

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

Monday, April 8, 2019 9:00 AM

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

- a. Board members present: John Moir, Jan Peterson, Dan Colesworthy, Carole Johnson, Darrell Hamilton, Jerry Toft and Linda Roush.

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

- a. LR – add to Agenda: Aging landscape
  - i. CJ moved to add, DC 2<sup>nd</sup>, voted, approved.

**3. Discussion and approval of Minutes from last meeting (February 21, 2019).**

- a. Motion to approve last meeting's minutes, 2<sup>nd</sup>, voted. Approved.

**4. Members presentation to the Board**

- a. Sandi Seckman, 1106 Buttercup – Sandi requested the Board to consider a memorial plaque for her mother, Loretta Sickler, to recognize that her mother created and donated the six stained glass windows in the Community Center dining room. Sandi would donate the plaque. Sandi presented a variety of examples of plaque lettering and designs. The Board agreed to take her proposal under consideration. LR offered to be the conduit between the Board and Sandi.

**5. Brief discussion and review of Financials ( 3/31/19 )**

- a. JM reported that all driveway repair bills have been paid with the exception of the one quad, 1109-1113, that will be completed this May.
  - i. DC – some driveways on Primrose have large cracks. JM – they will be taken care of next year.
- b. JT – driveway repairs should not be listed in the “Revenue” of the financials. They should be listed in “Receivables”. JM and JT will be working together to resolve this.
- c. JP – when is Reserve Fund Study done? JM – it is done annually, before the budget is worked on.
- d. JM – there should have been four payments into the reserve fund, and there were only three. This is one reason the PHA monthly fee was increased.

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

- a. Landscape Maintenance...Lawns, Trees and Shrubs (Dan Colesworthy)
  - i. Total calls to the Help Line for last year = 310. That is 50% more this year than the previous year. There have been 6 calls so far this year. (Fiscal year is April to March).
  - ii. We have a good start on the dandelion crop.
  - iii. The rock areas along Primrose and Marigold are in GREAT need of cleaning up.

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

- iv. The best temperatures for week control is 80° - 85°. JM spoke with Shane and as the roses are trimmed, weeds will be sprayed.
- v. Edging of sidewalks was attempted. However, an additional step to remove dirt bordering sidewalk and grass has to be added.
- vi. Lilac shrubs have to be trimmed soon after their blooms are done.
- vii. Help Line call remedies will be handled on Fridays.
- viii. JM – the lawn mowing will be done on Wednesdays and Thursdays. Leftover will be done on Fridays.
- ix. JM – lawn irrigation timing has been rescheduled. Mowing is based on irrigation.
- b. Facilities Report
  - i. JM – He and Herb are working together for the time being. A list of supplies (toilet paper, paper hand towels, sanitizer, Lysol spray, Clorox wipes ,etc) for the Community Center has been made and will be maintained.
- c. Activities Director (Carole Johnson)
  - i. St. Patrick's dinner went well.
  - ii. Taco Night dinner went well, with 50-60 attendees. There was a presentation afterwards from a resident's trip to Nigeria.
  - iii. Memorial Day Picnic is the next event.
- d. Covenants Ombudsman (Linda Roush)
  - i. LR is reading through the CC&Rs and considers herself a "Peace Maker".
- e. Treasurer (Jerry Toft)
  - i. JM will sit with JT and review the organization of the Financials.
- f. Secretary (Jan Peterson)
  - i. Residents are at 91% in compliance with the required proof of Homeowner's Insurance.
- g. Shane Curtis (if available)
  - i. Shane was not available, but will be at all following Board Meetings.

**7. New Business**

- a. Officially introduce new Board Members.
  - i. Jerry Toft
  - ii. Darrell Hamilton
  - iii. Linda Roush
- b. Consider election of Officers
  - i. President, Vice President, Treasurer and Secretary.
  - ii. The Board members agreed to elect officers

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

1. JT nominated Darrell Hamilton as Vice President, DC 2<sup>nd</sup>, voted.
  2. DH is now Vice President of CCPHA.
  3. Other Board members remain their position.
- c. Discussion regarding the replacement of Treadmill in the exercise room. Used commercial treadmill cost: \$1150 and used Elliptical Machine is \$1500. One of the treadmills no longer works.
- i. Using the survey results posted on Nextdoor, residents were in favor of one treadmill and one elliptical in the workout room.
    1. JM - Merlin has a commercial grade elliptical, can sell it to us and maintain it.
    2. The Board unanimously agreed to move forward in purchasing the elliptical machine.
- d. Letter from Lindsey Wulff dated 3/11/19.
- i. JM – the area in question (peeling paint) was cedar wood. It was scraped and caulked. It rained and became too cold to finish painting. This job was completed by Shane.
  - ii. The two units, 1101 and 1103 Daisy, have shake shingles as siding. We will be more diligent at checking these two units for exterior issues.
  - iii. JM will respond to Lindsey's letter.
- e. Discussion of memorial plaque for Loretta Sickler (added item from #2)
- i. After much discussion, the consensus was that a brass plaque on a small piece of oak would be sufficient. Total size to be 8" x 3<sup>1</sup>/<sub>2</sub>". From the paper of examples, the 4<sup>th</sup> style was agreed upon.
  - ii. LR will speak with Sandi Seckman about the decision.
- f. Board member's continued discussion of expectations/responsibilities for a new VACC management entity.
- i. In order to work with a management company, we have to have a list of expectations.
  - ii. New board members were brought up to speed with prior board discussions on a management "entity". The members of the previous Board were in agreement that a person, rather than a company, would suit our association. This person would have a presence on the grounds and would work closely with the Board.
  - iii. SCOPE OF WORK – for next meeting think about what the management entity will do and what the Board will do.

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

**8. Date for next Board Meeting: Monday, May 6, 2019**

**9. Actions taken by the Board**

- a. Darrell Hamilton was voted by the Board to be the CCPHA Vice President.
- b. A memorial plaque for Loretta Sickler was approved and will be placed on the wall where the stained glass windows are that she made and donated.
- c. The Board approved the purchase of an elliptical machine to replace the broken treadmill in the workout room.

**10. Adjournment at 11:30 a.m.**

*Respectfully submitted, Jan Peterson, CCPHA Secretary*