

# **Minutes for the Board of Director's Meeting**

## **Country Creek Patio Home Association**

Monday, March 16, 2020 9:00 a. m.

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

- a. Board members present: John Moir, Darrell Hamilton, Jan Peterson, Dan Colesworthy, Jerry Toft, Linda Roush, Carole Johnson.
- b. Incumbent Board members at the meeting: John Rodwich, Lance Lehrkind, Jean Citkovic

### **2. Review Agenda – Adopt/Amend**

- a. JM wants to add short discussion regarding upcoming CD maturity.
- b. JT wants to add item regarding working capital.
- c. Motion to approve agenda with additions, seconded, voted: approved.

### **3. Discussion and approval of Minutes from last meetings: February 10, 2020 and Bi-annual Association meeting February 27, 2020.**

- a. DC - motioned to approve minutes for 2-10-20, CJ seconded, voted: Approved minutes for 2-10-20
- b. DC - motioned to approve minutes for 2-27-20, CJ seconded, voted: Approved minutes for 2-27-20

### **4. Members presentation to the Board**

- a. Shane Curtis from Colorado Property Management – Shane was absent. (will be included when JM speaks about Facilities).
- b. Introduce new Board Members whose terms begin April 1, 2020
  - i. Jean Citkovic – born in New York, retired to Tennessee, moved here about a year ago. Was secretary at IBM at the Headquarters in the finance area. Her son and his wife work at St. Mary's.
  - ii. John Rodwick – lives at the end of Marigold. Wanted to serve on the board because the transition of the management is critical to the health and wellbeing of the community. John does a lot of work with AARP, he serves on the Livability Commission for the City Fruita, and is Chair of the Parish Council at Sacred Heart. He thinks it is important for him to participate in the transition of the management for the community. He is a former University Dean, a College Vice-President, was a licensed clinical and organizational psychologist for forty years. He welcomes the opportunity to be here and to serve.
  - iii. Lance Lehrkind – Lance is a Vietnam Veteran, lived in Utah, & Arvada. He worked at a printing company and did a wide variety of jobs there. Lance worked for an electrical supply company for forty years as a salesman. He retired five years ago and has lived here for two years. He enjoys living here, and doing the “farming”.
- c. Members present who would like to address the Board.
  - i. No one present.

### **5. Brief review and discussion of Financials (2-29-20)**

- a. JT - gave a basic explanation of the 12-month statements and year-to-date statement, causes for variations from month-to-month etc. for the benefit of the new Board members. Unusual variations are explained when statements are reviewed each month.

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Cash reserves (aka Reserve Funds) are for future maintenance needs/liabilities on assets the PHA has.

- b. JT - Income Statement/ Balance Sheet highlights:
    - i. Monthly income is about normal, but less than the same time last year.
    - ii. Cash Flow Statement (where cash came from, and where is went).
      - 1. Transfer from Common Area Reserve Fund last year, for the resurfacing and painting of Parking Lot.
      - 2. Transfer from Maintenance Fund for pay off of the Shop Building/Pump House loan from SOR.
- 6. Presentation and Discussion by Board Members**
- a. Landscape Maintenance: Lawns Trees, Shrubs (Dan Colesworthy, Darrel Hamilton)
    - i. DC – keeps track of HelpLine calls and reports from Herb.
    - ii. 300 calls for the year so far, most frequently for pruning.
    - iii. DC asks if Elm Trees can be eliminated due to elm tree bugs, especially in new development area. JM – cannot spray these large trees to eliminate bugs, they have several hatching times. There are elm trees all along Salt Wash and surrounding area.
    - iv. DC asks will those residents with shingle issues have another inspection?
      - 1. JM – he is not handling this anymore – it is up to the homeowners.
      - 2. DC – There is maintenance not being done on the rowing machine, or being done poorly. JM we can talk about this later, under Facilities.
  - b. Facilities Report (John Moir working with Herb Wells)
    - i. JM will touch base with Herb regarding maintenance on rowing machine.
    - ii. Shane's list to report to the Board –
      - 1. Finishing overall pruning, should be done in a week and a half.
      - 2. Large area between Marigold and Primrose with pine trees will take longer.
      - 3. JM – first year Shane is using chipper, reducing large burning of pruning debris.
        - a. JM will speak with Shane about finishing with chopper if they are not going to use it for several days.
      - 4. JR – question about tree trimming schedule. JM – Fruit trees & streetscape trees. There is a boar that shows up in April, and gets in to fresh cuts on trees. We wait until later, July/August, to trim them as per recommendations from CSU. Trees may be trimmed every 3-4 years. Rose pruning starts after major shrub trimming. Different roses require different pruning. Cuttings are piled up and burned, which takes a day.
    - iii. Community Center and Herb – He goes through and checks things out: lights, thermostats, propane in grills, checks exercise equipment, replaces paper products in bathrooms.
  - c. Activities Director (Carole Johnson)
    - i. St. Patrick's Dinner: only 49 attended, lower than normal.
    - ii. Thinking of curtailing activities at the Clubhouse.
    - iii. Women's lunch canceled.
    - iv. JP question – how are activities funded?
      - 1. CJ – some funding comes from resident's payments for activities, some from HOA. JM – social committee has its own budget. Some money comes from

