

Minutes for the Board of Director's Meeting

Country Creek Patio Home Association

Monday, September 14, 2020 9:00 AM

1. Call to Order and Roll Call (Secretary)

- a. Board members present: John Moir, Darrel Hamilton, Jan Peterson, Linda Roush, Lance Lehrkind, Jean Citkovic, John Rodwick, Dan Colesworthy
- b. Board members absent: Jerry Toft

2. Review Agenda-Adopt/Amend

- a. A motion was made to adopt the agenda for this meeting.
- b. Motion seconded.
- c. Vote taken.
- d. Unanimously approved.

3. Discussion and approval of Minutes from last Board Meeting dated August 17, 2020

- a. A motion was made to adopt the minutes from the last meeting.
- b. Motion seconded.
- c. Vote taken.
- d. Unanimously approved.

4. Staff Report (JM reporting for Shane Curtis, Colorado Property Maintenance)

- a. Crew is oiling railings and fences.
- b. Catching up on mowing, which was delayed due to rain last week.
- c. A few trees need to be replanted.
- d. Issues with grass on bank along back of Periwinkle.
- e. Reseeding some areas along cemented path walkway.
- f. Shane responded professionally regarding overage with tree trimming charges and will work out his proposal for next year.

5. Members presentation to the Board

- a. None during Covid-19 restrictions

6. Presentation & Discussion by Board Members

- a. Treasurer discussion and Review of Financials (JM for JT)
 - i. Statement of Cash Flow was reviewed.
 - ii: Income Statement – everything is where it should be.
- b. Landscape Maintenance...Lawns, Trees and Shrubs (Dan Colesworthy, Darrel Hamilton)
 - i. 189 HelpLine calls since April 1st.
 - a. New email Help Line will go into effect shortly.
 - iii. Concerns about overgrown landscaping. Residents concerned landscaping is not being maintained. Will have to address in next year's budget.
- c. Facilities Report (John Moir working with Herb Wells, transitioning to Lance Lehrkind)
- d. Activities Director (Jean Citkovic)
 - i. "Protect Your Neighbor" Phase III has begun with COVID -19, however still requires 50% capacity for indoor activities. We will not be opening the Clubhouse yet as we still use the Fruita Senior Center as our guide. We cannot maintain "Social Distance" in our clubhouse for coffee (6' distance).
 - ii. Community Yard Sale scheduled for Saturday, September 19th from 8am to 1pm.

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- e. Covenants Ombudsman (Linda Roush)
 - i. Thanked Dan for his help knowledge and understanding with the CC&Rs.
- f. Management Transition Team Coordinator (John Rodwick)
 - i. Bray materials available from Peggy Sisk.
 - ii. Second company will be CIC Property Solutions on Friday October 2 at 9:30.
 - iii. Waiting for information about Heritage.
- g. Board Member at Large (Lance Lehrkind)
 - i. LL is transitioning into his new Board Position: Facilities Director, overseeing maintenance of Community Center, RV Parking Facility and Periwinkle Farm.
 - ii. Re-sprayed the "whiskers" that define the sides of the parking spots in the RV Parking facility since they lost their color and are hard to see.
 - iii. Helped correct a problem with the lock into the Community Center and keys getting stuck.
 - iv. cleaned the white board and eraser.
- h. Secretary (Jan Peterson)
 - i. There are only two units that are still outstanding with proof of insurance from the original list.
 - a. How long do we let those not in compliance go before fining them? Discuss later.
 - ii. Lance took on supervision of RV Parking Facility.
 - iii. JP will be gone from Nov. to April, but will continue to take notes for Board meetings with virtual inline meeting.
 - iv. There are 19 new units with residents since COVID lockdown. JP will try to do welcome visits with them before leaving for the winter.
 - v. During the Community Yard Sale, 9 or 10 units participated.

7. New Business

- a. Discussion regarding social events at the Community Center
 - i. Done previously in this meeting.
- b. ARC 832 Alyssum Ct. – Want to replace front door, new paint color and exterior lights.
 - ii. Discussion regarding this request.
 - iii. DC motioned to accept request: stipulating that colors must match original color and louvers not be painted, and trim and door remain original color, light fixtures can be changed. Motion seconded. Voted: approved.
- c. 2 Dwellings need to provide Proof of Insurance
 - i. JM referred to Policy #15 and suggests modifying it. The association buying insurance for those not in compliance gets messy. Discussion ensued which included some legal ramifications.
 - ii. JM – if the Association is going to purchase homeowners insurance for the 2 units not in compliance, we can. If we want to fine them as well, we first have to adopt the suggested fine policy schedule & procedure. This will also help when we transition to a management company.
- d. Weeds at RV Parking Facility
 - i. LR: weeds starting to pop up in RV Parking area, especially along the West & North sides of fencing around area.
 - ii. JM – the company that initially sprayed the parking area will come back and re-spray, and will be asked to spray along the property line.
- e. Posting of Pathway signs
 - 1. JM – Terry was to do the signs, will follow up.
- f. New VACC Web Site Hosting
 - i. JM had to find a replacement company that can handle existing format. Found a local company, owned by Joel Kincade, that can handle the existing software, and will host our website.

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- h. Entrance Pond Discussion
 - i. Biology explained: duck droppings = nitrogen + heat from weather = murky water.
 - ii. Can consider cleaning pond in next year's budget, also consider adding aerators & pump.
- i. Policies and new Considerations regarding CCIOA requirements
 - i. JM will forward "*10 Policies Every HOA Should Have*" to Board members. We should look at them and incorporate our present policies. Will help in the future.
- j. Help Mail and how that might work discussion – *tabled*.
- k. Preliminary Budget Discussion
 - i. Reviewed areas in budget that may need adjusting for next year.
 - a. Tree trimming
 - b. Pond Cleaning
 - c. Update aerator in Pond.
 - d. Digital locks for Community Center.
- l. Discussion regarding Country Creek Management Transition Team.
 - i. Though this topic was spoken on earlier in the meeting, there was a strong feeling that a "Scope of Work" should be drawn up by us and given to all candidate management companies.
- m. Discussion regarding COVID-19 – *done earlier*.
- n. Date for next Board Meeting – October 12, 2020
- o. Date for November meeting: November 9, 2020.

8. Actions taken by the Board of the Association

- a. ARC at 832 Alyssum Ct. approved with stipulations.

9. Adjournment at 11:30 a.m.

Respectfully submitted: Jan Peterson, Secretary, CCPHA