

Minutes for the Board of Director's Meeting

Country Creek Patio Home Association

Monday, December 7, 2020 9:00 AM

1. Call to Order and Roll Call

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

2. Review Agenda – Adopt/Amend

- a. A motion was made to amend, with addition of topics: dog signs and JR job description added.
- b. Motion seconded, vote taken, unanimously approved

3. Discussion and approval of Minutes from last Board Meetings dated October 12, 2020 and November 9, 2020

- a. Motion made to approve both sets of minutes, seconded, approved unanimously.

4. Staff Report – Shane Curtis of Colorado Property Management.

- a. Not in attendance for report.

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 Jerry Toft)
 - i. We began putting monies into reserve funds
 - ii. \$42,657 in checking account.
 - iii. \$429K in reserve funds, up \$15K
 - iv. There were no surprises; all accounts are where they were expected to be this time of the year.
 - v. Budget – most items were over budgeted. There was a \$9K variance YTD vs Actual.
 - vi. We will review the reserve fund study later.
- b. Landscape Maintenance...Lawns, Trees and Shrubs (Dan Colesworthy, Darrel Hamilton)
 - i. The Helpline email is working well, and issues can be responded to in a more professional manner. Logging/documenting Helpline issues is working well.
 - 1. About 90% of the residents have access and use the internet, and that is resulting in less Helpline phone calls.
 - ii. Shane is off the next couple of months, and Sandi MacLeod reviews the emails when she's here.
 - iii. Snow removal: JM makes the call. New company this season. We get a split price: if just blowers are used = \$1500; if heavy equipment is used = \$2500. This is a totally separate contract from Landscaping. Herb calls JM, and JM calls for snow removal.

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- c. Facilities Report (Lance Lehrkind)
 - i. Those who haven't paid their fee for RV parking have been called and their past due fees have been received. All fees have been collected.
 - ii. LL and Kent Snowbarger will continue to open/close gate to RV Parking gate, and do occasional walk-throughs to make sure things look secure.
- d. Activities Director (Jean Citkovic)
 - i. The Fruita Senior Center runs outdoor activities, such as hikes. Jean will look in to posting these activities on the bulletin board.
 - ii. Jean would like to host a monthly meeting with new residents as she transitions to welcoming new residents to the village. Jean and Jan will talk about the transition.
 - iii. The Christmas Dinner has been canceled.
- e. Covenants Ombudsman (Linda Roush)
 - i. After ARC requests have been completed, residents should contact LR and she will do a follow-up on the project. JM will include that follow-up in the approval letter.
- f. Management Transition Team Coordinator (John Rodwick)
 - i. The MTT activity is a low right now. There will be a delay after RFDs have been received.
 - ii. Several board members have sent JM their feelings about the three companies interviewed.
- g. Secretary (Jan Peterson)
 - i. Jan will be working with the Social Committee/JC on transitioning the Welcome visit to them.
 - ii. Homeowner Proof of Insurance – Bonnie and Sandi will be emailing Jan any documents they receive from residents and Jan will remotely keep the records up-to-date.

7. New Business

- a. There will still be no social activities in the Community center.
- b. ARC request from 1207 Periwinkle, Barbara Busy. Barbara wants to put a gate on the other side of her patio, and wants to put pavers from the gate to the canal. (She is unaware that there will be a fence along the canal and the open space behind her unit.)
 - i. She requests 5 16" square pavers through the stone area because it is unsafe to walk her dog through the stones.
 - ii. JM moved to approve with mention of raising and lowering the gutter extensions. JC seconded, vote taken, 6 yes, 2 abstained. Request approved.
- c. Internet access in Community Center. JM proposed getting internet access and a subscription to ZOOM for the community to use (especially for meetings). Subscription is \$100/year. Simple to set up, need a camera and mic.
 - i. JR motioned to add internet and Zoom to next year's budget, seconded, vote taken, all in favor with one opposed. Motion approved to add internet and Zoom.
- d. New Policies and Procedure manual including all previous P&P prompted by CCIOA requirements. Work in progress. JM and Sandi have been checking against existing By-Laws. Should have the new manual ready for January meeting when they can be reviewed and voted on.
- e. Assimilation of the various duties for Board members as well as current management duties and responsibilities. (progress report).
 - i. Due to time constraints, this agenda item was tabled.

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- f. 2021-2022 Budget Discussion
 - i. Operational Reserve is fully funded, at \$60K. Because of this, monthly dues may not have to be raised for 2 years. At least it will give the Board time to figure and plan before a management company is brought in.
 - ii. Irrigation Reserve will cover maintenance for pumps, pump house, electrical. Generally pumps are good for 10 years, and we are at year 4 of 10.
 - iii. Common Area Reserve money can be used to put sidewalks in open space.
 - iv. To have the reserves fully funded, we need \$577K.
 - v. JM's philosophy: We should maintain within 75% of what is needed based on the reserve funds.
 - vi. JR suggested we consider insurance for limited catastrophic events. It would help pay for recovery.
 - vii. We are using 200 units for projecting income from dues.
 - viii. The Association currently had no debt.
 - ix. Irrigation water: Association has 45 shares. This is enough water for our community times 2. Water is controlled by the city. Our community needs 1" of water per week to maintain the grass and shrubs.
 - x. Herb, Todd Pickford, Shane and JM are knowledgeable about our irrigation system. The PHA should always have an irrigation specialist on board and before JM leaves.
 - 1. There is a "Worse case scenario" worked out
 - a. #1 Shut down pump house electricity
 - b. #2 Shut off head gate.
 - xi. Landscape Options for consideration
 - 1. Colorado Property Management offered a bid \$16K higher than previous contract.
 - 2. JM is getting bids from others: Mountain View is one. \$77K for mowing, \$79K for shrubs & trees.
 - xii. Board should consider a Community Handy Man that residents can call, and that can handle Helpline calls. Small jobs for residents. Consider around \$30K/year. More discussion needed.
- g. Discussion regarding Country Creek Management Transition Team
 - i. Tabled.
- h. Date for PHA Annual Meeting : Thursday February 25, 2021.**
- i. Date for next Board meeting: January 11, 2021**
- 8. Actions taken by the Board of the Association
 - a. ARC request from 1204 Periwinkle Lane approved.
 - b. Internet access in the Community center and a Zoom account will be added to the 2021-22 budget
- 9. Adjournment at 12:41 p.m.

Respectfully submitted: Jan Peterson, Secretary, CCPHA