

CCPHA BOARD OF DIRECTORS MEETING MINUTES
3-12-18

1. Call to Order and Roll Call (Secretary)

- a. Meeting called to order at 9:00 a. m.
- b. Board members present: John Moir, Jan Peterson, Bev Stone, Nancy Benzie, Carole Johnson, Dan Colesworthy, Scott Nelson
- c. Board member absent: Joyce Kurt

2. Review Agenda – Adopt/Amend

- a. Addition of two items to New Business:
 - i. New computer program for bookkeeping.
 - ii. Changing the web address of Village at Country Creek from an *http* to an *https*.
- b. Agenda amended with the above additions, and adopted.

3. Discussion and approval of Minutes from Last Meeting (February 28, 2018 Semi-annual mtg.)

- a. Should CCPHA Semi-annual minutes be approved at the next BOD meeting, or at the next Semi-annual meeting?
 - i. Agreed to continue as is – approve previous minutes at subsequent meeting regardless of whether it is semi-annual or monthly meeting.
- b. Last meeting minutes (Semi-annual CCPHA meeting) unanimously approved by all members.

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

- a. JM – Should the CCPHA Treasurer do the “Financial Report” to the Board?
 - i. BS – Even though she is Treasurer, she is not “hands on” as JM and may not be aware of any changes.
 - ii. SN – JM is really the Manager of the CCPHA until BOD turns over that control to an outside management company.
 - iii. After some discussion regarding the degree of involvement the BOD will have when the CCPHA is managed by an outside company, the general consensus was that JM continue to make the Financial Reports to the Board.
- b. JM – things are running smoothly with a few exceptions;
 - i. The time spent of tree maintenance will lessen because the Spring pruning is almost complete.
 - ii. As we move through Spring, we will see an increase of tree/shrub maintenance, then a decline as that work nears completion.
 - iii. Lawn fertilizing will begin soon.
 - iv. All of these maintenance items will even out, in the financial respect, at the end of the year.

5. Members presentation to the Board

- a. None

6. Presentation & Discussion by Board Members

- a. Landscape Maintenance...Lawns, Trees and Shrubs (Nancy Benzie, Dan Colesworthy)
 - i. All shrubs have been trimmed. Ornamental trees will be started.
 - ii. The irrigation filters will be cleaned next week
 - iii. The rock areas around homes will be blown out.
 - iv. Roses will be pruned at the beginning of April.
 - v. NB and Herb will meet with the new landscaping company, All Phase Lawns.
 - 1. Herb walked the property with the owner pointing out the PHA expectations.
 - a. Edging will not be done on a weekly basis.
 - vi. Flags will be put where there are irrigation issues.

CCPHA BOARD OF DIRECTORS MEETING MINUTES
3-12-18

- vii. NB presented invoiced from Shane to the Board. She asked if the Board wanted to see Shane's invoices each meeting. It was agreed that the Board does not need to see the invoices each meeting.
- viii. DC – there were two Helpline calls: one requesting that chad not be put down on their sidewalks, and a siding issue.
 - 1. There was discussion regarding the liability the PHA is under with icy walkways and as a precaution, chad must be put down.
- b. Facilities – (Joyce Kurt)
 - i. Absent – no report.
- c. Activities Director – (Carole Johnson)
 - i. CJ reported that 64 have signed up for the St. Patrick's Dinner.
 - ii. The caterer, Berna B's, will not provide servers, so food will be buffet style. There will be no personnel for cleanup, only resident volunteers.
- d. Covenants Ombudsman (Scott Nelson)
 - i. SN asked if the CCPHA Board is covered by insurance.
 - 1. JM confirmed, yes, the BOD is covered by insurance.
- e. Treasurer (Bev Stone)
 - i. BS – we are between quarters, nothing to report.
- f. Secretary (Jan Peterson)
 - i. Nothing to report.

