

CCPHA BOARD OF DIRECTORS MEETING MINUTES

12-4-17

1. Call to Order and Roll Call (Secretary)

- a. Meeting called to order at 9:04 a. m.
- b. Board members present: John Moir, Jan Peterson, Bev Stone, Nancy Benzie, Carol Johnson, Joyce Kurt, Scott Nelson.
- c. Board members absent: Bob Dominick, Dan Colesworthy

2. Review Agenda – Adopt/Amend

- a. Agenda adopted as is.

3. Discussion and approval of Minutes from Last Meeting (November 6, 2017)

- a. Last meeting minutes unanimously approved by all members, with the following changes:
 - correct Carole Johnson's name spelling.
 - Correct CO₂ detector to carbon monoxide detector in 6b.

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

- a. We are in period 8 of the budget, which included Driveway Repairs.
- b. Some items will fall off the budget like Landscaping, not as many hours for Shane. December will not show as much maintenance. Snow removal for Dec, Jan and Feb will show with a retainment fee. A few residents are late with their PHA payments, but most are on time with payments.
- c. Bookkeeper has not been paid through PHA, but through Sunshine of the Redlands up to this point.

5. Members presentation to the Board

- a. Pam Lauman and Monica Swim, Librarians for VCC, presentation for the Board requesting funding for items of need. They thanked the Village Residents for donating both books and videos. They are using a check method to track the use of books. Based on the usage, books will be purged out to make room for new. Before donating the purged books to other groups, they will offer them to residents. A specific request for funding was for small items: stamp for books (Village at Country Creek); removal of some cabinet doors to use for books; bookends; another shelf with adjustable shelving. Long-term plans are to replace existing shelves with adjustable shelves. This would allow for better organization of the books. A suggestion was to post a need on Nextdoor for shelving with dimensions needed included. The Board agreed to reimburse the purchase of the stamp for books, and will consider a line in the budget for the Library.

6. Presentation & Discussion by Board Members

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

- BD – Everything has gone dormant this time of year.
- Commented on mixed landscaping vs. monoculture landscaping. Mixed landscaping has more advantages especially if certain plants/trees become affected by diseases/pests, as with the oncoming boar and the ash trees.
- JM – we do have five different varieties of ash trees. As we move forward, there will be less ash trees planted. Due to the very alkaline soil in W CO, certain trees will not grow.

b. Facilities – (Joyce Kurt)

- Purchased a new magnetic whiteboard for posting at the entry that the Community Center is closed due to a rental.
- Will be ordering a 5lb weight for weight stack equipment.
- The #16 breaker blew which powers the two treadmills.
- Batteries were replaced in the smoke alarm.
- New table risers will be stored in the storage room.
- JK wants to get together with those who use the storage room to clear our unwanted items and re-organize. The path to the gas shutoff and water shut off must be kept clear.

CCPHA BOARD OF DIRECTORS MEETING MINUTES

12-4-17

- Got a bid of \$125 to clean the carpet, and .40 a square ft. to replace tile around the urinals. Carpet cleaning will be scheduled for late January/early February.
- Items in the front coat closet of the Community Center will be cleared out so residents can get to the hangers and coats.
- The clubhouse is be reserved for the first Friday of the next three months.

c. Activities Director – (Carole Johnson)

- CJ has been researching different kinds of freestanding outdoor bulletin boards to put next to the Marigold mailboxes.
- Thanksgiving dinner went well with 85 attendees. There were 8 take-out dinners.
- December 16th is the Christmas Dinner. CJ doesn't expect as many attendees as Thanksgiving with many residents away for the winter.
- January may offer a soup night. Date is TBD.

d. Covenants Ombudsman (Scott Nelson)

- SN was away but had been following communications going back and forth via email.

e. Treasurer (Bev Stone)

- No problems found in the 3rd quarter.

f. Secretary (Jan Peterson)

- JP will try to highlight important items in the BOD meetings minutes to shorten them. There were questions as to how many residents actually read the minutes.
- From this point forward, minutes will not be posted until after the minutes are approved at the following BOD meeting, as described in the Declarations.
- The only minutes that *MUST* be posted, legally, are the semi-annual PHA meeting minutes.
- Consider using Cat Tales for important messages from the BOD. Maybe request ¼ of the front page?

