

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

Date: Monday, December 5, 2016

1. Call to Order and Roll Call

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

2. The Agenda was reviewed and adopted as written.

3. The Minutes from our last meeting on October 24, 2016 were corrected to state in section 5.a that the Association will purchase California Redbuds, not Eastern Redbuds, to replace trees in our community.

4. John reviewed the Financials and pointed out that as driveway repairs are paid for, the amount in the checking account is being reimbursed. The bottom line is not affected. All homeowners who were involved in the 2016 driveway repair project are either current in making payments or they are in touch with John to find a workable solution in arranging payment.

John reported Long-Term Liability amounts in the Reserve Funds are getting to where we want them to be. Dan asked what the target amount for each of the funds is. Irrigation Maintenance, in particular, appears to be lower than the target proposed earlier. Targeting reserves is somewhat of a guessing exercise. Since we are not able to predict the future, we can never be certain of the reserve amounts we will need. John feels comfortable with the current track we are on.

5. Presentation and Discussion by Board Members

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

Dan reported several calls to the Hotline. Most of the concerns expressed were about blowing leaves and pruning trees and shrubs. There were calls related to structural issues and several more relating to heating problems. One call was about a stove that would not turn off. Herb disengaged the circuit breaker, and the problem appeared to be within the stove unit. The homeowner was instructed to call an appliance repair person to address the problem.

Dan said his main task as Landscape Maintenance person is reporting on the number and types of calls made to the Hotline. Herb picks up the calls and records them along with how he responded to homeowners. Dan prepares his report based on Herb's communication notes.

John said Shane has finished cleaning out the gutters. The association purchased a new, more powerful, attachment for cleaning leaves out of the gutters. He has blown out leaves from some of the patios that Mike and his landscapers were not able to access. Part of the problem with the leaves this fall was that they fell

sporadically. It would be easier to clean them up if they all fell at the same time. If there are any more leaves to be cleaned up, they may have to wait until the spring. Shane's next task will be pruning back butterfly bushes and grasses. He will begin fertilizing shrubs

Eldon said he received several complaints about how the association addresses violations of the covenants. Bob Vogel reported five cars parked at the address across from his house. There are complaint forms on the counter in the Library to report violations. The Board will take action when a formal complaint is filed. People also asked why Herb is spending so much time at the new construction sites instead of balancing his time between new construction and existing homes. Herb receives two paychecks, one from Sunshine of the Redlands and one from the PHA. At this point in the year, he has more work at the new construction sites. He has a limited amount of funding available from the PHA, and there is not as much work to do near the existing homes now that the irrigation water has been turned off.

b. Facilities Report (Joyce Kurt)

Joyce reported that the new cleaning lady is working out well.

Joyce is still working on the purchase of two treadmills for the exercise room. Joyce has been working with the USPS regarding problems we are having with mail being delivered to the wrong mailboxes, structural issues related to the mail boxes themselves and finding out who is responsible for repairing boxes that are not working properly. This is a work in progress, and dealing with the USPS bureaucracy is challenging at best. Joyce has agreed to serve as a liaison between the postal service and residents who are experiencing difficulties with the mail service. Lee agreed to design a notice to be included in the next issue of the Cat Tales to let residents know that Joyce is available to help. One important point Joyce is aware of is that the mail boxes we have are not meant to hold more than two days of mail. If the mail box becomes too full, the mail will be returned to the post office. Residents have two options: (1) pick up the mail daily or have a neighbor pick it up for them OR (2) arrange for home delivery through the post office, not the letter carrier. Joyce will be happy to assist any resident file a request or a complaint with the Postal Service.

At some point we may need to look into installing a structure on the mail boxes on Marigold where notices can be posted for residents who use those mail boxes. Mary Jo said the last notice was not taken down by the letter carrier, but as time goes on, we may need to make a more formal arrangement for posting notices

c. Activities Director (Mary Jo Ward)

Mary Jo reported we need a new flag to fly in front of the Community Center. The old one is getting worn. She and her husband, Jim, will look into the proper size flag to purchase for a thirty-foot pole. Mary Jo said 67 people attended the Thanksgiving Dinner. So far, 30 have signed up for the Christmas Dinner. These events have become a welcome tradition for residents at the Village.

d. Covenants Ombudsman (Scott Nelson)

Scott asked for clarification about the age 55 requirement for living in our community. One person who has attained the age of at least 55 must reside in the home. We have a strict policy for parking cars that is available for residents to review. For example, overnight parking on the street is not allowed.

Cars should be parked in the garage or in the parking lot at the community center (no longer than 48 hours). Scott has a copy of the Covenants, and he reviews them as questions arise.

e. Treasurer (Bev Stone)

Bev has had recent surgery on her eyes, and now that she is better able to see she Plans to review the Country Creek PHA financial reports for the quarterly review of the Association's accounts.

f. Secretary (Lee Beasley)

Nothing to report.

6. New Business

a. Lindsey Wulff and Mary Guccini attended this meeting. Lindsey asked if the sidewalk leading up to his house is his responsibility or the Association's responsibility. He was referred to Article 12.1 of the Covenants, which state the homeowner is responsible for maintenance and repair of these limited common elements. Lindsey asked about the reason for repairing driveways at this point in time. John said the threshold of people who were complaining about damaged concrete initiated the project. The Association responds to homeowners who express concerns about the community.