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Coffee proceeds, plus, HOA provides \$2200 toward HOA sponsored events annually. Money from Clubhouse rentals goes to the Social Committee as well. Social Committee also provides items for Clubhouse: paper products, blinds, plastic utensils, etc.

- d. Covenants Ombudsman (Linda Roush)
  - i. LR has two items:
    - 1. 1128 Marigold, fence ARC request. Nothing done yet.
      - a. JM – Resident there is in AZ.
    - 2. Randy is not feeding the duck anymore.
- e. Treasurer (Jerry Toft) – reported above.
- f. Secretary (Jan Peterson) – RV report later.

#### **7. New Business**

- a. Update on RV Parking Area. Should be ready for move in by week of March 23. Need to get names and rental rate to Sandi for invoicing for FY 2020.
  - i. They will be spraying a week later than planned.
  - ii. JP presented diagram of layout of parking spots and registration form.
  - iii. JR – fence gate is very hard to move.
    - 1. JM – have gotten bids for a solar powered opener, costing between \$9K and \$10K. Board has decided to live with it a year and look at it again next year.
  - iv. JP – any landscaping planned for up there?
    - 1. JM – we are looking for a vine that requires little water and maintenance to grow along west side of fence.
  - v. Invoices will be sent to those reserving spots.
  - vi. JT – What about trucks that are too long for garage parking? Will they be charged for a spot up there as well? JP – Yes.
- b. Final review of existing set of Policies, John Moir.
  - i. The Board has been looking at revising the Policies. Once approved they will be updated online. We have not done a final approval as a Board. We should do that.
  - ii. JT – moved to approve Policies as presented. CJ seconded. Some discussion ensued. Vote was taken: 6 yes, 0 no, 1 abstention. Policies approved.
- c. ARC review for 1231 Sunrose, Jim Hawkins (landscape changes)
  - i. Hawkins wants to change some of the plants/shrubs himself. He has researched appropriate replacements that are on the approved plant list.
  - ii. Discussion ensued: amount of time, who should do it, alter drip line, move landscape paper, rocks. It was agreed that homeowner cannot do the work and pays for labor and plants. JM motioned for approval to change the plants, but PHA must do the labor, homeowner pays for labor, plant removal and replacement. LR seconded. Vote taken: 6 yes, 1 no.
- d. ARC review for 1160 Marigold, Carole Johnson (adding gate to porch railing).
  - i. JP motioned to accept request. DH seconded. Vote taken: 7 yes.
- e. ARC 1111 Buttercup – Mary Giardo. Wants tree (plum tree) removed, near front porch, for various reasons. Homeowner is willing to pay for removal.
  - i. JM – this will be coming up more frequently. If we remove a tree, should we replace it with a shrub from our list? Maybe we should consider a policy regarding this?

