

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

Monday, November 5, 2018 9:00 AM

1. Call to Order and Roll Call (Secretary)

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

2. Review Agenda-Adopt/Amend

- a. no changes to the Agenda

3. Discussion and approval of Minutes from Last Meeting (October 22, 2018)

- a. CJ moved to accept minutes from Oct. 11th meeting, seconded, voted on and approved.

4. Members presentation to the Board

- a. Jerry Toft (address) brought a concern to the Board regarding the record keeping of Homeowner's Insurance for the PHA:
 - i. Who keeps track of who is/is not in compliance with Article VIII?
 - ii. Where are the physical files?
 - a. JM - will ask Sandi McCleod.
 - iii. How can the Board make it easy for the homeowners to comply?
 - a. Suggestions were made: Notice in Cat Tales; Letter attached to Cat Tales (saves postage); open the Office in the Community Center and have someone there to receive the documents; make a larger box in which residents can put docs, rather than slide it under the Office door; homeowners can ask their insurance company to mail, fax or email insurance declaration to the PHA.
 - b. Detached homes must also comply. In the past those homeowners have been told they do not need to comply with Article VIII.
 - c. After being notified (if necessary) that insurance declaration is out of date, homeowners would have 30 days to provide the documentation.
 - d. JK and JT will work on designing and creating a box that will have three sections: one for PHA dues, one for Insurance docs, and one for Suggestions. This box will be located next to the Office in the Community Center and will replace the current boxes.

5. Brief discussion and review of Financials

- a. JM printed 8 months of financials from Apr to Nov. for review.
- b. Accounts were set up with Edward Jones, and reserve funds will be moved to Edward Jones as the CDs with Grand Valley come due.

6. Presentation & Discussion by Board Members

- a. Landscape Maintenance: Lawns, Trees and Shrubs (Nancy Benzie & Dan Colesworthy)
 - i. DC reported that there have been 260 calls to the Helpline year to date.
 - ii. As per Herb Wells, All Phase was conspicuously absent. JM- All Phase should be here all week. They know leaves in the rocks are to be blown out. Ornamental pear trees are always the last to lose their leaves.
 - iii. CJ - Will All Phase be returning next year? JM - we will be shopping around.
 - iv. JT - Has the PHA investigated doing the lawn maintenance ourselves? JM - It is a

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- possibility, but costs will go up with liability and equipment is costly.
- b. Facilities Report (Joyce Kurt)
 - i. The pool table cloth will have to be replaced in the next 2 months. Anticipated cost will be somewhere between \$400 and \$500.
 - ii. December Community Center rental dates right now are: December 7th, 12th, 14th, and 15th.
 - c. Activities Director (Carole Johnson)
 - i. Halloween Party had 65 attendees.
 - ii. Thanksgiving dinner will be on Nov. 16th. 85 residents have signed up and paid \$10 per person. Berna B's will be the caterer.
 - iii. Christmas dinner will be on Dec. 14th. Cowboy and the Rose are the caterers.
 - iv. Mary Jo Ward is stepping down as Social Committee Director January 1st.
 - d. Covenants Ombudsman (Scott Nelson) - Nothing to report
 - e. Treasurer (Bev Stone) - absent
 - f. Secretary (Jan Peterson)
 - i. From the last meeting, JP looked in to various types of benches and prices for putting in new areas in the Village. More research to be done.

7. New Business

- a. Resignation from the Board of Nancy Benzie for health concerns.
 - i. JK moved to accept NB's resignation. DC seconded. Voted and approved.
- b. Open account at Edward Jones, bringing over money from Home Loan and Grand Valley Banks: approx. \$282,42.00. CDs will be cashed and moved as they come due.
- c. Smiths at 1106 Primrose and the structure they put on their patio.
 - i. A structure was erected on the patio without ARC approval. It is visible above the patio fence. JM will send a letter to the Smiths.
- d. Final ARC approval for 811 Alyssum Ct. window change.
 - i. After short discussion, JK motioned to approve the change. DC seconded. Voted on and approved.
- e. Additional bench seating throughout VACC. (Budget discussion)
 - i. See 6f above.
- f. Review of second draft for 2019-20 Budget and Reserve Fund Study.
 - i. JM - The PHA reserves are in deficit. They could be satisfied in four years with a \$20 increase in dues.
 - ii. JM - There is very little in discretionary spending in the budget.
 - iii. JM - things to be considered in the new budget:
 - a. 5-8% increase in prices
 - b. \$6-10 for inflation
 - c. amount of time needed to maintain a maturing landscape
 - d. older buildings will need more maintenance, possibly \$3-4/month.
 - e. Catch up on reserves where we are behind, consider future liabilities.
- g. Review of revised 3-year Maintenance Schedule
 - i. JM presented a visual map of new boundaries for maintenance areas in the Village. Areas are close in number of units: 66, 63 and 67.
 - ii. Railings showing rust are to be maintained by the PHA. Residents who notice rust should call the Helpline to make note. Railings will be on a 3-year maintenance rotation starting (inspection first) in the Spring.
- h. Board member's list of expectations/responsibilities for a new VACC management entity.

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- i. Discussion ensued including what expectations the PHA has for property management entities and how this entity will interact with the Board of Directors. The consensus was that the entity must be visible, onsite a few days a week. More discussion in future Board meetings.
- i. Community Center Rental Guidelines re-write.
 - i. Tabled to the next meeting.
- j. Ideas for new Board members.
 - i. Discussion.
- k. Date for next Board Meeting – December 3, 2019**

8. Actions taken by the Board of the Association

- a. Approved resignation of Nancy Benzie from the CCPHA Board of Directors
 - b. Approved ARC request from 811 Alyssum Court.
9. Adjourn at 12:00 PM
10. *Motion made to adjourn meeting, seconded, all in favor.*

Respectfully submitted, Jan Peterson, CCPHA Secretary