

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

Date: Wednesday, September 21, 2016

1. Call to Order and Roll Call

The meeting was called to order at 9:00 a.m. Members present were John Moir, Bev Stone, Dan Colesworthy, Eldon Miller, Joyce Kurt, Scott Nelson, Mary Jo Ward and Lee Beasley.

2. The Agenda reviewed and adopted.

3. The Minutes from our last meeting on August 22, 2016 were approved.

4. John gave a brief overview of the Financials. There are some upcoming expenses, such as covering the cost of repairing homeowners' driveways until the homeowners reimburse the Association. The bridge loan to the resident will come out of our savings account, which pays minimal interest. For a more comprehensive description of the Associations involvement with this project refer to section 6g - Financial considerations for the Driveway Repairs.

Other foreseeable expenses are: building the Maintenance Structure (estimated cost approximately \$28,000), installation of the privacy fence along Carl Peterson's property (estimated cost is \$6,500), the Air Pump is at the repair shop. This pump runs full time when the irrigation water is running, and needs to be repaired every couple of years.

This discussion brought us to the question of considering the adequacy of the Reserve Funds Allocation. John will put more thought into this following the PHA Semi-Annual Meeting next week.

Feedback from Board Members supported a conservative approach to structuring the Reserve Funds as we plan for our future.

5. Presentation and Discussion by Board Members

a. Landscape Maintenance . . . Lawns, Trees and Shrubs (Eldon Miller and Dan Colesworthy)

Some homeowners are under the impression that trees will be replaced in the fall and shrubs and plants will be replaced in the springtime. Dan asked if there is a list of tree replacement requests with a schedule of when the work will be performed. Homeowners waiting for a response from the Association are: Al and Carol Benjamin 1147 Primrose Lane; Harlan and Louann Spencer 810 Marigold Court; Darrel and Wilma Farlow 855 Marigold Court; and Carol Neverve 1152 Primrose Lane.

Dan reported there were 33 Hotline calls since our last Board Meeting in August: 4 were about lawns and irrigation

19 were about shrubs and trees

1 referred to a structural issue

The other calls were general in nature: request for someone to come and sweep a

driveway and asking if it is ok to oil the hinges on a fence. Most general calls are from elderly residents who may be on oxygen or simply cannot get to work that needs to be done outside.

Dan brought up the fact that we have paid two different contractors to prune trees, and the Association still needs to provide pruning services when homeowners complain.

Eldon stated he believes there is a communication lapse. Herb tells people one thing, and the reality is something different. This causes confusion and resentment when homeowners are not getting their requests met in a timely manner, if at all. John will speak with Herb about being consistent with John's and the Board's decisions in his communication with residents.

b. Facilities Report (Joyce Kurt)

Joyce said there is electrical problem that will be fixed in the exercise room to keep the equipment working properly. That work should be completed by the time we purchase two new Nordic Track Treadmills. The Board voted and approved purchase of two Nordic Track Elite 3700 machines (3.5 CHP motor; 20 x 60 foot belts) at a cost of \$1,199.99 each. Since maintenance contracts do not cover equipment that is not exclusively for home use, the Board decided against purchasing a maintenance contract. It was noted that we never used contracts we purchased in the past for these exercise machines. It is more cost effective to simply replace damaged or worn out machines. Pickup and delivery costs run approximately \$100 per unit for the new Nordic Tracks. John said he would list the old treadmills on Craig's List after the new ones arrive.

Joyce will look into purchasing and replacing a round mirror in the exercise room that enables people to view anyone entering the room while they are working out. The old mirror is difficult to adjust.

A new cleaning service has been hired to clean the Clubhouse on the first Tuesday of each month. Joyce asked if anyone notices anything that needs to be cleaned to let Joyce know before the first Tuesday of each month, and she will pass on the information to the cleaning service. Rugs will be cleaned thoroughly once a year, and tile floors will be stripped and waxed once a year. The cleaning service will wash windows inside and out. The outside will be done after the ditch water is turned off in October.

c. Activities Director (Mary Jo Ward)

Mary Jo reported that 79 people attended Primrose-sponsored Progressive Dinner last week. Attendees paid \$5 per person, and the proceeds are deposited into the Social Committee Treasury. Mary Jo said money-making activities include the Progressive Dinners each year and Weekly Coffee collection. The Association sponsors three catered dinners each year: Thanksgiving, Christmas and St. Patrick's Day.

Mary Jo is considering a way to clarify the difference between the Social Committee Chairperson position and the Activities Director position and how to maintain open communication between the Social Committee and the Board. She will put some thought into this and make recommendations to the Board. The

Board will support Mary Jo in determining a workable solution.

d. Covenants Ombudsman (Scott Nelson)

Nothing to report.

e. Treasurer (Bev Stone)

John covered the financial status of the PHA.

f. Secretary (Lee Beasley)

Positions on the Board that need to be filled beginning in 2017 are: Horticultural Advisor, Secretary and Activities Director. Eldon said he and Dan discussed the Landscape Maintenance Director Position. Dan has not agreed to take over the Horticultural Advisor aspect of the position. Board Member positions change April 1<sup>st</sup> of each year.