Lindsey has trim on his siding that is peeling. He paid a contractor to take care of the problem, but the new siding is peeling as well. He blames the new contractor who used the same trim as was installed in the first place. John reminded Lindsey that the Association touches up the trim every year, but that Lindsey requested that our people not perform maintenance on his home because he said he would prefer to do it himself.

Lindsey said he reviewed the budget and determined that 75% of every dollar he pays is connected in some way with landscaping. For example, gutters and irrigation expenses are related to landscaping because there are too many trees in the neighborhood, which produce leaves and we need to water lawns, flowers and shrubs. His solution is that we should plant fewer trees, which are a hazard to house structures and clog the gutters with leaves. He also thought it would be prudent to consider xeriscaping, which he thinks would be less costly than our current landscaping method. Lindsey suggested that we need to address how our dues are spent. He is concerned about raising the dues and spending the money on landscaping issues that he does not consider to be important.

Lindsey requested a Maintenance Schedule, which was provided to him, for the years 2015 through 2018. He was informed that the Maintenance Schedule is posted on the Bulletin Board in the Community Center. The Board agreed that

we will distribute the Maintenance Schedule to the community either at our Semi-Annual PHA Meetings or as an attachment to the Cat Tales Newsletter twice a year. Lindsey also requested a more effective vehicle of communication. Lindsey was referred to the Nextdoor website where residents are encouraged to communicate with each other regarding concerns or requests for information about the community.

Lindsey asked if Ballots would be delivered to people who want to vote on the proposed budget at the February Semi-Annual Meeting of the PHA. He was assured that anyone who requested a ballot to be delivered to their homes would be provided one.

Regarding water usage, John told Lindsey that we cut back 30% of the water applied to the lawns this year.

Lindsey is looking for a more business oriented communication vehicle from the Board. He suggested that we provide a business focused Newsletter to residents. He said The Cat Tales is more socially focused in its content.

Lindsey said he would like to see a Maintenance Schedule related to the older homes in our community. He said he would provide a list of needed repairs and maintenance needs specifically directed at older homes. Managing the costs will be the role of the Board.

Lindsey stated that our Board should become familiar with the Colorado Common Interest Ownership Act (CCIOA). We have discussed this Act at previous Board Meetings. Since our Association is self-governing we do not fall under the requirements stated in this document. When we pay a management company to manage our affairs, that management company will be responsible for ensuring that we adhere to the guidelines.

b. Post Office concerns. Refer to Section 5.b of these Minutes.

c. Roof Maintenance completed along Primrose and Buttercup/Daisy Lanes
John said roof maintenance on the above referenced streets is complete. Roof inspection maintenance included (1) nailing down the ridge cap as needed; (2) caulking as needed; and (3) installation of rubber gaskets around vents as indicated. Homeowners were notified if there is a projected need for roof replacement or repair within the next five years. If homeowners did not receive a notification, then there was no problem identified. Lee agreed to write a note for the December Cat Tales Newsletter providing this information to homeowners.

d. Budget discussion for 2017-18

Projected increase of dues for the next fiscal year will be to \$130 per household per month, based on 160 homes.

We perform a study of our Reserve Funds each year, and the increase in dues is precipitated by the most recent Reserve Funds Study results. A resident, Lindsey Wulff, requested an independent study of our Reserve Funds to be done by an outside agency. The estimated cost is between \$7,000 and \$8,000. We elected to do the Study ourselves since we are confident that our projections are accurate, and the cost of an independent study is prohibitive.

We believe landscaping is an important part of our budget because people move to this community because of the well-kept grounds.

e. Planning for elections of new board members to fill positions that will be vacated this year: Horticulture Advisor; Activities Director; Secretary.

Two residents have expressed an interest in serving on the Board. Jan Petersen is considering the Secretary position, and Bob Dominick, is interested in serving as Horticulture Advisor. No one who has shown an interest in filling the position of Activities Director so we could see a real drop off in CCPHA sponsored activities.

John suggested that people leaving the Board try and find someone who would be willing to take over the position they are leaving. As we all know this is not an easy task to accomplish. Mary Jo said she would be willing to help the person who steps up to be considered for Activities Director.

f. Status of Landscape Maintenance

Since Mike Reed with Classic Lawns may be moving his business out of the area, we are presently interviewing and receiving bids from three other companies.

The Board will be involved in the interview process as we get further along. John provided a Scope of Work for Landscape Maintenance for the Board to review. Each of the three companies being considered has the equipment necessary for removal of snow.

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

If Jan Peterson agrees to come on to the Board as Secretary, she will bring issues and involvement as Welcome Liaison to the Board. The project is reported to be going well, and Jan's enthusiastic personality has attracted people who are willing to help her welcome newcomers to our community.

h. The date for our next Board Meeting is Monday, January 16, 2017.

8. This meeting adjourned at 11:27 a.m.

Respectfully submitted by Lee Beasley, Secretary