

Minutes for the Board of Director's Meeting

Country Creek Patio Home Association

Monday, November 11, 2019
9:00 a. m.

1. Call to Order and Roll Call (Secretary)

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

2. Review Agenda – Adopt/Amend

- a. Motion to approve agenda, seconded, voted: passed

3. Discussion and approval of Minutes from last meetings: October 7, 2019

- a. JP had a question regarding liability of RV Parking area discussed at last meeting. Liability covers RV area and fence, not individual properties.
- b. DC moved to accept minutes from last meeting, seconded, voted, all approved.
- c. Discussion and approval of Minutes from CCPHA meeting on September 26, 2019.
 - i. JM: make correction on where money for Social Committee is derived: comes from PHA dues.
 - ii. CJ moved to accept with correction above, seconded, voted, all approved minutes from September 26, 2019 meeting.

4. Members presentation to the Board

- a. Shane Curtis (Landscape Report)
 - i. Leaf cleanup started, majority of leaves are up from grass.
 - ii. Gutters being cleared of leaves, as well as debris on ground, referred to as “quad-cleans”. Due to amount of roof grit, cleaning of gutters is going slower than anticipated.
 - iii. Cleanup started on Marigold, and will change to a different street each year.
 - iv. Irrigation system has been winterized.
 - v. The wood shingles on Community Center roof peaks have been stained.
 - vi. Addressed problem near utility boxes on corner of Buttercup and Periwinkle.
 - vii. Cut several branches that were rubbing on units.
 - viii. Shane feels the guys are doing a good job; he keeps close supervision on them.
 - ix. Burning is being controlled more strictly by county. Only “agricultural” burning allowed. Have to investigate more options to dispose of debris.
 - x. Shane will check in periodically between Dec and February.
 - xi. Shane thanked the Board for taking a chance on his new company, Colorado Property Management.
 - xii. Shane will submit a new annual proposal for next season in March 2020.
- b. Judy Bennis, 1203 Periwinkle – water issue.
 - i. JM passed an engineering report from 10-22-19 to members; gave some background on issue: house was built on expansive soil, settling of house prior to Judy purchasing, due to poor irrigation conditions around house. SOR made corrections on interior and exterior of house. This year, problems caused by irrigation of plants not monitored correctly, and created some heaving of soil. SOR will make corrections. Clay base, expands with water. Conclusion of report: there needs to be better control of irrigation around house.

Minutes for the Board of Director's Meeting

Country Creek Patio Home Association

- ii. Judy still has concerns for the future regarding the drainage and structure of her unit. She feels repairs still need to be done where “buckling” has happened.
- iii. JM will have someone take a look at it, and if repair is needed, they will be prepared to correct it. May replace plants to drought tolerant plants and reduce irrigation. Terry will look at the patio area to see what is going on there. JM said about 90% has been mitigated, and believes water management will solve any problems.

5. Brief review and discussion of Financials (10-31-19)

- a. JM has a couple items to provide and give clarification.
 - i. Income statement compared with budget: Shane’s proposal is very close to actual spending.
 - ii. We are starting to put money into Reserve Accounts at this time of the year. Up to now, landscaping has been receiving most of money.
 - iii. JT suggested that interest income be designated to go into the same specific fund moving forward, doesn’t matter which one. JM – OK.
 - iv. JT reviewed quarter financials. Found all was OK. He would like to see the Bank reconciliation report at the end of each month. He better understands Sandy’s procedures.

