

CCPHA BOARD OF DIRECTORS MEETING MINUTES  
10-16-17

Monday, October 16, 2017

**1. Call to Order and Roll Call (Secretary)**

- a. Meeting called to order at 9:00 a. m.
- b. Board members present: John Moir, Bob Dominick, Jan Peterson, Bev Stone, Nancy Benzie, Scott Nelson, Carol Johnson
- c. Board members absent: Joyce Kurt, Dan Colesworthy
- d. Visitors – Dennis and Peggy Sisk

**2. Review Agenda – Adopt/Amend**

- a. Agenda adopted as is.

**3. Discussion and approval of Minutes from Last Meeting (September 28, 2017)**

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

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

- a. JM – Financials have been pretty consistent from month to month.
- b. Driveway work deposit with Contractor to secure services: \$4493.00
- c. JP question: How is the contractor paid? JM answered: CCPHA pays the contractor and homeowners pay CCPHA.

**5. Members presentation to the Board**

- a. Gladys Burdette
  1. When house trim was painted as part of the regular maintenance, the painter used a different shade of green than the original green on the door trim. Hence the doors are different shade of green than the door trim. Gladys would like this corrected and presented two options: 1) repaint the trim with the correct, original color, 2) have doors painted the new trim color. If option 2 is decided upon, Gladys is willing to pay half of the cost. Gladys prefers the newer shade of green.
  2. The Board discussed this topic and offered two possible solutions: 1) Have the door frames painted to match the doors (original color) at no cost to Gladys, or 2) paint the door and adjacent panel the new color, but at the total cost to Gladys. If this second option is decided upon, Gladys would have to re-submit a request to the Architectural Review Committee for approval for a color change, and Gladys' patio neighbor (Jensens) would have to also agree to change their trim/door to new color at their expense.
  3. An email letter was sent to Gladys after the Board meeting outlining her options. Gladys should let JM know which option she prefers.
- b. Joann Christensen
  1. Joann did not attend the meeting.

**6. Presentation & Discussion by Board Members**

- a. **Landscape Maintenance...Lawns, Trees and Shrubs (Nancy Benzie & Bob Dominick)**
  - NB – Landscaping is going well. Tree trimming continues on Primrose Lane. Mature trees on Primrose will be lightly trimmed. Nancy walked the Village noticing some bushes/shrubs

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between units looked “wild”. JM explained that some bushes should not be trimmed in the fall because their spring blooms would be affected negatively. There are 70 different kinds of trees and shrubs in the Village. Nancy said she is getting better at identifying them.

- SN – got a call from a resident about the proper trimming of the trees. SN questioned, is there a “proper” height for tree trimming. JM said in order to raise the crowns of trees lower branches must be trimmed and inner branches thinned. Some trees are hard to prune. NB – making trunks higher by trimming lower branches also helps control pests detrimental to trees. SN – what about sealing the cut on the tree? JM – this is not longer done because the sealant lifts off the tree surface, water gets under and rotting will occur.
- BD – Hotline calls: over the last 5 weeks, there have been 18 calls to the hotline: 15 for landscaping issues; 2 maintenance, and 1 miscellaneous. JM – is the system working? BD answered, it seems to be. Herb is staying on top of things.
- JM – Bev Stone is looking in to an email address for “Hotline issues”. Easier to follow, easier to track areas of issues. JP will look in to a computer version of “work tickets” that also works via email. JM – we will still keep the phone Hotline for those without computers.

### **b. Facilities – (Joyce Kurt, absent)**

- CJ – Can we have a light for seeing better to put key in door to Clubhouse? It’s very dark. JM – will look in to it.
- CJ – there is a light out in the gym at the Clubhouse. JM – tell Joyce Kurt.

### **c. Activities Director – (Carol Johnson)**

- Next activity will be the Thanksgiving Dinner on 11-17-17. More details to come.
- In 2018 the Caterer we have been using for our Village dinner will be retiring. We will have to look for a new caterer; the price of our dinners for residents may go up. Mary Jo Ward did a great job of keeping the price down for the residents in the past.

### **d. Covenants Ombudsman (Scott Nelson)**

- REMINDER - *every year* patio home owners must submit proof of insurance to Sandi McLeod. *Detached home do not have to submit proof of insurance.*

### **e. Treasurer (Bev Stone)**

- Nothing out of the norm to report. We are between quarters.

### **f. Secretary (Jan Peterson)**

- September’s Bi-Annual CCPHA meeting minutes have been posted on the Bulletin Board, on Nextdoor in the Documents section and on the Village website.

## **7. New Business**

### **a. Activities Director new Board Member (Carole Johnson). Vote to approve.**

- Bob Dominick made a motion to approve the addition of Carole Johnson as Activities Director on the CCPHA Board of Directors. NB seconded the motion. All voted in favor of the motion. Carole Johnson is now Activities Director.

