited schedule today. She showed us the new faucet, Anabel, purchased by the Social Committee for installation in the kitchen sink. This faucet is designed for ease in cleaning the tall coffee pot used at community events.

d. Covenants Ombudsman (Dan Colesworthy)

Dan has been working with Scott Nelson as he assumes the duties of Covenants Ombudsman, effective April 1, 2016. Scott said they have gone over the Position Description, and he is becoming more familiar with the governing documents of the Association.

e. Treasurer (Bev Stone)

Bev will assume more of the duties of the Treasurer as we begin the new fiscal year. She is working closely with John on the details involved in creating and monitoring the reports associated with the financial well-being of the Association.

f. Secretary (Lee Beasley)

Nothing to report.

7. New Business

a. Welcome Committee Presentation: See #4 above.

b. Official Handover of Positions on the Board. Verification of election results. John reported we received 62 ballots in the election of new board members. This meets our participation requirement. Marlen Paull received 35 votes, Joyce Kurt received 36 votes, and Scott Nelson received 59 votes. Marlen and Joyce were elected by the homeowners, and John appointed Scott to the Board. According to our covenants, 1/3 of the Board must be elected each year to a three year term. New Members must receive a majority of the votes. Since we are still in the Declarant Control Period (see the Declaration for Country Creek Patio Homes, Article VI Section 6.3), John took advantage of his ability to appoint one of the Board Members.

Lee will Verify the results and report back to John.

c. New Board Members

- i. Marlen Paul, 825 Marigold Court, in replacement of Vern Werth;
- ii. Scott Nelson, 1213 Sunrose Lane, in replacement of Dan Colesworthy;
- iii. Joyce Kurt, 1206 Sunrose Lane, in replacement of Bob Vogel

d. Review of Contractor Bids

- i. Mays Concrete, driveway repairs

The Board unanimously approved the proposal to repair the cement on sidewalks and driveways. They will assess the community and provide mud pump,

resurfacing applications and removal and replacement services as indicated. Mays will begin the assessment with a \$3,500 retainer, which will be incorporated into the cost of the project if it amounts to over \$15,000. Before the work begins, homeowners will receive notice of the work to be done as well as the estimated cost to the homeowner. The quote for each job will need to be approved by the residents who will ultimately be paying for the proposed work. Following said approval, the Association will pay Mays for the work, and homeowners will be assessed for reimbursement for their portion of the repair work.

ii. Masterpiece Painting, exterior of Community Center

The Board unanimously approved the proposal to paint the exterior of the Community Center. The building was finished in stucco thirteen years ago, and some spider cracks have been noted. It needs to be painted. Typically stucco buildings need to be refinished every ten to fifteen years. The cost of this project is \$5,875, which may be negotiated down to \$5,300.

e. Review, approval and Signature of new Alpine Bank ACH Agreement.

The ACH Agreement allows the VaCC Association to continue to use the direct deposit feature for homeowners who elect to pay monthly dues by direct deposit. The signatures of three Board Members was required to approve the continuation of the contract with Alpine Bank.

f. PHA request for tree removal at 1149 Primrose

Since there are several requests from homeowners regarding removal, replacement and/or addition of trees, shrubs and plants on the grounds of the Association, the Board will need to become familiar with the policy already established in the Declarations regarding care of common areas. Landscape design and maintenance is the obligation of the Association as it applies to common areas in the community; therefore, it is up to the Association to make the decisions about questions related to trees, shrubs and plants in common areas. Joyce Kurt agreed to create a list of questions that might be asked of the Board regarding the landscaping around homes in the neighborhood. Joyce agreed to present her questions at our next Board meeting, and in working with them we will create guidelines to be used in complying with the Covenants as they are currently written.

Several areas were brought up for consideration: who should pay the cost of removal and replacement; what has worked in the past; should homeowners have any influence regarding the types of plants/trees/shrubs to be placed around their homes. Dan's reminder to the Board is: We need to retain control over how the community looks. This means the Board has the final say in how replacement/removal requests will be handled. It is important to be consistent in our response to questions from the homeowners.

John said he has told homeowners who have made requests for removal or replacement of trees, shrubs, etc. that decisions will be made in the fall.

g. Manuel's replacement Cody Meeks

Manuel has had to make decisions in his life following the death of his mother in Mexico. He has decided to leave his position in landscape care at The Village at Country Creek. He has had some time to train a new man, Cody Meeks, who has some landscape experience with Deep Creek Landscape. Cody is hired through a temporary agency, and the benefit to that arrangement is that we are not responsible for payroll, Workman's Comp, and the other book keeping requirements we would need to attend to if we hired him directly. There will be a learning curve for him to get proficient in the needs of our community. John reports Cody has a great attitude and takes constructive criticism well. Cody is a salaried worker. He receives fixed pay each week, and any overtime hours are credited to time off during the winter months. Herb is technically Cody's supervisor; however, he reports to John. During busy times of the year, John said we will need to hire an additional person to help Cody comply with the Maintenance Schedule.

h. The Board, acting as the Architectural Review Committee, reviewed the proposal for installation of a solar screen in the patio area of the unit at 1213 Sunrose Lane and determined the proposal meets the requirements stated in the Covenants for improvement to the property. The Board voted unanimously to approve the project.

i. Date for next Board Meeting is Monday, May 23, 2016 at 9:00 a.m.
A follow-up meeting is scheduled for June 6, 2016. Welcome Committee Members will be invited to attend the June meeting to respond to questions and feedback from the Board regarding the Welcome Packet.

8. Actions taken by the Board of the Association
 - a. Approval of contract with Mays Concrete
 - b. Approval of contract with Masterpiece Painting
 - c. Approval of ACH Agreement with Alpine Bank
 - d. Approval of Solar Screen in Patio on 1213 Sunrose Lane

9. This Meeting adjourned at 11:30 a.m.

Respectfully submitted by Lee Beasley, Secretary