

Agenda for the Board of Director's
Meeting of the Country Creek Patio Home Association

Monday, September 11th, 2017 1:00 PM

1. Call to Order and Roll Call (Secretary)
2. Review Agenda-Adopt/Amend
 - a.
3. Discussion and approval of Minutes from Last Meeting (August 14th, 2017)
4. Brief discussion and review of Financials
5. Presentation & Discussion by Board Members
 - a. Landscape Maintenance...Lawns, Trees and Shrub (Nancy Benzie & Dan Colesworthy)
 - b. Facilities Report (Joyce Kurt)
 - c. Activities Director (Bob Dominick)
 - d. Covenants Ombudsman (Scott Nelson)
 - e. Treasurer (Bev Stone)
 - f. Secretary (Jan Peterson)
6. New Business
 - a. Activities Director opening for Bob Dominick
 - b. RV Parking regulations
 - c. Start date for Primrose driveways/numbers on Marigold houses - follow-up
 - d. Discussion Regarding Surety/Fidelity Bond (\$360.00 per Year for Sandi's work)
 - e. Completion of Pump/Workshop building (any further additions?)
 - f. Budget proposal for 2018-19
 - g. VACC 5 construction is underway
 - h. Items for Agenda for VACC Semi Annual Meeting (9/28/17)
 - i. Date for next Board Meeting
7. Actions taken by the Board of the Association
 - a.
 - b.
8. Adjourn

Make motion, Second, in favor, Opposed

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

Monday, September 11, 2017 1:00 PM

1. Call to order and Roll call

- a. Members present: John Moir, Jan Peterson, Bob Dominick, Joyce Kurt, Nancy Benzie, Scott Nelson, Dan Colesworthy, Bev Stone.
- b. Visitors: Dennis and Peggy Sisk

2. Review Agenda-Adopt/Amend

- a. Agenda adopted as is.

3. Discussion and approval of Minutes from Last Meeting (August 14, 2017)

- a. Last meeting minutes approved by all members via email

4. Brief discussion and review of Financials (John Moir)

- a. Increase in income due to increased number of residents and increased amount (\$130/month) of PHA fees.
- b. Summer expenditures will settle down and reduce.
 - c. The Balance Sheet and Financials will look a little different than previously, due to change of processing.
- c. JK – explain difference of \$9k between last and this year at this time.
JM-contributing reasons are due to: labor, new golf cart, tools purchased to outfit the pump house/workshop.
- d. BS – caught two items that were questions and Sandi McLeod corrected them. They were related to invoices and respectively related checks.

5. Presentation & Discussion by Board Members

a. Landscape Maintenance...Lawns, Trees and Shrubs (Nancy Benzie & Dan Colesworthy)

- NB - Generally, all's well.
- Nancy went along with Shane as he responded to two hotline calls: at Alyssum Ct., things looked shabby after owners return from being away; at Primrose where there was a tree problem. Shane took care of both items.
- NB – did some research on the *Emerald Ash Bore*. It is slowly traveling this way from the Great Lakes area where infestation is a severe problem. The larvae are what damage the trees under the bark.
- NB to JM: how often are lawns fertilized? JM – once a year in March, depending on rainfall. New company doing lawn care this year, and didn't have their "system" down as the previous lawn care company. New Company is finding the how to deal with: smaller lawn areas, spreader settings, crossing over with fertilizer, etc. Next season, drop spreaders will be used instead of a broadcast spreaders along the sidewalks. Cutter blades need sharpening, and speed of cutting machines should be slower. Josh will be working to correct these things.
- Waterline along 18 Road broke, ground area is broken up. JM – the dirt will compact as it's watered, and area will be re-seeded in the Fall.
- Trees along Primrose need to be trimmed. JM – Shane will begin to trim them next week.

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- DC - Hotline calls:
 - 83 Hotline calls total: 33 about lawn irrigation, 34 about shrubs and trees (usually want something pruned), 8 about structural problems of HOA responsibility, 8 about structural problems not HOA responsibility (ie. Cooler doesn't work...)
- DC has been walking the Village and noticing more weeds than before.

b. Facilities Report (Joyce Kurt)

- The light poles in front of the Community Center have been painted.
- Still waiting for electrician to fix the light by mailboxes that randomly goes on and off.
- JP - Does the RV Parking area fall under the supervision of the Facilities Director?
JM – cautions against overloading any Board member with too many responsibilities.
- All exercise equipment is working well. The equipment will be dusted.
- Problems should be reported to Joyce Kurt.
- *The Community Center has been reserved on two upcoming dates:*
 - September 24th*
 - December 15th*

c. Activities Director (Bob Dominick, temporary)

- September 29th the Village will enjoy the “Progerssive Dinner”. Carol Johnson is hosting and organizing it. The cost will be \$5 per person, and one guest is allowed per home.
- The Social Committee will have a meeting on September 18th to discuss the remainder of events for this year: Thanksgiving Dinner and Christmas Dinner. The caterer being used will be retiring next year, so if catering is to continue, a new company will need to be researched.
- The Halloween Party was an extra activity these last few years, and probably will not happen this year. Those responsible for organizing it will not be here this year.

d. Covenants Ombudsman (Scott Nelson)

- Curbing along 18 Road to the driveway entry of the RV parking area has had calls about the narrowness, especially for longer vehicles. JM – that curbing will be adjusted as that area gets developed.
- There have been concerns regarding advertising for art classes on Nextdoor by a resident. Is this a business (business run from homes is against the covenants, with few exceptions) . JM – this concern has been addressed in the past with a letter to resident and a response. At that time the Board deemed this situation was alright (the art classes were for residents, and the cost charged was for supplies).
- There were some complaints of porch lights on a home located on Daisy Lane that are too bright, and are not directed downward (as per covenants). JM – was a formal complaint form submitted? SN – No. JM- Complaints must follow the procedure of filling out a formal complaint, and submitting it to a Board member. Then action can be taken by the board.
- Scott summarized the steps he had taken toward research on property management companies and other options in preparation for future transition of the “Declarant Control Period”¹. Group discussion ensued regarding the pros and cons of different types of property management for the Village at Country Creek. DC – stated that a new bookkeeper would also have to be found. The transition period was estimated to be anywhere from two to five years from now.