7. New Business

a. RV Parking Regulations final changes and adoption.

- Change the wording of #4 from “One parking space per residency.” to “*One RV parking space per residency as available.*”
- a motion was made to approve the RV Parking Regulations with the change of #4. Seconded. Voted on. Approved. See attached revised RV Parking Regulations

b. Primrose Driveways follow up; some grinding of high areas to be completed.

- There are some high areas that need to be ground down
- Some residents are complaining about the cost. John will address those. Bills went out to residents and payments are starting to come in.

c. List of discussion items from Lindsey Wulff.

- Discussion ensued touching on each of the topics noted in Lindsey's communication. Each of the topics was addressed. JM will draw up a draft response letter from the BOD to Lindsey, and ask each BOD to review it and make any suggestions, after which the letter will be sent to Lindsey.

d. Budget proposal for 2018-19 further discussion:

- A few items will be adjusted: add line item for Library Improvement; Bookkeeping. Change word “payroll”, which is misleading, to another word.
- The 2018-19 Budget will have to be approved at the January BOD meeting in preparation to present it at the February Semi-annual PHA meeting for approval.

CCPHA BOARD OF DIRECTORS MEETING MINUTES

12-4-17

- f. (added item) The Board discussed creating a policy to guide us in the process of making decisions. JK will start working on that process and bring it to the next meeting.

g. History of Roof Replacement and removal from reserve funding.

Taken from the minutes of September 17, 2009

- 2009 a ballot was brought before the PHA, giving them the opportunity to choose one of four options to clearly define and bring into compliance the purpose of the Residential Reserve Fund. The following Option received the most votes:

“Do not amend the Declaration. The Association’s and Member’s responsibilities would remain as stated in the Declaration. The Executive Board will not put forward an Amendment. The Residential Reserve Fund will be withdrawn and the monies collected to date will be appropriated to a Maintenance Fund as defined in the Declaration. Dues may be adjusted according to the fiscal needs of the Association for the 2010-11 Budget.”

Hence, the Executive Board removed the Residential Reserve Fund (aka Roof Reserve) and dispersed those funds to the other Reserves and in the General Maintenance Reserve Fund, since roofs were not included in exterior maintenance, there was no need for a reserve.

• *The Association does maintenance, not repair. See Article 12, Section 12.1 and Article 7 Homeowner responsibilities. See Guidelines and Interpretation of Declaration 2013.*

h. Findings from the roof inspection process completed.

- Inspection of all roofs is complete. Minor maintenance was done if necessary, including nail pops and caulking. A report will be published on the roof inspection.
- During the inspection, a problem with shingles was found at 1231 Sunrose. The shingles are not weathering correctly. That issue is being addressed.

i. Thompson Landscaping

- Care of the lawns this past season was discussed. It was agreed that better detailing (including edging, mulching of clippings and speed of mowing, better consistency in cutting throughout the Village) is needed in the upcoming season. The Board is requesting residents, who feel that better detail is needed to make note of details, write it on paper and deposit in in the Suggestion Box in the Community center including address of the unsatisfactory care.

j. Date for next Board meeting: January 8, 2017, 9:00 a.m.

k. Actions taken by the Board of the Association

1. PHA Board meeting minutes will be posted *after* the following BOD meeting when the minutes are approved by vote as per the Declarations.
2. RV Parking Regulations are attached with one revision.
3. A letter to Lindsey Wulff will be drafted in response to his questions.

Respectfully submitted: Jan Peterson, CCPHA Secretary

CCPHA BOARD OF DIRECTORS MEETING MINUTES
12-4-17

CCPHA RV PARKING REGULATIONS - DECEMBER 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)¹.
3. Only *Resident Homeowners* can park their RVs in the RV parking area.
4. One RV parking space per residency as available.
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.

¹Wikipedia