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- ii. JP motioned to remove tree and replace with shrub from our list at homeowner's cost. CJ seconded. Vote taken: 7 yes.
- f. Political signage at Country Creek.
  - i. JM – we are coming in to election season. One resident asked for clarity on this issue. Presently our Declaration says you can *display a sign*, but it can only be displayed in the window of your home. State Statute says the homeowner can post on their property – townhomes have 18” from house, stand-alone homes have front yard - one sign per candidate and one sign per issue. Changing a Declaration is a major issue: requires notification, a ballot measure put before the association, with 66.66% yes votes from ALL homeowners, need an attorney write it up properly.
  - ii. JM suggests a policy to clearly define what the board thinks is appropriate for political signage. Suggests we handle this at our next meeting. JM can put together main points for a start, and email it out to board members for review, suggestions, changes, etc.
- g. Discussion regarding Country Creek Management Committee.
  - i. JM gave some background regarding when we started discussion on the management change. We looked at in-house management, companies, self-management. JP sent a copy of a document that represents a collection of research done so far. We need to go to the next level in this search. JR will lead the committee.
  - ii. JR's vision on this committee: 2-3 residents, 1-2 Board members, people who are able to do the research, who get along with each other. Suggests the name “Management Transition Team” (MTT). JR would like to have a recommendation for the Board by the end of the year.
  - iii. JP question: is changing the management of the community something that need to be voted on? JM – No, a vote by the association is not needed. Ultimately, the Board makes this decision. The Board would pass a resolution that says this is direction we want to go. But holding an informative meeting for residents to answer questions would be a good idea. This meeting should be separate from the Bi-annual meetings.
- h. New Board members, approval of the vote count by the Board and discussion of new roles. By-laws state we can have 3 to 9 Board members.
  - i. JM – we need to approve the count of votes at the meeting for new Board members.
  - ii. JP stated the number of votes per board member candidate taken from the collected ballots:
    - 1. Jan Peterson - 51
    - 2. John Rodwick - 49
    - 3. Lance Lehrkind - 52
    - 4. Jean Citkovic – 47
  - iii. CJ moved for the Board to approve the results of the election of the new Board members. JT seconded. Vote taken: unanimously approved.
- i. Discussion of concrete paths and payment from reserve fund.
  - i. JM - Cost was a little less than \$25K – used steel mesh instead of fiber in the concrete to reinforce it. Much easier to maintain. It will take a while to grow grass along the edges. It will be about a 15 year payback. The pathway should last about 15-20 years.

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1. The money came from Common Area Maintenance Fund. \$20K was taken from the money market, balance of about \$4100 will be paid when cement bill comes.
  - j. Any concerns or actions regarding the COVID-19 epidemic? (Corona Virus)
    - i. CJ – Social Committee has considered canceling all activities because we are an “at risk community.” No Coffees or games in the Clubhouse. DC - PHA sponsored activities should be canceled. Sign will be posted that activities in the Clubhouse are postponed until further notice.
  - k. (Added) discussion regarding CDs and working capitol.
    - i. JM – First \$50K CD came due, it was re-invested into Edward Jones money market. There are more CDs coming due – should we reinvest them in CDs or in the money market? There is a very small difference in the interest. Money market funds are readily available for us, CDs are not. We will revisit this in a month with the upcoming CDs that are maturing.
    - ii. DC – motioned that we suspend reinvesting monies from maturing CDs and reinvest in the money market account. CJ seconded. Vote taken: unanimously approved.
- 8. Date for next Board Meeting April 13, 2020**
- 9. Actions taken by the Board**
- a. Board approved the minutes from 2-10-20 Board meeting.
  - b. Board approved the minutes from 2-26-10 Bi-annual meeting.
  - c. The Board approved the final set of revised Policies (see 7b).
  - d. ARC request from 1231 Sunrose Lane approved with conditions (see 7c).
  - e. ARC request from 1160 Marigold approved (see 7d).
  - f. ARC request from 111 Buttercup approved (see 7e).
  - g. The Board decided to draw up a new policy dealing with Political Signage in the CCPHA at the next Board meeting (see 7f).
  - h. Board approved the vote count/election taken at the 2-27-20 Bi-annual meeting for 4 new board members (see 7h).
  - i. Board approved to suspend reinvesting maturing CDs into CDs and instead reinvest that money in the Edward Jones money market (see 7k).

**10. Adjourn at 12:00 p. m.**

*Respectfully submitted, Jan Peterson, CCPHA Secretary*