

# CCPHA BOARD OF DIRECTORS MEETING MINUTES

11-6-17

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

- a. Meeting called to order at 9:01 a. m.
- b. Board members present: John Moir, Bob Dominick, Jan Peterson, Bev Stone, Nancy Benzie, Carol Johnson, Joyce Kurt, Dan Colesworthy
- c. Board members absent: Scott Nelson
- d. Visitors – Dennis and Peggy Sisk, Donna Wood, Patti Constable

## 2. Review Agenda – Adopt/Amend

- a. Agenda adopted as is.

## 3. Discussion and approval of Minutes from Last Meeting (October 16, 2017)

- a. Last meeting minutes unanimously approved by all members.

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

- a. The only difference in this year's financials is the cost of driveway repairs. All of the driveways on Primrose in need of leveling have been completed.
- b. Xcel has not been reading the meter and charging for the power used in the pump house. JM has made several calls bringing this to Xcel's attention, to no avail. Eventually, there will be a large charge for electric power used, accumulating from June of 2017.
- d. JM arrived at a fee agreement with Thompson's for snow removal: they will be paid \$9K for the season (3 months @ \$3K for December, January and February) and \$3K per removal over 3 services.
- c. Things are otherwise status quo regarding the Financials.

## 5. Members presentation to the Board

- a. Patti Constable, 1110 Primrose Lane
  1. Patti presented a formal request in writing for the lowering of her patio fence to 38". The lowest height as per PHA declarations is 42".
  2. Patti gave several rationales for the reasons she wants to lower her fence below 42".
  3. There was a motion to approve the lowering of her patio fence to 38". The motion was seconded, voted on and approved.

## 6. Presentation & Discussion by Board Members

### a. Landscape Maintenance...Lawns, Trees and Shrubs (Nancy Benzie & Bob Dominick)

- BD – there were 14 calls to the Hotline over the last 3 weeks: 8 regarding landscaping, 5 regarding maintenance, and 1 miscellaneous.
- BS – can set up a Hotline via email. Discussion ensued including: who will monitor the emails?, who will respond to the emails? A plan is needed to cover the organization, monitoring and response of the email tool. BS can set up the email for a fee, thereafter no maintenance cost.
  - JP suggested that the name be changed to "HELP line", because "Hot Line" implies the call will be dealt with immediately, as in an emergency. The board members agreed and the name will be changed in printed documents (Cat Tales, Welcome Booklet, etc.) and greeting on the answering machine.
- NB – no issues.

### b. Facilities – (Joyce Kurt)

- It's been a busy couple of weeks at the Community Center.
- A treadmill was reported to have a problem. It was remedied.
- A request for two items was made for the exercise room: an ankle strap, and a 5lb. weight to add to weight stack machine (so increments of 5 lbs. will be an option, instead of 10lbs., as is now).

## CCPHA BOARD OF DIRECTORS MEETING MINUTES

11-6-17

- The urinal in the men's room was fixed.
- The carpeting and tile floors have been scheduled to be professionally cleaned. Date is TBA.
- The sidewalk at the front entry door of the Community center has been leveled.
- The CO<sub>2</sub> detector has been replaced.
- There have been 2 rentals in October. REMINDER: Rental fee for the Community Center for a Village activity is \$0. Rental by a Village resident for personal event is \$50 with a refundable \$200 deposit to cover any damages. Residents should contact Joyce Kurt to rent the facility.
- Community Center Rental dates will be posted on the calendar located on the bulletin board in the Community Center.

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

- There are presently 60 residents signed up for the Thanksgiving Dinner. 90 are predicted to attend.
- CJ will be looking for some type of message board to be placed next to the mailboxes on Marigold Avenue. The post office does not allow any postings on the side of the mailboxes.
- A Soup Night is being planned for the month of January or February.
- A Community Breakfast is being planned for sometime in the Spring.
- The Social Committee will begin to look for a new caterer for 2018 community dinners.

**d. Covenants Ombudsman (Scott Nelson, absent)**

**e. Treasurer (Bev Stone)**

- Working on this year's last quarter books.

**f. Secretary (Jan Peterson)**

- Nothing to report.

