

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

Monday, January 7, 2019 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. Jerry Toft observed.

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

- a. Agenda for this meeting was unanimously approved as is.

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

- a. The minutes from the last BOD meeting were unanimously approved.

**4. Members presentation to the Board**

- a. None

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

- a. DC moved to allow Darrell Hamilton to temporarily take over the Board position of Treasurer to replace Bev Stone, until April. The move was seconded, voted on and approved unanimously.
- b. The discussion and review of Financials was deferred to later in the meeting, as the Board will be preparing to vote on the 2019-2020 CCPHA Budget during this meeting.

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

- a. Landscape Maintenance: Lawns, Trees and Shrubs (Dan Colesworthy)
  - i. Two calls were received on the Helpline – both regarding roses.
  - ii. DC on landscaping items:
    - a. Attention is needed to the pathway between the end of Marigold Ave. and Pine Street. There are many cracks, weeds, and dead remains of sprayed weeds that were not removed. It is very unsightly.
    - b. Some sidewalks need edging.
    - c. Paths need widening – JM, that is being worked on.
    - d. On Marigold, the privet hedges needs shaping.
    - e. Some shrubs in older sections are leggy. We should start to think about replacing them. JK – Pfitzer Junipers need to be removed. There aren't many in the Village, and they are a fire hazard.
    - f. DC feels this year's lawn mowing company did better this season than last year's company.
    - g. JM – Shane will be changing the sprinkler heads in the open areas to a different type that will make watering the grass more efficient.
- b. Facilities Report (Joyce Kurt)
  - i. The last month has been eventful. There are 2 rentals this weekend in the Community Center
  - ii. The vacuum cleaner broke, and JK purchased a new one.
  - iii. One treadmill broke. The motor burnt out. JK is in the process of finding someone who can repair it.
  - iv. The old, metal HOA box was removed in the Community Center.
  - v. The Community Center Rental Form was revised. It now has two sides and greater detail regarding the responsibilities of the renter.
  - vi. The storage room in the Community Center was re-organized. Things were

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beginning to accumulate, especially in the bathroom off the dance room. Residents are dropping off equipment no longer needed. The PHA cannot be responsible if the equipment is not in good condition or, if items are taken and not returned.

- vii. JK will be updating the guidelines for her Board position of Facilities Director, along with the two binders used in that position: Manuals and Rentals.
- c. Activities Director (Carole Johnson)
  - i. 85 residents attended the Christmas Dinner. Everything went fine.
  - ii. The next community dinner will be on March 17<sup>th</sup>, St. Patrick's Day Dinner.
- d. Covenants Ombudsman (Scott Nelson)
  - i. Nothing to report
- e. Treasurer (vacant, Dan Colesworthy offered to step in)
  - i. DC reviewed the second quarter financials. He had several questions, but all were answered satisfactorily by Sandy McLeod.
  - ii. Shane gave a good, detailed description of the work he completed, hours and charges.
- f. Secretary (Jan Peterson)
  - i. JP put together a document to be included with the January Cat Tales, regarding Article VIII: Homeowners Insurance.
    - a. Information for residents included: what constitutes "proof" of homeowner's insurance; who to give proof to; when to provide proof of insurance; how to calculate if you have enough insurance; a list of addresses in the Village who are not up-to-date with proof of insurance.
    - b. JP created an email address to which residents can have their proof of insurance documents sent: ccphainsurance@gmail.com
    - c. JP fashioned a binder to keep proof on insurance documents.
    - d. JP created an Excel database for tracking dates of expiring insurance coverage for all addresses in the Village.
    - e. To facilitate homeowners' cooperation, JP will provide addresses of those whose homeowner's insurance will be expiring to publish in Cat Tales each month as a reminder to residents to furnish proof of insurance documents.
    - f. JP volunteered to be the resident responsible to accept documents and monitor what addresses are and are not current in providing proof of homeowner's insurance.

## 7. New Business

- a. Board to decide whether to approve Darrel Hamilton as temporary replacement for Bev Stone as Treasurer on the Board.
  - i. A motion was made to allow Darrel Hamilton to fill the position of Treasurer temporarily. The motion was seconded. A unanimous vote in favor.
- b. Review of second draft for 2019-2020 Budget
  - i. We have a \$73K deficit in the Reserve fund Budget.
  - ii. In order to balance spending and Reserve Funds, recommended \$150.00 per month
    - a. Areas of the Budget were examined to see where adjustments could be made.
      - i. Internet access in Community Center will be removed, adding approx. \$100/month to be redistributed.
    - b. DC – it is difficult to compare this budget to the expense report. Maybe we have outgrown this format? JP suggested using percentages to see what

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percentage of a line item has been used to date, allowing us to make better decisions when reviewing the expense report. Ways to make adjustments in the format were discussed for easier breakdown and comparisons. JM noted that if there were to be a change in format, April of 2019 would be the right time to make that change, with the new Fiscal year. Presently, we use "Sage" software. JM will work with Sandy McLeod during February and March on a prototype and present it to the Board.

- iii. Recommended increase in dues of \$20.00 per month, per unit, for year 2019-2020.
- iv. Need to approve the budget for this meeting or call an additional meeting.
  - a. DC moved to adopt the 2019-2020 Budget with the removal of internet access in the community center. JK seconded. Unanimous vote passed the Budget. This Budget will be presented to the PHA at February's meeting for approval.
- c. Consideration of Landscape Bids
  - i. Colorado Property Maintenance (Shane Curtis)
  - ii. US Lawns
  - iii. Mike Reed
    - a. There are two bids that meet our Budget: CPM and US Lawns.
    - b. CPM was favored in that Shane is familiar with the project and the problems with past lawn care companies in the Village. There was discussion regarding Shane also being responsible for the tree and shrub care. Shane will be asked to provide a separate contract on tree and shrub care.
- d. Board member's continued discussion of expectations/responsibilities for a new VACC management entity.
  - i. The list from the last meeting was reviewed.
  - ii. The management entity would be responsible for presenting an annual budget to the Board.
  - iii. Supervision of sub-contractors is a priority!
    - a. Grounds keeping, painting, roof inspection, HVAC maintenance, Community Center maintenance, licensing of subcontractors
  - iv. Other areas the Board discussed regarding responsibilities of the management entity:
    - a. Must attend all Board meetings and present a report of status; deal with customer satisfaction issues; manage RV parking; ARC administration; be knowledgeable with Declarations and By Laws and their administration; interface with the City (street maintenance, sidewalks, snow removal, trails, street lights, etc).
- e. **Date for next Board meeting : February 4, 2019, 9:00 a.m.**
- f. **Date for Semi-annual PHA meeting: February 21, 2019, 7PM in Community Center.**

**8. Actions taken by the Board of the Association**

- a. Darrel Hamilton approved to be temporary Treasurer of the Board, until April.
- b. A system to monitor the records of Homeowner's Insurance of Village units was put in place to be in compliance with Article VIII.
- c. The second draft of the 2019-2020 PHA Budget was adopted with a \$20.00/mo.

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- increase of unit dues recommended.  
d. Internet access in the Community Center will be canceled.

9. Adjourn at 11:35 PM

10. *Motion made to adjourn meeting, seconded, all in favor.*

*Respectfully submitted, Jan Peterson, CCPHA Secretary*