7. New Business

- a. Should John back off on some of the presentations and allow Board Members to do a more thorough presentation, for example:
 - i. Financials – JM will continue to report on Financials
 - ii. Landscape – NB will report on Landscape Maintenance – Lawns, Trees and Shrubs
- b. Comments resulting from semi-annual community meeting
 - i. All felt that the meeting went well and ended earlier than expected.
- c. Discussion of the availability of information to the public, financials, etc.
 - i. The only information that is required to be made public, is the annual income statements and tax returns. The reserve fund study does not have to be on the villageatcountrycreek.com web site.
- d. Follow up on the Driveway Repairs at 1102-1108 Primrose
 - i. JM read the letter sent to each of the four homes, dated 2/16/18. The letter outlined a resolution to the unsatisfactory repair done for that quad.
- e. Tracking of work performed by Shane and others, review invoices.
 - i. Already discussed in 6. a. vii. above.
- f. Emails from Lindsey Wulff, discussion and reply.
 - i. The Board reviewed and discussed the most recent two letters from LW.
 - 1. JM will reply with answers from the Board to LW's questions.
- g. RV Parking regulations formal adoption as Policy, update.
 - i. What remains in order to wrap this up?
 - 1. It was brought up that something should be added, in the "contract", about subletting an RV space is the original user is away... maybe the contract should be an annual contract?
 - ii. The RV Parking regulations were tabled for future discussion, since the permanent RV Parking area will not be available within a year.

CCPHA BOARD OF DIRECTORS MEETING MINUTES
3-12-18

- h. Review of Reserve Study for 2018
 - i. The reserve study is done about every two years.
 - ii. The Reserve Study breaks down the commitment of the PHA to put monies into reserve accounts for specific future PHA needs.
 - iii. The Reserve Study is updated every year, and inflation is taken into consideration.
 - iv. Refer to Funding Reserves: Article V, Section 5.8 of the Declarations.
 - v. Reserve Fund Auditing is not required by the state of Colorado.
- i. Breaker in exercise room is tripping with addition of rowing machine.
 - i. Need JK's input on this.
 - ii. Potential fix: dispersing power across other circuits?
 - iii. JM will take a look at the breakers and the load sharing.
- j. Findings from roof inspection process completed
 - i. Letters have been sent to affected homeowners.
 - 1. There were defective shingles used on some homes.
 - 2. Original invoices for those materials are being gathered
 - 3. Sunshine of the Redlands will ask the in-house attorney, Tom Volkman, to send a letter to TAMKO, the shingle manufacturer, with the expectation that TAMKO will replace the shingles because of manufacturer's defective material. As per DC: "Also a quick web search shows there have been other lawsuits including a class action suit against them for defective products."
- k. Program for Bookkeeping
 - i. JM is requesting the Board to consider purchasing a web-based bookkeeping program. It is the same software SOR uses. Bookkeeping data can be accessed from anywhere. Sandi MacLeod would not have to come to the Community Center to use the desktop computer located there, where the present, obsolete program is on the computer's hard drive. Another caveat is improved data security.
 - ii. A motion was made to change to the web-based bookkeeping program. The motion was seconded. All were in favor and the motion was carried.
- l. Changing the web address of Village at Country Creek from an http to an *https*
 - i. BS explained that Google will not be cooperative with websites that are not *secure*.
 - ii. Changing from an http to an *https* will cost an additional \$10/month.
 - iii. There was a motion to change to *https* with the additional monthly charge of \$10, the motion was seconded. All were in favor and the motion was carried.
- m. Date for next Board meeting: *April 9, 2018***

8. Actions taken by the Board:

- a. JM will reply with answers from the Board to LW's questions
- b. RV Parking Regulations finalization was tabled.
- c. CCPHA will be using a web-based bookkeeping program
- d. The villageatcountrycreek.com will be a secure web site with *https* instead of *http*.

9. Meeting adjourned at 11:53 AM

Respectfully submitted,
Jan Peterson
CCPHA Secretary