

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

Monday, May 6, 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. CJ moved to accept agenda, DC 2nd, voted, approved.

3. Discussion and approval of Minutes from last meeting (April 8, 2019).

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

4. Members presentation to the Board

- a. Okey Rounsavel (flag pole light), 1201 Sunrose Lane.
 - i. The old rope and flag has been changed to a new rope and flag, via Joyce Kurt.
 - ii. The solar light presently on the pole is inadequate for lighting the flag at night. Okey researched and found an appropriate solar light that would be placed directly under the ball on top of the pole. A bucket truck would be needed to do this. Barnes electric may be able to help with that. For around \$200. We could also ask the Lower Valley Fire Department if they would assist using their ladder truck. JM thought maybe the framers could install the light.
 - 1. DH motioned to approve purchase and installation of the solar light on the flag pole, Jerry Toft seconded. Vote taken, all approved.
 - 2. JP will order the light. Okey will contact the fire department.
- b. Shane Curtis (Landscape Report)
 - i. The roses are doing well.
 - ii. Mowing and edging are getting done. Cutting height now is 3¹/₄" ; later in warmer weather, cutting height will be 3¹/₂"
 - iii. Issues:
 - 1. Several ground junipers have died off since winter or portions of them have died. Consulting with CSU and Eldon, there several reasons: too much water from snow, winter burn, tip bite(a fungus) or snow piled on top of plants. Dead branches on some can be cut back, but most have no new growth.
 - a. JM – the Board will have to discuss the older landscaping.
 - iv. DC and Shane will walk the property and check to see what plants/shrubs need changed/removed etc.
 - v. The area at the end of Marigold Ave. will get attention within a month.
 - vi. JM – in June the community Center Parking lot will be repaired, resealed and lines painted.
 - vii. A 3" irrigation line broke near Pump House #1. It was repaired. Older line, broke at joint. It was reinforced.
 - viii. A few small sprinkler heads needed repaired. 3 to 4 major heads were fixed.

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

- ix. Replacement of older sprinkler heads with more efficient heads in larger grassy areas has started.
- x. Insect traps have been set out. Concern is emerald ash bores. Trunks of ash trees will be sprayed up to the branches with permethrin (kills a broad range of pests). JM – monitoring plum trees and lilacs for ash bores, spraying will be done half way through the cycle and then spray once more.
- xi. We need more identification flags.
 - 1. RED = dead plant, do not replace.
 - 2. BLUE = irrigation issue
 - 3. GREEN = replace
- xii. Shane has a crew of four including himself, Easton, Leo and Damon.

5. Brief discussion and review of Financials (4/30/19)

- a. JM – introduced to the Board members a new layout for Income Statement that shows “Current Actual” and “Current Budgeted”. One major change is “Landscape Lawns” will be consistent. “Landscape-Trees”, “Landscape-Shrubs”, “Landscape-General” will fluctuate.
- b. JT gave some suggestions to Sandi McLeod: rounding off all numbers which will make more sense when reading.

6. Presentation & Discussion by Board Members

- a. Landscape Maintenance...Lawns, Trees and Shrubs (Dan Colesworthy, Darrel Hamilton)
 - i. Total calls to the Help Line for last year = 312.
 - 1. 38 calls regarding clean-up, pruning and irrigation. Many comments from residents about tree debris from storm.
 - ii. No one inspects every unit's exterior for debris in the rocks. Residents must call the Help Line and leave a message
- b. Facilities Report (John Moir working with Herb Wells)
 - i. HW is getting the idea of how things work. Paper products for the Community Center are automatically delivered by Amazon.
 - ii. Propane tanks for grills are full.
 - iii. Herb has a system for the trash removal.
 - iv. Caroline Hichcock is cleaning the Community Center every other week.
 - v. The pool table has been recovered.
 - vi. CJ – what about carpet cleaning? JM will have to hear from someone when the carpet needs to be cleaned. It takes two days for carpet cleaning. CJ will be the contact for that.

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

- c. Activities Director (Carole Johnson)
 - i. May 25th will be the Memorial Day Picnic, at noon. Residents asked to bring their own meat and something to share (salad, dessert).
- d. Covenants Ombudsman (Linda Roush)
 - i. The plaque for Loretta Sickler is ready. Location of plaque placement will be 10" below the rose window.
 - ii. Linda was thanked for working with Sandi Seckman to accomplish this.
- e. Treasurer (Jerry Toft)
 - i. JT reviewed the 4th quarter of the fiscal year. He was impressed by Sandi McLeod and found no problems.
 - ii. JM – we need to migrate to a two signature system.
 - iii. JT will review the reporting system once more so see about how to improve it.
- f. Secretary (Jan Peterson)
 - i. The use of the email address (ccphainsurance@gmail.com) for sending Homeowner's Proof of Insurance is working well. Some residents are going to Bonnie Walker to scan and send via email, some are putting docs in wooden box in Comm. Cntr.
 - ii. Jan has welcomed 20 new residents so far this year. She has welcomed 114 new residents since beginning in June of 2016.

7. New Business

- a. Officially introduce new Board Members.
 - i. Jerry Toft
 - ii. Darrell Hamilton
 - iii. Linda Roush
- b. Pool Table recovered
 - i. JM – a better quality cover was put on pool table. The table is in excellent condition. It should last about 5 years before needing recovering.
- c. Elliptical machine in place.
- d. RV storage bridge crossing in place, will start working on the pad over the summer. Sorter will do the grading of the area.
- e. Need to consider the RV Storage guidelines.
 - i. JM- consider having a community meeting for those who have things stored there.
 - ii. Email RV Guidelines to all Board members for review.
- f. Talk about what to budget for RV Storage maintenance.
 - i. Gravel, fabric, fence.
- g. Plant Replacement (not on original Agenda)
 - i. LR – older areas of the community, especially near the entrance, should be looking good.

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

The entrance area needs to be spruced up.

- ii. JM- amped up budget for material and labor. In the past (re: common area maintenance) have addressed dead or distressed plants. Have to go to nursery to get replacements. Trees have grown, more shade, older plants need more sun. Spacing of plants needs to be considered, perennials require more density.
- iii. CJ – What about tree roots? JM will investigate possible over lay of ½” to 1” of composted soil to cover roots.
- iv. JM will have a list of plant options at next meeting after consulting with Todd.
- v. JM requests board members to look at “areas” in need of revitalization each year, especially near entrance to community.
 - 1. Need annual bids.
- h. Board Members continued discussion of expectations/responsibilities for a new VACC management entity.
- i. JM preparing for eventual changeover to Management company in 3 to 4 years
 - 1. JM put together the procedure for starting the pump house.
 - 2. JM will start keeping records of what is done and when.
 - 3. LR will study the Bylaws and Declarations about this.
 - 4. Discussion of how checks, payments would be dealt with.
- i. Date of next Board Meeting – **THERE WILL BE NO MEETING IN JUNE. Next meeting will be on July 8, 2019.**
- j. Actions taken by Board
 - i. Approved new solar light purchase and installation for flag pole.

8. Adjournment at 11:10 a.m.

Respectfully submitted, Jan Peterson, CCPHA Secretary