## 6. New Business

a. Direction and Agenda items for the Semi Annual Meeting September 29, 2016 at 7:00 p.m.

Items to be addressed at the upcoming PHA Meeting are:

(1) Provide a copy of Policy #4: Guidelines for the Modifications and Usage of the Area Around Dwelling Units and open the floor for discussion and questions from residents

(2) Review policy for tree replacement

(3) Driveway restoration project

(4) Provide information on Phase 5, with special focus on projected plans for RV Parking

Joyce Kurt is working at improving the proficiency of the microphone we use at semi-annual meetings. She said it is important that speakers keep the microphone up close to their lips when they are speaking, and speak loudly and clearly for better projection of the sound. Joyce is also trying out the device in different areas of the room (back or center) to see if the quality of the sound can be improved.

b. Proposed Budget for FY 2017 and Reserve Study for FY 2017

John has been working on budget projections for the next fiscal year. He asked the Board for recommendations about increasing the monthly dues for homeowners. Everyone agreed that it is a good idea to prepare people for any proposed increase. Since we will be short \$7.02 per unit per month next year, we will let people know there will be a \$7 to \$10 increase per month in dues for the next fiscal year. Last year we announced the increase would be \$5, but people may be willing to increase by a few more dollars when they have an understanding of the reasons why the increase is necessary. Homeowners may also be asked what they are willing to give up in order to keep the budget in compliance with our Association's needs.

c. Considerations of Board involvement with the Welcome Committee and the Welcome Package.

Jan Peterson is currently taking care of providing the Welcome package to residents new to our community. The Board considered bringing on a Welcome Liaison to the Board of Directors so that there would be open communication with the Board about information provided to new residents. Then we decided it would probably be best to fill one of the open positions with the same person doing the Welcome Liaison work. Jan will be approached to see if she is interested in joining the Board in the capacity of Secretary and also doing the Welcome Liaison contacts. Since she and her husband travel so much, she may not be willing to take on the responsibilities associated with being a Board Member and providing information to new residents. John will speak with her and get a sense of Jan's willingness to take on this three-year commitment.

d. 1117 Primrose Lane request to leave walk as is. Probably 4' wide in parts exceeding the established 3' parameter.

The Board voted to require the residents at 1117 Primrose Lane to bring their walkway into compliance with the Guidelines set forth regarding their walkway project. There were 7 votes cast to require compliance with the Guidelines. One person abstained.

e. Consideration of Approval for improvements at 1216 Sunrose Lane (Jane Dodson)

The Board approved this request to add a second gate from the patio area and install a ceiling fan in the patio. John will write a letter to the homeowner approving the projects and requiring that all the work be done professionally and in compliance with the requirements of the building code.

f. Mays Concrete, driveway repairs

This project is nearing completion. Some issues had to be resolved and negotiated between homeowners and Mays Concrete. R&G Concrete also entered into a contract with the Association at another homeowners' request, and that work is completed to the owners' satisfaction.

g. Financial considerations for the Driveway Repairs

Policy #3: Repairs to Concrete in Driveways, Aprons and Sidewalks, states in Section 4.3 Payment by Owners: If there are any hardships with paying for the work, the BOD will consider, at its own discretion, setting up a payment plan to assist the Owner in making payments for the work. Terms of the agreement for payments not made in full by the end of the 30 day grace period from the date of the invoice will be subject to a 2% per month interest charge on the outstanding balance. The Association will bill the homeowner monthly. The homeowner also has the option of speaking with a banker of their choice and applying for a home improvement loan.

h. Fence bordering Carl Peterson's property completed

The privacy fence bordering Carl's property looks great. We needed to establish a proper boundary between the two properties. John said there is still some finishing work to be done to complete the project, but that should be completed this week.

7. Actions taken by the Board of the Association:
  - a. Unanimous approval of purchase of two Nordic Track Elite Exercise Machines 3700 at \$1,199.99 each. These Nordic Tracks have 3.5 CHP motors and 20/60 inch tread belts
  - b. Compliance with Guidelines is required of 1117 Primrose Lane completed walkway project 8 members voted yes with one abstention
  - c. Unanimous agreement on financial considerations for driveway loans was established. The policy will be made clear on the billing statements to be sent out to homeowners. 2% interest on the outstanding balance for accounts over 30 days
  - d. Unanimous approval of improvements requested for 1216 Sunrose Lane.
  - e. Further consideration for establishing a line of communication between the Social Committee and the Board of Directors needs to be taken up by the Board since our Activities Director position will be vacated.
  
8. Date for next Board Meeting is Monday, October 24, 2016 at 9:00 a.m.

Reminder: Our Semi-Annual Meeting is scheduled for Thursday, September 29, 2016 at 7:00 p.m.

The Board will meet in December 2016, January 2017 and then one more time before the PHA Association Meeting in February 2017.

9. This meeting adjourned at 11:55 a.m.

Respectfully submitted by Lee Beasley, Secretary