

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

**Monday, September, 10th 2018 9:00 AM**

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

- a. Board members Present: John Moir, Jan Peterson, Joyce Kurt, Dan Colesworthy, Nancy Benzie, Scott Nelson, Bev Stone
- b. Absent: Carole Johnson

**2. Review Agenda-Adopt/Amend**

- a. Motion to approve this agenda, seconded, voted: 9 yes. Approved.

**3. Discussion and approval of Minutes from Last Meeting (July 31, 2018)**

- a. Motion to approve these minutes, seconded, voted: 9 yes. Approved.

**4. Members presentation to the Board**

- a. Corky and Nona Backlund of 811 Alyssum Court
  - i. They purchased the house with intention to put in fenced area for their dog, a dachshund. They will have a doggie door so he can access the dog area. They cannot walk the dog. They were given a verbal "OK" before purchasing the house.
  - ii. The first proposal has been amended: the fenced area will be 6'x9', no need for a gate. Only one bush needs to be removed. They still want to use artificial turf. They will take care of it by picking up and hosing it off.
  - iii. Harlan Spencer, the neighbor immediately west of the Backlunds, was present and expressed that he was against this run due to lack of privacy on his patio and smells since this run would be so close to his patio.
  - iv. After some questions and answers, and more discussion, JM said the Backlunds will have a decision in writing from the Board by the end of the day.

**5. Brief discussion and review of Financials**

- a. Upon reviewing the Financials for the last month JM brought certain areas to attention:
  - i. The clubhouse expenses are the same.
  - ii. More water is being used (irrigation of lawns)
  - iii. Taxes are a little higher
  - iv. Landscaping has increased
    - 1. \$8K more. JM has given Shane a bit of leeway: tree trimming is not being hired out this year, Shane & co. will be doing it. We are in phase 2 of tree trimming; there will be less next year.
    - 2. There have been more irrigation repairs due to tree roots affecting the irrigation pipes. Repair is time consuming.
    - 3. More money has been spent on treating weeds.
  - v. As the community grows, there will be more income taken in, but expenses of upkeep will also increase.
    - b. In response to a comment from Lindsey Wulff, JM will add the pump house as a deductible asset: a schedule of depreciation over 35 years will save a small amount of money on taxes.

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- b. DC – would like to see Shane's invoices (a breakdown of man hours) for our next meeting.

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

- a. Landscape Maintenance...Lawns, Trees and Shrubs (Nancy Benzie & Dan Colesworthy)
  - i. DC – There were 216 calls to the helpline in 160 days.
    - 1. As the community grows, we will see a disparity between customer satisfaction vs. the budget.
  - ii. NB – a financial evaluation was done on the landscape budget: more monies will be needed for restoration.
    - 1. During the month of August, Shane and crew accomplished the following:
      - a. Stained fenced and rails on both sides of Primrose, which took up most of his time)
      - b. Spraying spurge (250 kinds of weeds)
      - c. Removing dead branches from ash trees on Buttercup and started Primrose.
      - d. Began application of slow release fertilizer at base of trees and shrubs.
      - e. Removed wasp nest from retaining wall on north side of Sunrose between Periwinkle and Primrose.
      - f. Monitored APL's lawn care work.
    - 2. Other information:
      - a. Lawn weed control has not been done the past few years, rather a pre-emergent was applied in the spring. The time has come to make an adjustment: to spray areas on an "as needed" basis.
    - 3. NB would like the list of replacement trees and shrubs be designated as "The Approved Tree and Shrub Replacement List for VACC". This will help keep the grounds looking more uniform and will help Shane.
      - a. JM – a list will be posted on the bulletin board in the clubhouse.
    - 4. DC – Landscape crew should do a better job cleaning up when they are finished for the day. They are leaving equipment and debris. They should check surrounding before leaving for the day. JM – will speak with Shane.
- b. Facilities Report (Joyce Kurt)
  - i. The new exercise bike is a big hit, though it's being moved around.
  - ii. Paths are now 2-3 feet narrower than they should be. Grass is overgrowing. Should there be some kind of edging?
  - iii. Residents should be reminded to remove the trash after activities in the clubhouse.
  - iv. The pool table cover will be replaced.
  - v. The Community Center is scheduled for a rental on October 26<sup>th</sup>.
  - vi. The Wi-Fi name and password will be posted in the clubhouse.
- c. Activities Director (Carole Johnson)
  - i. Absent

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- d. Covenants Ombudsman (Scott Nelson)
  - i. Nothing to report
- e. Treasurer (Bev Stone)
  - i. Nothing to report
- f. Secretary (Jan Peterson)
  - i. Nothing to report

**7. New Business**

- a. Guidelines for Banking and Invested Reserve Funds needs to be finalized.
  - i. Motion to accept *Policy #6: Guidelines for Banking and Invested Reserve Funds* as written. Motion seconded. Voted. Unanimously passed.
  - ii. Document signed by JM and JP on July 31, 2018.
- b. Board member's list of expectations/responsibilities for a new VACC management entity.
  - i. This item was tabled until after the September 20<sup>th</sup> CCPHA meeting.
  - ii. Projected time of transition from Declarant to Management system is 2021.
  - iii. Refer to DORA for specific guidelines for onsite management company.
- c. Add Board Treasurer as signer onto the various bank accounts.
- d. Roof Shingle Warranty with Tamko. Waiting for a typical form letter from attorney for homeowners to send in to Tamko.
- e. Design Review, Revised Application for Dog Area at 811 Alyssum Ct.
  - i. See #4 above.
- f. Added the Pump House as an Asset to the Balance Sheet
- g. Letter of Intent to Lien sent to the owners who have yet to pay for Drive Way repairs.
  - i. There is only one outstanding on non-payment.
  - ii. If not resolved within 2 weeks, a lien will be filed.
- h. Review of Revised 3 year Maintenance Schedule
  - i. Walking path should be added to Maintenance Schedule.
  - ii. A four-year maintenance schedule may be considered once the whole project is complete. This will be presented at the February CCPHA meeting.
- i. Community Center Rental Guidelines (are there to be closing times enforced?)
  - i. JK- should hours be restricted?
  - ii. After discussion, it was agreed that:
    - 1. Maximum of 5 hours for a rental, which includes setup and takedown.
    - 2. All rentals must end by 10PM.

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- j. Date for next Board Meeting: **October 22, 2018, 9AM**
  - k. Items for the PHA Meeting on September 20th.
8. Actions taken by the Board of the Association
- a. A Letter from the Board to the Backlunds regarding their amended dog run ARC request will be sent by the end of this meeting day.
  - b. Board Policy #6: *Guidelines for Banking and Invested Reserve Funds* was approved and signed. Now in effect.
  - c. The Board Treasurer will be added as a signer on various bank accounts.
  - d. Pump House was added as an asset to the Balance Sheet
  - e. The Rental of the Community Center now has hour restrictions: no longer than five (5) hours and not past 10PM.
9. Adjourned at 12PM.

*Respectfully submitted, Jan Peterson, CCPHA Secretary*