

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

Monday, May 11th, 2020 9:00 AM

1. Call to Order and Roll Call (Secretary)
 1. Board members present: John Moir, Jan Peterson Dan Colesworthy, Darrel Hamilton, Jerry Toft, Linda Roush, Lance Lehrkind, John Rodwick, Jean Citcovic
2. Review Agenda-Adopt/Amend
 1. A motion was made to adopt the agenda for this meeting as presented. Vote taken. Unanimously approved.
3. Discussion and approval of Minutes from last Board Meeting dated March 16, 2020
 1. A motion was made to approve the March 2020 Board Meeting minutes. Vote taken. Unanimously approved.
 2. There was no Board meeting in April 2020 due to Stay-At-Home orders mandated nationally caused by the COVID-19 virus pandemic.
4. Members presentation to the Board
 1. Report by Shane Curtis from Colorado Property Management
 - a. Shane's crew has been trimming shrubs, edging, checking sprinkler heads.
 - b. The big pump went down last week. The power was tripped. The issue was corrected.
 - c. Several breaks in the irrigation lines occurred when the irrigation was turned on. Trees roots seemed to be the cause in most cases. There was a large break at 1160 Primrose under a T-line. It was fixed, and tested. Several breaks by retention pond along Primrose. Small breaks behind unit near large pump house were fixed. "Sams" will be put on those sprinkler heads (self sealing heads). Will prevent the water issue in that area. A resident at 1207 Periwinkle requested clover be put in behind her unit, however grass seems to be coming back. The water issue up there will improve the grass situation.
 - d. Sprinkler heads along 18 Road have been replaced. New sprinkler heads have better longevity than the old ones.
 - e. There is another week and an half to replace plants in rock bed areas with more shade tolerant plants. Over the years, trees have grown in older sections of the neighborhood, creating shady areas where there used to be more sun.
 - f. Mowing and edging is coming along.
 - g. Turf areas that were in poor condition along 1109 to 1131 Primrose are being worked on with hand aeration and fertilizer. These areas are looking much healthier that the past several year.
 - h. There have been requests by residents about tree removal, but Shane has been directing those residents to contact the Board regarding tree removal and that is the proper procedure.
 - i. DC question: have shrubs been replaced behind Judy Bens' unit? Shane: that is really Tod's area. Once the sprinklers are fixed in that area there should show much less water.

- j. LR question: clarify what trees are being replaced. Shane referred to threes that were planted along retention pond and new units along Primrose. Some that were planted did not make it through the winter.
 - k. JP question: there are a few ash trees that boarder the street that are looking sick compared to their other trees. Could he check them? Shane: he is aware of a few. He has a contact at the Ag center and is consulting them.
 - l. JR complimented Shane on the trimming of shrubs and clean-up afterwards has been exceptional this year over years past. JR asked if the crews is doing well with being healthy. Shane said yes, they are keeping distance and wear masks if they have to be near residents.
 - m. Honey locust trees are late coming out probably due to the late freeze we had.
 - n. Late freeze effected several shrubs that usually bloom early: forsithias and lilacs.
 - o. Metal edging will be replaced over the next few months in several area where it has rotted.
 - p. Shane requests that if a resident makes a request about changing plants to put a flag next to the shrub. That makes it easier for his crew to identify the exact spot in question.
 - q. In general things are going along very well.
5. Brief discussion and review of Financials (4/30/2020)
- 1. JT - review of March financials since there was not April meeting,
 - i. We had a great year last year (April 2019 to March 2020), showing a \$40K net income, which was deposited into the reserve funds.
 - 1. There were two large items that were not budgeted for:
 - a. \$4300 for re-sealing of the community center parking lot
 - b. \$25,000 for cementing of pathway behind the Community Center
 - ii. JT has noticed bicycles using the new walking path behind Community Center. Discussion endued. Decision was made to have “Walking path only” sign posted at each of the three entrances to pathways behind the Community Center. JP will order signs.
 - iii. Review of month of March there was a large increase in money market accounts. Since long-term certificates rates went way down, moved money into money markets. More accessible funds.
 - iv. JM - there were a couple of items we did not spend the full allocation on last year:
 - a. Irrigation repairs costs were not spent last year, but are being spent this year.
 - b. Snow removal allocations were not fully spent due to little snow fall.
 - v. April 2020 cash flow increased \$7300 and is reflected in the income statement.