### **b. RV Parking regulations (continued from July BOD meeting).**

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- JP reviewed what had been discussed and agreed upon in the July meeting.
- NB – should there be a fee associated with resident owners to park in the facility?
  - SN – reason for fee would be due to maintenance of the parking area: weed control, repair of fence if needed, additional of road base if needed.
  - JM estimated it would cost approx. \$1K a year for professional weed control, divide that by the number of parking spots, that could be the fee.
- NB – Let residents living near entrance of RV parking area that there will be increased traffic in and out of the parking area.
- SN – Will the parking area be fenced with signage (No Trespassing)? JM – Yes.
- JM – there will be a six-foot fence surrounding the parking area with a kind of barbed wire along the top.
- A discussion developed on security and whether or not the fence will be locked and what kind of locking device would be used. Various suggestions were:
  1. Keyed lock open from 6AM to 8PM each day, but who would be responsible for locking and unlocking? Facilities Director? No, too restrictive on that person.
  2. Timed lock? Very expensive
  3. Keys given to RV owners? No, have to get in and out of vehicle to unlock and lock. Some may not lock after leaving.
  4. Remote control for the gate to open and close? Motorized gate/lock would need electricity. There will be no electricity in that area.
- Further dialog on this topic was tabled until next meeting. JP will send a document to board members on what has been decided upon and discussed prior to next meeting to ground members for a continued considerations.

### **c. Start date for Primrose driveways follow-up.**

- Work should begin at the end of October.
- Residents who got no letter would not be having work done at this time. There was a follow-up letter to each homeowner with specifics.
- Herb Wells will speak with each residency the day before work begins on their driveway, and cones will mark off the driveways. Residents affected can park on the street until the cones are removed. Four to six driveways a day will be done.
- Repair will encompass two parts to be more easily managed: Concrete will be leveled this year and repair of spalled areas will be accomplished next year. Spalled areas will be pressure washed with 2500psi, then Portland mixed and applied. If spalling is too deep, then area must be replaced.

### **d. Request for 1108 fence remodel.**

- A written request by residents at 1108 Buttercup to have their patio area altered was submitted.
- This kind of screening of patio area has been previously approved. Black solar screening from gutter to patio fence top will with wood braces to match fence.
- NB – Motion to approve this request made. Motion was seconded. Vote taken. All approved.

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**d-2. Request for 1110 Primrose fence remodel.**

- A request from resident at 1110 Primrose was submitted to have patio fence lowered to 30" from ground.
- NB – Motion made to deny this request as per Policy #4, item 10:  
*"Patio fence alterations shall be allowed based on the criteria that no fences shall be lower than forty two inches (42"), and fencing material used shall be red cedar for the lathes and redwood for the top cap."*
- BD seconded the motion. Vote taken. All approved the motion to deny the request.

**e. Thompson, snow removal contract.**

- JM – Two years ago, it cost \$2400 for service to remove snow more than 1" deep, and spread chad. Thompson is asking \$3000 for each service. The Village has grown by 15%, and an increase in charge was expected. Thompson is requesting a \$3000 per month retainer for December, January and February. JM will negotiate lowering the retainer before agreeing to the contract for snow removal.
- Thompson will first clear the Community Center and parking lot, then sidewalks, driveways and house entry sidewalks. Removed snow will be put in common areas.

**f. Quarterly Balance Sheet adjustment for funding reserves of \$8,304 for the quarter ending 9/17:**

- JM – Made adjustments to fund the reserves: \$264 (irr. Maint.), \$1920 (Comm Ar Maint), \$3432 (Fut Gen Maint), \$2688 (Maint Bldg).
- These changes will be reflected on next month's financials.
- JM – Reserve funding is examined every 3 years. All looks good right now.

**g. VACC 5 construction update.**

- JM – Water and sewer are done. 8" of road base ready to put down, then concrete curbing and sidewalks. Afterwards, United will put asphalt down.

**i. Date for next Board Meeting:** Monday November 6, 2017 (SN will not be here)

**8. Actions taken by the Board of the Association**

- a. Reviewed request from Gladys Burdette regarding painting of house trim. Follow-up with options will be presented to her.
- b. Carole Johnson was voted upon and approved as Activities Director to CCPHA Board of Directors.
- c. Request for fence modification (patio screening) at 1108 Buttercup approved.
- d. Request for fence modification (lowering of fence) at 1110 Primrose was denied.

**9. Adjournment at 11:27 a. m.**

*Respectfully submitted,*  
*Jan Peterson*  
*Secretary*

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*Country Creek Patio Home Association.*