¹ As per the Declarations, *Section 6.3. Declarant Control Period*

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e. Treasurer (Bev Stone)

- Nothing out of the norm to report.

f. Secretary (Jan Peterson)

- A sign-in sheet will be posted on entry tables in the Community Center for residents to initial as a tool to record how many residents attend the Semi-Annual PHA meeting on September 18th (for reference in case any voting is done).
- An RV Parking Registry has been created with spot numbers and occupying resident vehicles for reference.
- A resident Birthday List has been updated and posted for resident reference.
- An updated Resident Contact list has been requested for printing and posting for resident reference.
- In 2017 to date, there have been 40 new residents in 26 residencies in the Village.

6. New Business

a. Activities Director for temporary Director, Bob Dominick

- BD believes that not all residents are aware of the opening for Board position of Activities Director. Can the position opening be announced at the Bi-Annual CCPHA meeting? BD will write a letter, to be approved by Board members, then give to Bonnie to add to the October Cat Tales. All agreed.

b. Due to health issues, DC cannot do the Hotline monitoring until further notice.

- BD offered to switch from temporary Activities Director to temporary Hotline monitoring, and relinquish the responsibilities of temporary Activities Director.
- NB – **Motion:** *moved that BD change from temporary Activities Director responsibilities to temporary Hotline monitor until further notice. JK – Second. All in favor? All in favor. So moved.*

c. RV Parking regulations

- Continuance of discussion from the last meeting will be tabled until the October meeting.

d. Start date for the Primrose Driveways/ numbers on Marigold houses – follow-up.

- Terry Rowe is extremely busy now, but should be starting the house numbers in two weeks.
- Work on Primrose driveways should begin in October. This year the designated work will be *mud-jacking* ONLY. Next year re-surfacing of designated driveways will be done.

e. Discussion Regarding Surety/Fidelity Bond (\$360.00 per year for Sandi's work)

- JM got a verbal quote for a \$100k bond for Sandi McLeod's work as bookkeeper:

Taken from Bylaws, page 8:

“13. Fidelity Bonds and Insurance. The Board may require that all officers and employees of the Association who handle or are responsible for Association funds shall furnish adequate fidelity bonds. The premiums on such bonds shall be a Common Expense.”

- DC - **Motion:** *The CCPHA Board of Directors is to purchase a Surety/Fidelity Bond at the cost of \$100,000.00 per year for the position of CCPHA Bookkeeper. SN – Seconded. All in favor? 6 in favor. Opposed: 0 Recusal: 1 Passed.*

- JM will proceed with acquisition of the Surety/Fidelity Bond voted on.

f. Completion of Pump/Workshop building (any further additions?)

- JM – there will be landscaping around the building; one parking space by the fence so it won't be seen; access will be from the canal road to the pump house; a gutter will be put on the north side of the building for rain; there is no restroom in the pump house, building is

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secured with a coded lock.

g. Budget Proposal for 2018-19

- This budget is based on 170 units.
- Clubhouse phone and internet is included
- Surety/Fidelity Bond included
- Snow removal at 3 times a year is included (may change from 3 times a year)
- JM can provide a more detailed budget if necessary. NB – as long as details are available, it is not necessary.
- This budget will have to be approved by CCPHA Board at least 30 days before February so the CCPHA members can vote on accepting it in the February Semi-Annual meeting.

h. VACC construction is underway.

- the road is cut.
- sewer line is being put in
- other utilities will follow under the road.
- irrigation settling pond is being made behind 1178 Primrose Lane. It will be landscaped by the winter.
- there will be 27 residencies: five detached houses, one duplex (two front units) and the rest quads.

i. Items for Agenda for VACC Semi-annual Meeting on 9/28/17 will include among other topics:

- Welcome Committee update
- RV Parking area information

j. Date for next Board Meeting: **Monday October 16, 2017 9AM**

7. Actions taken by the Board of the Association

a. The Community Center has been reserved on two upcoming dates:

September 24th

December 15th

b. September 29th the Village will enjoy the “Progressive Dinner” hosted by Marigold Ave.

c. Social Committee will have a meeting on September 18th, 10AM in the Clubhouse.

d. Research on Property Management for the Village for the future will continue.

e. Sign-in sheet will be posted for residents at the Semi-Annual CCPHA meetings.

f. RV Parking Registration has been created. To register: call Jan Peterson. Complaints: contact the Board.

g. Reminder: Those with complaints regarding non-compliance of the Declarations should use the *Country Creek PHA Violation of the Declarations Report* (in Clubhouse and on Nextdoor).

h. **Voted on and approved: Bob Dominick is now temporarily monitoring the Hotline calls, and is no longer the temporary Activities Director.**

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

- i. **Voted on and approved:** *The CCPHA Board of Directors is to purchase a Surety/Fidelity Bond with a coverage amount of \$100,000.00 for a cost of \$360 per year for the CCPHA Bookkeeper*

8. Meeting adjourned: 3:45 PM

*Respectfully submitted by:
Jan Peterson
CCPHA Board of Directors
Secretary*