### 7. New Business

**a. RV Parking Guidelines wrap-up**

- Discussion continued to finalize the guidelines for the permanent RV Parking facility.
- The BOD unanimously agreed on the following CCPHA RV Parking Area Guidelines:

(continued on next page)

CCPHA BOARD OF DIRECTORS MEETING MINUTES  
11-6-17

**CCPHA RV PARKING GUIDELINES - NOVEMBER 2017**  
*These Guidelines will be implemented upon the completion for the permanent  
CCPHA RV Parking Area.*

1. Only RVs will be permitted to park in the CCPHA RV Parking Facility.
2. Definition of an “RV”: Typically, an RV has sleeping quarters, a galley and toilet. Recreational vehicle types include the motorhome (classes A, B, B+, and C), travel trailer, fifth wheel trailer, popup trailer, and slide-in camper (which fits in the bed of a pickup truck)<sup>1</sup>.
3. Only *Resident Homeowners* can park their RVs in the RV parking area.
4. One parking space per residency.
5. Spaces will be first, come first served, depending on the size of the RV, regarding who can use the facility.
6. There will be assigned spaces, so upon return from use, the space will be empty.
7. Parked RVs must have current insurance and registration (registered vehicles must have insurance).
8. RVs must be used for their intended purpose at least once a year.
9. RVs must be kept in operable condition (tires, engine, etc.).
10. No commercial vehicles will be allowed to park in the RV parking area.
11. A semi-annual fee of TBD will be assessed by the CCPHA to the owner of each RV parked in the RV Parking Area. This fee is subject to change based on the costs associated with maintaining the Parking Area.
12. RV owners, maintenance personnel and CCPHA Board members will all have access to the RV Parking Area.
13. RV owners will be responsible for the security of their own RV.
14. The CCPHA Board has the prerogative to remove any vehicle at its discretion.
15. These Guidelines are subject to change at the discretion of the CCPHA Board of Directors.

<sup>1</sup>Wikipedia

CCPHA BOARD OF DIRECTORS MEETING MINUTES

11-6-17

- b. Primrose Driveways follow-up; some grinding of high areas to be completed.**
- Bills will be sent out to effected residents. The CCPHA paid the contractor and will be reimbursed by the billing of the residents.
- c. Discussion of the 1110 Primrose patio fence variance request. (see #5).**
- d. List of Discussion items from Lindsay Wulff**
- The BOD discussed each of Lindsay's seven points sent in an email to the board members, and answered each. JM will draft up a letter of response, from the BOD, to Lindsay with answers to each of his questions. JM will email a draft for BOD members for review/approval.
- e. Budget Proposal for 2018-2019 further discussion**
- Concrete sidewalk maintenance will be added to the budget.  
The city of Fruita has a Sidewalk Repair Program, where the City shares the expense with property owners: 80% City/20% property owner. In this case the property owner is the CCPHA. To take advantage of this, some of the sidewalks have already been repaired in the Village. JM will survey the sidewalks in the Village for other areas that need future repair and calculate the cost for the CCPHA based on \$60/ft. over the next five years. This amount (20% of the total) will be added as a budget item, and reviewed with the rest of the budget by January 2018.
- f. Clubhouse expansion**
- JP brought up the idea of consideration to enlarge the dining/meeting area of the Village Community Center, based on the increasing number of residents in the Village and seating we presently have. Discussion followed.
  - JK suggested this idea should be tabled until all phases of the Village are complete to better consider the areas of expansion and funding of the project.
  - Motion to table; seconded; voted on. All favored to table this item to a future date.
- g. 2018 Community Maintenance Discussion**
- The Community Maintenance schedule is followed and is cyclical. Other than sidewalk repair the schedule will remain as is. There is nothing outstanding at this time.
- h. New Board members for 2018?**
- All Board members presently on the board will remain through 2018.
- i. VACC 5 construction update**
- Paving of Periwinkle and Primrose will begin next week.
- j. Date for next Board meeting: December 4, 2017**
- k. Actions taken by the Board of the Association**
- a. 1110 Primrose fence alteration approved.
  - b. RV Parking Area Guidelines formulated.
  - c. Responses to Lindsay Wulff's letter of 7 questions was discussed. A letter with answers from the BOD to Lindsay to be drafted by J. Moir.
  - d. Board agreed that a message board of some type be installed near Marigold mailboxes.
  - e. Clubhouse expansion consideration tabled to a future date.
  - f. Add budget line item for sidewalk repair to the 2018-2019 budget by January 2018.
  - g. No new Board Members will be added for 2018.