

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

## **Country Creek Patio Home Association**

Monday, March 8, 2021 9:00 a. m.

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

- a. Board members present: John Moir, Jan Peterson (remote), Dan Colesworthy Jerry Toft, Jean Citkovic, John Roderick, Lance Lehrkind, Linda Roush Joyce Kurt.
- b. Board members absent: Darrell Hamilton

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

- a. Motion to approve amended agenda, with two items added, seconded, voted: approved.

### **3. Discussion and approval of Minutes from last two meetings: February 8, 2021 and February 25, 2021**

- a. Approval of these sets of minutes was tabled until the next Board Meeting on April 12, 2021.

### **4. Staff Report to the Board**

- a. No Staff report

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

- a. Linda Roush, of 1102 Primrose and Randy Smith, of 1106 Primrose who are representing the residents of their quad (Earl & Sarah Minor of 1104 and Lynne Reed, of 1108)
  - i. Topic: Condition of driveway
    1. The driveway was repaired last year due to the poor drainage grade and trip hazards that were previously corrected very poorly. These residents are grateful to JM for his assistance in this matter. It cost each unit \$1480 with additional financial assistance from SOR.
    2. There were subsequently two snow events that created ice near the downspouts. All quad residents are aware not to use ice melt products. The snow was plowed leaving granules, chips. Now the new concrete surface is eroding. The quad residents feel the cement was not mixed properly.
    3. JM had Jessy look at the driveway condition and he is convinced that some kind of salt was used due to the spalding of the surface. JM is convinced that some kind of salt product was used due to centralized location of spalding.
    4. How do residents go about fixing this? Is there a “recapping “ product that can be used? JM responded that there are recapping products, some very good. Also need a good contractor to do the work.
    5. Residents should meet and decide how to proceed. They should let the Board know the steps they will take.

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

- a. Treasurer discussion and Review of Financials (Jerry Toft)
  - i. No funds have been pulled out from reserves this year.
  - ii. We are in good financial shape.

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- b. Landscape Maintenance...Lawns, Trees and Shrubs (Dan Colesworthy, Darrell Hamilton)
  - i. Shane's crew is not cleaning up thoroughly.
  - ii. Dan will be resigning from the Board, subsequent to this meeting.
- c. Activities Director (Jean Citkovic)
  - i. Village at Country Creek qualified for a 5-Star Variance.
    - 1. Pods are considered a "family unit".
    - 2. In order for the Community Center to re-open, VaCC must:
      - a. Anti-microbial cleaning products and hand sanitizers have to be purchased.
      - b. Residents have to have masks on if not sitting down.
      - c. Bathrooms have to be cleaned after each use.
      - d. No food self-service
      - e. Every other piece of exercised equipment must be used.
      - f. No dancing
      - g. Seven tables with no more than 4 people at each table.
      - h. One half of total occupancy in center = 25
    - 3. A motion was made to proceed with the 5-Star Variance and set \$500 to purchase needed materials (cleaning products) for qualification. Motion seconded. Vote taken. Approved
- d. Covenants Ombudsman (Linda Roush)
  - i. Linda made one visit to a resident to remove a political sign.
  - ii. 1244 Marigold and fence: The fence will be installed his week. The neighbors will move their fences to meet her fence.
- e. Facilities Director (Lance Lehrkind)
  - i. The RV Parking area is OK.
  - ii. We purchased a new American Flag for the Community Center.
  - iii. Club house:
    - 1. Water fountain is still making noise.
    - 2. Motion detector lights aren't working properly – they're getting old.
  - iv. RV Parking fees are due in April. It's an automatic process. Bills will be sent April 1<sup>st</sup>.
  - v. JR question: are aerators working in the pond? JM: yes, we need to check the hoses to make sure they are clear.
- f. Secretary (Jan Peterson, present via Zoom)
  - i. Nothing to report

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

- a. Discussion of the Mesa County Health Department 5-Star Variance Program for the Community Center activities;
  - i. Discussed earlier by Board member Jean Citkovic.
- b. Vote Joyce Kurt onto the Board for Remainder of DH's term
  - i. Motion to vote Joyce Kurt onto Board for remainder of DH's term(one year remaining on his term) made. Seconded. Vote taken. Motion carried.
- c. Presentation: Linda Roush and Randy Smith.
  - i. Done previously in meeting.

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- d. Progress on work on the irrigation canal.
  - i. JM – Now a liner runs the length of the canal. Cement will be poured, about 50 loads. Cement rucks will be lining up along street as this process is time sensitive.
- e. Update on the definition of the various duties for Board members as well as proposed management duties and responsibilities. Document sent along for Board Members to review. Everyone needs to clarify their Board duties.
  - i. A lengthy discussion ensued. Areas covered:
    - 1. Whatever the Board Members don't do, the management company will have to do.
    - 2. The Association procures insurance to cover Board members for legal issues.
    - 3. The Board members reviewed job descriptions
    - 4. There was a discussion whether there will be a "working" board or and "Advisory" board.
    - 5. The concept of a "General Manager" was discussed.
      - a. 40 hours/week, \$60K-\$70K/year?
    - 6. JM – look at your position responsibilities: What are you willing to do; what could you delegate to a committee? Refine.
    - 7. A special meeting of the Board, before the next full meeting, will be considered just to finalize Board job descriptions. Date TBD.
  - f. Carry over of budget allocations from one year to the next if not used. (added topic to Agenda)
    - i. JT – What do we do with excess money if not spent? (Certain projects could not be done due to COVID-19). Give back to residents? Create a range that working capitol should be at the end of the fiscal year?
    - ii. Article 5 of Declarations deals with Budget.
      - 1. Amend Budget for funds not used? "You will keep a minimum amount of operating money in checking account".
      - 2. By-Laws: Article 2: The Board would need the consent of the members of the Association (66.7%) in order to modify the Declaration or the Bylaws)
    - iii. JT will research this and have information for the next meeting.

Changed as  
per Lindsey  
Wulff  
comments.  
5/7/21



### **8. Date for next Board Meeting: Monday April 12, 2021**

### **9. Actions taken by the Board of the Association**

- a. Joyce Kurt was approved to complete Darrell Hamilton's term (one year).
- b. The Board approved to proceed with the 5-Star Variance and set aside \$500 for the purchase of needed materials.

### **10. Adjournment at 10:43 a. m.**

*Respectfully submitted, Jan Peterson, CCPHA Secretary*