- vi. 6. RV parking fees were billed for the whole year rather than throughout the year, showing \$4500.
- vii. 7. Overall, everything looks good. There is nothing outstanding.
- viii. 8. JM - we moved income tax prep to Palmer Bradley in Fruita. Tax prep will cost about the same and they are much more approachable because they are here in our community. Taxes should be done by end of May.

6. Presentation & Discussion by Board Member

- 1. Landscape Maintenance...Lawns, Trees and Shrubs (Dan Colesworthy, Darrel Hamilton)
 - i. DC - 20 helpline calls since April 1st.
 - a. Several residents think cleaning of their patios should be done. That is not the PHA's responsibility. (Put in DYK)
- 2. Facilities Report (John Moir working with Herb Wells)
 - i. JM - very little use of the Community Center in April. Herb still comes through to check on things. Several residents still come in to use fitness equipment. It's hard getting some products, like hand sanitizers and disinfectant wipes. No shortage of toilet paper.
 - ii. Cleaning has not been an issue. The lady comes in religiously. Paying more attention to door knobs, etc. Pool players coming in but not maintaining their social distance.
 - iii. JR - fire extinguisher is in an inappropriate place by piano. Can it be moved? JM - yes.
 - iv. JP brought up considering an AED installed in Community Center. JM - spoke with attorney: there is a liability issue if someone misuses it. No liability of not have in one.
 - v. JC - first aid kit is under equipped. Should Activities take care of that? JM-yes.
 - vi. LL - ok for Country Creekers to gather outside of Community Center?
 - 1. JM - sees no problem.
- 3. Activities Director (Jean Citkovic)
 - i. Putting two things on Calendar:
 - Thanksgiving Dinner on Nov 20th Time: TBD
 - Christmas Dinner on Dec 18th Time: TBD
- 4. Covenants Ombudsman (Linda Roush)
 - i. Can one half of a townhouse re-shingle roof and not the other
 - a. JM: there is nothing in the covenants regarding that topic and the Association cannot require that both halves re-shingled
 - b. JP brought up problem of too many flower pots at some units.
 - LR: previous Boards had let this particular issue get out of hand.
 - DC: no one has submitted a formal complaint.
 - JM: previous stand Board has taken, "What happens in a quad, stays in a quad." If no one in a quad had a problem, the issue is considered settled. A good discussion ensued. It would be good if the Community was self-policing.
- 5. Treasurer (Jerry Toft)
 - a. Covered previously.

6. Secretary (Jan Peterson)
 - a. Have done no Welcome visits due to COVID-19
7. Management Transition Team Coordinator (John Rodwick)
 - a. JR emailed a copy of the Statement of Purpose and Charge for the MTT to board members for input/changes.
 - i. JM suggested the following changes: VACC to CCPHA, HOA to PHA, and Country Creek Patio Home Association Board of Directors.
 - ii. One MTT member also suggested moving the date for the MTT presentation to the Board from October 1st to January 1st. JM recommended a Jan. 1st presentation to the Board, then any tweeting can be done so the recommendations can be presented to the Association at the February Bi-annual meeting. Agreed.
 - b. The Board has not taken any formal decision regarding the formation of the Management Transition Team. We need to do that, as well as approve a Statement of Purpose and Charge. This will be done at today's meeting under New Business.
8. Board Member at Large (Lance Lehrkind)
 - a. Periwinkle Farm Report: 7 active plots. All fertilized. Hose repairs were needed.
 - b. There are three more plots for the taking.
 - c. Jan created a Periwinkle Farm Group on Nextdoor.

