

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

Monday, July 9, 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 motioned to accept Agenda, DC seconded, voted, approved unanimously.

3. Discussion and approval of Minutes from last meeting (May 6, 2019).

- a. CJ motioned to accept Agenda, DC seconded, voted, approved unanimously.

4. Members presentation to the Board

- a. John Rodwick, 1140 Marigold A.
 - i. John left a message on the Help Line regarding the need for the Privet hedge to be pruned. JM – the crew is getting in to pruning now. Pruning is done twice a year.
- b. Shane Curtis (Landscape Report)
 - i. Removal of dead Juniper shrubs in the works
 - 1. Large holes left by root balls were covered over and juniper not replaced.
 - 2. Four more junipers need removed and will get done over time.
- c. Re-plantings –
 - i. Working through Periwinkle, 98%complete.
 - ii. Entryway to Village has been cleaned up, some flowers planted
- d. Have been fixing a few drip line and irrigation issues.
- e. Have correct timing clock problem for irrigation
- f. Trees with fruit will be an ongoing cleanup job.
- g. Tree pruning will begin.
 - i. Problems will be addressed as pruning progresses: limbs rubbing on houses
- h. Pathway care
 - i. Gravel pathways have been sprayed and mowed. New gravel has not been added. JM-Muddy? SC – yes, right after it rains.
- i. JP complimented SC and his crew for so much hard work. The Village looks great.
- j. DC – how are you dealing with week control? SC – Damon pulls weeds
- k. SC – aphids are a problem. Lacewings and ladybugs have been spread throughout the area to help control aphids. Elm seed bugs are heavy this year, and will return next year. They are just a pest, not damaging.
- l. RV parking area has been sprayed for weeds.

5. Brief discussion and review of Financials (John Moir)

- a. A new form of report for the financials was implemented. It is easier to compare budgetary forecast of spending to actual spending in each category.
- b. The software used, “Sage”, has some restrictions and cannot show what JT would like to see in these reports.
- c. We have received payments from all parties involved with driveway repairs. Came in under budget.
- d. JM asked SC to categorize all parts of his budget.
- e. We will see the budget spending increase as fence oiling and pruning begin. We can use bids to better project budget needs in this area for next year.
- f. After reviewing the budget report, JT has no concerns.

6. Presentation & Discussion by Board Members

- a. Landscape Maintenance...Lawns, Trees and Shrubs (Dan Colesworthy, Darrel Hamilton)
 - i. DC – there were 129 Help Line calls since April 1st. We are ahead of the same time last year with number of calls. We also have more residents.

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- ii. JP – has a problem with the system in place for receiving Help Line calls and remedies.
- iii. Callers never know if their call was heard, or if a remedy is in place. DH commented that response time is poor. JT commented that callers do not hear soon enough or of any remedy. There should be a response within a week. How do we communicate? JM – Herb will listen to Help Line messages, create a ticket for each, and respond to caller at least saying their call was heard.
- iv. JM will ask Bonnie W to add after DYK in news letter: “Landscaping: What to expect this month”
 - 1. JM will tell her what to add
- v. Blue grass goes dormant in the heat, growth slows.
- vi. Fence oiling will begin.
- vii. DC – pruning will begin. Burning bushes, lilacs, and forsythia should NOT be pruned now. They should be pruned by July 4th if at all. JM goes over pruning schedule with SC.
- b. Facilities Report (John Moir working with Herb Wells)
 - i. JM – not much to report:
 - 1. Parking Lot sealed and re-lined.
 - 2. Grill has been fixed. Users should open the gas valve SLOWLY.
 - 3. Air-conditioning of the Community Center is in good shape.
- c. Activities Director (Carole Johnson)
 - i. There will be no 4th of July celebration.
 - ii. The next Village activity will be a Labor Day Picnic.
- d. Covenants Ombudsman (Linda Roush)
 - i. LR is still not sure what an Ombudsman does.
 - ii. She has settled a parking issue in a pod
- e. Treasurer (Jerry Toft)
 - i. JT continues working with how to enter the driveway payments in the records.
 - ii. JT – do we need two signatures on checks? JM – we should have 2 of 3 designated signatures on checks.
- f. Secretary (Jan Peterson)
 - i. Homeowner's Proof of Insurance
 - 1. Compliance varies from month-to-month since due dates for insurance vary.
 - 2. 27 units have not been updated with proof of insurance as of July 8, 2019.
 - 3. Many residents are taking advantage of the cphainsurance@gmail.com as well as their insurance agents.
 - 4. Bonnie sends many docs to the above email address for residents.
 - 5. 20 units are insured for less than \$200K
 - 6. Should the CCPHA BOD act on this?
 - a. Letter to these residents to re-visit the valuation of their home with their agent to be sure they are adequately covered?
 - 7. 19 units did not provide the “coverage for Dwelling” on the proof of insurance.
 - ii. Welcome Visits
 - 1. 118 Welcome visits made since June 2016 when visits were started.
 - 2. 16 visits this year.
 - 3. Considering handing over this over to a new resident who has expressed an interest.
 - a. She will join me for several visits to get the hang of it.
 - b. She has pretty good computer skills and that will help a lot.
 - iii. RV Parking Area
 - 1. There is only one “spot” of 32 unoccupied in the present temporary parking area.

