

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

## **Country Creek Patio Home Association**

Monday, January 11, 2021 9:00 a. m.

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

- a. Board members present: John Moir, Darrell Hamilton, Jan Peterson (remote), Dan Colesworthy, Jerry Toft, Linda Roush, Jean Citkovic, John Roderick, Lance Lehrkind
- b. Observers: Peggy & Dennis Sisk.

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

- a. Motion to approve agenda, seconded, voted: approved.

### **3. Discussion and approval of Minutes from last meetings: December 7, 2020**

- a. Motion to approve minutes, seconded, voted: Approved.

### **4. Staff Report to the Board (presented by JM)**

- a. Snow removal on 12-27-2021 didn't go well.
  - i. JM interviewed the window cleaning company for snow removal this season. They underestimated the work to be done, their equipment was in disrepair; they had manpower but no equipment.
  - ii. JM fired them and hired the snow removal company we used last season.
  - iii. Due to a lot of activity after snowfall, icy spots were created, and were very slick.
  - iv. Chat application to ice helped.
  - v. Residents that didn't turn on their heat tape (in gutters) had ice build up in gutters.
  - vi. The city only makes one pass with plows and piles it on sides of street taking longer to melt.
  - vii. The agreement with the new company: With ONE INCH or more of snow accumulation, sidewalks will be cleared first, then in front of garages, followed by larger equipment in driveways. They will charge by the amount of time they work.
  - viii. SUGGESTION TO RESIDENTS: if you have heat tape in your gutters, turn it on during the winter. If you do not have heat tape, you can have it installed – Steve Penske, electrician, call to get an estimate.

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

- a. **None during COVID-19 restrictions.**

### **6. Presentation and Discussion by Board Members**

- a. Treasurer discussion and Review of Financials (Jerry Toft)
  - i. We ended 2020 in good financial shape!
  - ii. JT recommends that as CDs come due we move the money into money markets – get same or better % and funds are accessible.
  - iii. JM will contact Edward Jones and ask that accounts be staggered.
- b. Landscape Maintenance: Lawns Trees, Shrubs (Dan Colesworthy, Darrel Hamilton)
  - i. There have been 277 HelpLine/emails since April 1 2020.
  - ii. With a management company, who will manage HelpLine/emails.
  - iii. We need a schedule from landscaper to show what streets will be mowed on what days and when other landscaping work is to be done.

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- c. Activities Director (Jean Citkovic)
  - i. Nothing new.
- d. Covenants Ombudsman (Linda Roush)
  - i. Fence on 1244 Marigold – waiting for written approval from Board. Neighbors on each side were contacted by the board about moving fencing to property line, but they have not responded. They also need to know where the property line is
  - ii. Dog issue: LR spoke with a new resident about keeping her dog leashed. New resident spoke with her neighbors and all's well.
- e. Management Transition Team Coordinator (John Rodwick)
  - i. JR is waiting for documents from companies.
- f. Facilities Director (Lance Lehrkind)
  - i. The smoke alarms were changed in the Community Center.
  - ii. We need a new American flag for flag pole.
- g. Secretary (Jan Peterson, present via Zoom)
  - i. Nothing to report.

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

- a. Discussion regarding social events at the Community Center.
  - i. We will still follow the lead of the Senior Center in the Fruita Community Center.
- b. ARC 1134 Primrose, enclose patio area and change a window. Also change wood front railing to white iron railing.
  - i. Motion made to approve request, seconded, vote taken. Approved
- c. New Policies & Procedures manual including all previous P&P prompted by CCIOA requirements. Final version for adoption.
  - i. Discussion: A vote form residents is not required for this to be implemented. This new document will replace all old policies on the web.
  - ii. The new P&Ps will be given to new residents in a packet with the Declarations and By-Laws.
  - iii. Copies of the P&Ps will be posted on the web, on Nextdoor and hard copies will be made available to residents.
- d. Update on the definition of the various duties for Board members as well as current management duties and responsibilities. (Progress report)
  - i. Tabled
- e. Budget Discussion/Approval
  - i. Landscape options for consideration.
    - 1. Three landscape maintenance bids were provided to the Board members.
      - a. After discussion, JR moved to accept the bid from Colorado Property Management for one year. Motion was seconded. Vote taken. Unanimous to accept CPM's bid for landscaping for one year.
  - ii. Budget Discussion/Approval
    - 1. Documents presented related to the 2021-22 Budget were reviewed by the Board Members.
    - 2. This budget was based on 200 units.
    - 3. JR moved to approve the 2021-22 Budget. Motion Seconded. Vote taken. Unanimously approved.

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- f. Discussion regarding Country Creek Management Transition Team
    - i. Done previously
  - g. Date for PHA Annual Meeting - Thursday February 25, 2021**
    - i.** This meeting will be made available to residents via ZOOM. Information for residents to log in the meeting will be provided in the notice from the Board about the meeting. Only Board members will be present for the meeting.
  - h. Date for next Board Meeting: **February 8, 2021**
- 8. Actions taken by the Board of the Association**
- a. ARC approved request from 1134 Primrose Lane to enclose patio, change a window and replace wood railing with white iron railing.
  - b. The bid from Colorado Property Management for Landscaping for one year was approved.
  - c. The 2021-2022 CCPHA Budget was approved.
- 9. Adjournment at 11:30 a. m.**

*Respectfully submitted, Jan Peterson, CCPHA Secretary*