7. New Business

1. Update on RV Parking Area
 - i. JM: 3 RVs in old parking area. Herb cleaned up old buckets left.
 - ii. JP: 3 RVs left will be gone (one gone for summer, one will be moved, abandoned 5th wheel).
 - iii. of 34 spots, 12 are vacant. Of those 12 there are 2-40ft spots, 2-30ft spots and 8-20ft spots.
 - iv. as of 3/5/20, 8 have not paid their reservation fee.
 - v. have gotten several positive comments about the new area.
 - vi. there is a problem with the gate. Would like to have the installer come and check the gate. JM will make the arrangements.
 - vii. JM - because we budgeted differently for the fees for spots, we have some money left over and over the next few years we may be able to look at a better way to mechanize the opening and closing of the gate with funds from the fees.
2. Discussion regarding social events at the Community Center.
 - i. JC: Mesa Country is starting to open things that were closed due to COVID-19. She would like some guidance with our activities. She will base what we do on that Mesa County suggests - keeping the Community Center closed. However when things can open for activities, she would like to post on boards and in Cat Tales that activities can begin again.
3. Report regarding Community Farm. - done previously.

4. ARC Review for 1244 Marigold Ave addition of pavers (landscape changes previously denied)
 - i. JM: They want to appeal their request. After discussion, JM will send letter that “their appeal is being reviewed” and fencing will be included.
 - ii. Board should consider a guideline that covers stand alone houses and exterior space because the stand alone homes OWN the land around the home. JM will put something together to start with.
5. ARC review of 1211 Periwinkle - fence remodel.
 - a. JT moved to approve the lowering of a patio fence at 1211. DC seconded. Vote taken. Approved.
6. Request from Judy Bens, 1203 Periwinkle Lane. Wants plants replaced.
 - a. JM: some plants put in by Todd Pickford, died due to over watering. PHA responsible to replace, and will bill Todd.
7. Tree removal Guidelines (5-6 requests to have trees removed in Driveway Areas, expect number to grow)
 - a. JM: trees are outgrowing spots they were planted in. We have options:
 - i. Prune tree to a smaller size.
 - ii. Fruit trees create debris (plums, crab apple, pear, etc).
 - iii. Who decides to remove tree? Board? Neighbors? Unit owner?
 - iv. JP: Trees are part of the beauty of this community. It would also be expensive to replace those cut downs. Could we consider hiring an additional personnel to clean up tree debris, seasonally, when this is a problem?
 - v. What do you do with the empty spot if the tree is removed? Who decides what to plant there?
 - b. Create a policy to deal with troublesome/ unhealthy trees. Otherwise this issue will come up over and over.
 - c. Email suggestions to JM
8. Political Signage at Country Creek, review proposed Guideline #11
 - a. Discussion about the sample policy JM provided with thoughts and suggestions.
 - b. JR made a motion that Guideline #11 regarding Political Signage be approved as presented. DC seconded. Vote called for. Unanimously approved.
9. Discussion regarding Country Creek Management Transition Team.
 - a. JR: We need to do 2 things: Create that Management Transition Team and vote on the Purpose and Charge for that team. This committee would investigate the pros, cons, price, etc. of property management models and make recommendations to the Board.
 - b. JR moved to create the Management Transition Team and accept the proposal as presented. LR seconded. Vote taken. Unanimously approved.
 - c. JR would like to call a meeting of the team within a week and asked that JM be present. 9am Monday. JM thanked JR for taking this task on.
10. Concerns or actions regarding the COVID-19 (CORONA VIRUS).
 - a. How should we as a Board respond? Discussion

- i. DC: how might our community be effected if services are curtailed?
- ii. JM: will ask Shane to monitor his workers closely.
- iii. Discussion took place with great interest about how our vulnerable community could be warned if a resident became sick. What obligation does the Board have for the community? The Community Center is the only area that the Board could restrict access to.
- iv. JR will contact Mesa County Board of Health for suggestions.

11. Next Board meeting will be on June 8th.

12. Actions taken by the Board of the Association

- a. ARC request at 1244 Marigold (pavers) appeal being reviewed.
- b. ARC request at 1211 Periwinkle approved (fenced alteration).
- c. Tree removal Guidelines proposed.
- d. Guideline #11 Political Signage was approved
- e. Management Transition Team and the Purpose and Charge were approved.

13. Adjournment at 11:45 a.m.