

Minutes for the Board of Director's Meeting

Country Creek Patio Home Association

Monday, October 12, 2020 9:00 AM

1. Call to Order and Roll Call (Secretary)

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

2. Review Agenda-Adopt/Amend

- a. A motion was made to adopt the agenda for this meeting with the inclusion of an ARC request from 1164 Primrose Lane.
- b. Motion seconded.
- c. Vote taken.
- d. Unanimously approved.

3. Discussion and approval of Minutes from last Board Meeting dated September 21, 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 (Shane Curtis, Colorado Property Maintenance, absent)

5. Members presentation to the Board

- a. None during Covid-19 restrictions

6. Presentation & Discussion by Board Members

- a. Treasurer (Jerry Toft)
 - i. 6 month balance reviewed, cash balance has increased almost \$13,000.
 - ii. Short term bonds, though tax-free, are not FDIC insured. Must be according to covenants.
 - iii. Income Statement: all looks good and balanced to budget.
 - a. 84% of budget spent on maintenance.
- b. Landscape Maintenance...Lawns, Trees and Shrubs (Dan Colesworthy)
 - i. The new email Help Line is working, with some phone calls. DC cannot tell if Herb has gotten back to homeowner. Some requests will not be completed until next June.
 - a. Sandi is entering requests into a spreadsheet for tracking. A Google Docs spreadsheet is being used and Board members can have access if they want it. JM – there will be a calendar added for time used to complete projects by Shane.
 - ii. DC – Do we caulk gutters if they are leaking? Is that “repair” Is that exterior maintenance? Homeowners should call Help Line in this case. One quarter of project has a roof inspection done each year.
 - c. Activities Director (Jean Citkovic)
 - i. Spoke about a note in suggestion box regarding a letter from Xcel regarding meters being covered by shrub growth, preventing meter from being read. Resident should call Help Line to trim shrub.
 - ii. Regarding “Protect your Neighbor”, nothing has changed. If we do not have a Thanksgiving dinner this year, can the funds be rolled over to next year’s dinner? We should bring it up during discussion of next years budget.
 - d. Ombudsman (Linda Roush)
 - i. Got a call regarding number of pets allowed in a unit. We follow the Fruita ordinance.
 - ii. Received a complaint regarding residents “junking up their yard”. Will address later in meeting.

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iii. Spoke with 2 men that feed wild ducks.

iv. New trash pick-up day: Now Thursdays instead of Mondays. Residents are putting out trash at night. DC – According to Fruita ordinance, trash is to be put out after sundown the night before pick-up. JM – if something is not specifically stated in the covenants, then differ to city ordinances.

e. Management Transition Team (John Rodwick)

i. At this point we have interviewed 2 management companies: Bray and CIC. JR suggests a sub-committee to review Statements of Work for the board, to save time. JR suggests a liaison between the board, residents and the management company. JM – should list what is realistic for board members to do, and whatever is left over defaults to the management company. JR – is my job description reasonable, manageable, and passonable to another person?

ii. Heritage presentation on Friday, Nov. 6th at 9:30 am.

f. Facilities Director (Lance Lehrkind)

i. Absent but sent a report:

“All is well up at the RV park. We have one new vacancy at spot #4 for a large unit. Everybody else seems happy with their parking. I cut down a large tree branch that was brushing up against the unit in spot #1 and the gate seems to be opening and closing much easier since I installed a high tech and decorative gate handling device. (A loop of rope to keep your hands out of the sharp edges and pinch points.)

I've run the flag up and 1/2 mast twice since our last meeting and it still looks pretty good and works well. I changed the heating system in the clubhouse over to heat to compensate for the change in season. All three thermostats are set for 70 degrees. I hope it is comfortable for everybody. As far as I can tell the system is working very well. I have had no complaints about the doors being unlocked and had a few residents say that the lock is operating very smoothly.

- Lance”

g. Secretary (Jan Peterson)

i. Have to update packet given to new residents before continuing with welcome visits.

ii. Pretty well caught up on homeowners insurance.

7. New Business

a. 1164 ARC request – Tofts. Want to remove three “sand cherry bushes” and replace with two hostas; remove lily and transplant to different location. Tofts will do the work at no cost to PHA. Discussion. Vote taken, and request approved with condition of supervision of landscaping crew.

b. Discussion regarding social events at the Community Center.

i. Community Center still closed to group activities.

c. Covenants Ombudsman vs. Advisor

i. Discussion ensued, idea of changing descriptive word from Ombudsmen to Advisor dropped.

d. Exterior planting pots Policy

i. LR found that there is no limit as to how many pots can be on porch. However only three in landscape area.

e. Guidelines for exterior decorations of homes.

i. In response to a letter from a resident. LR found no reference to limits to exterior decorating, only that decorating cannot be permanent. JM quoted that if an issue is officially presented to the Board, the Board would make a determination on the issue.

f. Posting of Pathway Signs

i. Completed.

g. Discussion regarding the investment of Reserve Funds.

i. After discussion, it was determined that funds stay where they are for now with interest rates being so low everywhere.

h. New assimilation Policies prompted by CCIOA requirements.

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a. This revised set of Policies, that will be consolidated into a booklet, includes a fee structure for non-compliance. All should refer to this new structure. These Policies should be reviewed annually keeping notes on changes. These revised Policies should be adopted before next annual CCPHA meeting.

i. Help Mail and how that works discussion.

A resident sends an email to countrycreekhelp@gmail.com, including their name, address and complete description of the issue needing attention. Herb fills out a work form and calls the person letting them know their request was received. Sandi MacLeod enters the information into a Google Doc spreadsheet. Shane accesses the spreadsheet to see requests and records what is done (solution, time and date). The resident receives an email once the issue is dealt with. This process will be refined over the next 6 months.

j. Preliminary Budget Discussion

a. Reserve Funds

i. Reserve Funds were discussed previously in this meeting. JM will review the reserve fund plan. We are catching up on funding deficits from previous years.

b. Landscape Options for consideration

i. We generate a lot of waste: leaves, branches, grass clippings, etc. A big problem is shrub and tree waste. We cannot burn it anymore. We have to bring in a dumpster and have the debris hauled away. This will have to be entered in to the annual budget.

ii. Shane does not want the Help Line work included in his annual proposal for Colorado Property Management.

iii. JM will be projecting a budget with the possible changes.

k. Date for next Board Meeting – November 12, 2020

8. Actions taken by the Board of the Association

a. 1164 ARC request approved with stipulations.

9. Adjournment at 11:36 a.m.

Respectfully submitted: Jan Peterson, Secretary, CCPHA