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2. The permanent parking area diagram shows 44 slots (as per diagram)
 - 17 40'x13'
 - 19 20'x10'
 - 6 30'x13'
 - 1 25'x13'
 - 1 20'x13'
 - 2 20'x10'
3. Weeds became a problem, making access to RV doors and hitches troublesome. They have recently been sprayed.
4. This will be a problem in the permanent parking area. We should give budgetary consideration for this, or think of a way to control weed overgrowth.
5. How will slots be identified?
 - i. Numbers on fence of peripheral parking spaces?
 - ii. What about the interior slots?
 - iii. How could lines be laid that will not have to be re-done on a gravel surface?

7. New Business

- a. Pathway issues, letter from Roberta Petry.
 - i. RP's concerns: She has sent three letters. Lots of weeds on pathways, paths get very narrow. Paths get very wet.
 - ii. Board member discussion: Should the PHA re-surface paths with concrete? Less maintenance, smoother, water not much of an issue. If the PHA replaces a section each year, cost will be easier to budget and in 4 years it will be all done. JM suggested budgeting for this next year.
- b. Review awning application for 1184 Primrose (Jim & Carol Turner)
 - i. DH moved to accept application, JT seconded, voted, all approved acceptance of application.
- c. Review of fence modification for 1174 Primrose (Alan Moore)
 - i. DH moved to accept application, LR seconded, voted, all approved acceptance of application.
 - ii. LR dissuasion: the CC&R's state fence height no lower than 36". Why do we have these "rules" and keep making exceptions? Discussion tabled to next meeting.
- d. Official Board approval for awning at 1118 Primrose (Marg & Paul Wulff)
 - i. Though this request was approved via emails amongst Board members, the vote on approval was taken and all approved this request.
- e. Parking lot resurfaced at Community Center
 - i. Funds came from Maintenance of Common Area Reserve Fund, and included entry repair from 18 RD to Marigold Ave.
- f. Cleaning of the community will be done twice a month due to higher usage by residents.
- g. Revisit the RV Storage guidelines.
 - i. Did not discuss. JP will send a copy to all for review before next meeting.
- h. Talk about what to budget for RV Storage maintenance.
 - i. Discussion of what will be necessary: pre-emergence weed spray, lay down calcium chloride (dust control), 6"-8" gravel. Estimate arrived at of \$2K/year.
- i. Letters from Wulff and Knoll.
- j. Board Members continued discussion of expectations/responsibilities for a new VACC management entity.
 - i. JP will send copy to Board members for review before next meeting.

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k. Date of next Board Meeting Monday August 12, 2019

8. Actions taken by the Board

- a. 1184 Primrose (Jim & Carol Turner) ARC awning application approved.
- b. 1174 Primrose (Alan Moore) ARC fence lowering application approved.
- c. 1118 Primrose (Marg & Paul Wulff) ARC awning application officially approved.

9. Adjourned at 11:51 a.m.

Respectfully submitted, Jan Peterson, CCPHA Secretary