6. Presentation and Discussion by Board Members

- a. Landscape Maintenance: Lawns Trees, Shrubs (Dan Colesworthy, Darrel Hamilton)
 - i. DC – 269 Help Line calls to date. No calls in last two weeks.
 - ii. JM – any residents wanting Chat should request over Help Line now.
- b. Facilities Report (John Moir working with Herb Wells)
 - i. Paper products starting to disappear faster than it should from community center. Could consider locking storage room, but would be difficult to manage. Consider signage “FOR USE OF COMMUNITY CENTER ONLY”
 - ii. CJ – the Community Center has been left unlocked a lot lately.
 - 1. JP will ask for volunteer to check community center each evening to check lights and locks. Will put on Nextdoor.
- c. Activities Director (Carole Johnson)
 - i. The event “Murder Mystery” had 40 attendees. It went well.
 - ii. Thanksgiving Dinner on 11/22, \$10/person. 90 max. attendees.
 - iii. Christmas Dinner on 12/20
 - iv. There have been many more coming to Coffee on Wednesdays.
 - v. JM requested a report on money spent on activities occasionally.
- d. Covenants Ombudsman (Linda Roush)
 - i. Reported that there was a quad-meeting in her quad to review some small issues. It went well.
- e. Treasurer (Jerry Toft)
 - i. Report given in Financials above.
- f. Secretary (Jan Peterson)
 - i. Began grouping new residents for Welcome Visits to reduce number of visits, and to get those who live near one another to meet.
 - ii. Two residents have offered to help with Welcome Visits.

Minutes for the Board of Director's Meeting

Country Creek Patio Home Association

7. New Business

- a. Maintenance Agreement for pathways in VACC #6 to City of Fruita.
 - i. City wants a 5-foot wide path maintained for 15 years.
 - ii. SOR is building the trail.
 - iii. CJ moves to approve Trail Maintenance Agreement with City of Fruita, JT seconded, voted, all approved.
- b. Update on RV Parking Area
 - i. JM – the next section of concrete roadway to bridge will be poured. Have to stay off for 30 days. Sometime in November fence will be put in.
 - ii. JP – would like funding for slates and signs for parking spaces. Need a few spots in center for those spaces. No trespassing signs needed. Cost will be lower if we go through Amazon. Association will pay initially and be reimbursed in April when spots are reserved with payment.
- c. Go over Reserve Funding mechanism
 - i. JM – reviewed Allocation of Reserves for FY 2020
 - ii. Explained how forecasting of needs are figured for Reserves.
 - iii. We are at a deficit of approximately \$83K now. Once the Maintenance Shop is paid off (only have about \$15K left to pay), we will be able to send more to reserve funds, allocating how much goes in to which reserve.
 - iv. We should be able to fully fund reserves in 4-5 years.
 - v. Reserve funds are adjustable.
- d. Begin discussion regarding the 2020-2021 Budget
 - i. JM presented first draft of Proposed Budget based on 185 units. Discussion ensued; including how much detail we want to see in the budget.
 - ii. JM requested that members review budget prior to next meeting.
 - iii. Call a meeting for residents sometime in January to review the 2020-2021 budget, include with notice and budget.

Request by JT to move to 1244 Marigold ARC request.

- e. Review new Policy/Guideline for the use of the Community Center (Approve?)
 - i. Tabled.
- f. Review Policy/Guideline #5 for the RV Parking (Approve?)
 - i. Tabled
- g. Should the Board create a new Reserve fund for the RV Parking area? How Would This Be Funded?
 - i. No. Any funds for maintenance of RV Parking Area would come from General Maintenance Fund.
- h. Should the Board create a Capital Fund for the expansion of the Community Center?
 - i. No
- i. ARC request from 1244 Marigold Avenue (dates 11/11/19)
 - i. After discussion regarding CC&Rs and fencing, DC moved to disapprove application as presented. CJ seconded. Vote taken, all voted yes, JT abstained.
- j. Review existing set of Policies
- k. Date for next Board Meeting – 12-9-19

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

8. Actions taken by the Board of the Association
 - a. Board approved Trail Maintenance Agreement with City of Fruita
 - b. ARC request from 1244 Marigold Avenue not approved as written.

9. Adjournment at 12:14 PM

Respectfully submitted, Jan Peterson, CCPHA Secretary