

Minutes for the Board of Directors' Meeting

Country Creek Patio Home Association

Monday, April 12, 2021 9:00 AM

1. Call to Order and Roll Call

- a. Board members present: John Moir, Jan Peterson, Joyce Kurt, Jerry Toft, John Rodwick, Linda Roush, Lance Lehrkind, Jean Citkovic (all present).

2. Review Agenda – Adopt/Amend

- a. Motion to approve agenda with two additions:
 - i. Member presentation by Chuck Screws, 1125 Periwinkle Lane
 - ii. ARC request from 1150 Marigold Avenue.
- b. Motion seconded, vote taken, unanimously approved.

3. Discussion and approval of Minutes from last meeting on last three Board meetings: 2-8-2021, 2-25-2021, 3-8-2021

- a. JM proposed amending 2-8-2021 minutes as recorded.
- b. Motion to approve the three sets of minutes was made. Motion seconded. Vote taken, unanimously approved.

4. Staff Report to the Board

- a. No staff report.

5. Members Presentation to the Board

- a. Chuck Screws of 1225 Periwinkle wanted to address the decision that prohibited him from holding a short Good Friday service for the residents, outside of the Community Center in common space. This was offered due to the circumstances of COVID-19 and residents being restricted from large indoor group gatherings. The CC&Rs prohibit use of the Community Center building for religious purposes, not outside. Mr. Screws was called and told this activity was against Board Policy. Mr. Screws checked copies of the CC&Rs, and Board Policies on the website which referred use of the Community Center building for religious purposes, not outside. Mr. Screws would like the Board to review this policy and make it clearer.
 - i. JM apologized to Mr. Screws, and said the Board will review the policy and take Mr. Screws suggestion under consideration.

6. Presentation and Discussion by Board Members

- a. Treasurer (Jerry Toft)
 - i. JT reviewed the Financial Statement for the previous fiscal year.
 - ii. April 1st begins the new fiscal year.
 - iii. We had a good year from an overall operations perspective.
 - iv. JT compared the previous and new financials and explained any differences. We were very close to what we estimated. Snow removal was less than budgeted.
 - v. There was discussion regarding how to transfer budgeted monies that were not used in the previous year (work not done due to COVID-19) and

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earmark it for the same project in the following year. Possibly create a new policy or amendment to the By-Laws?

1. JM: the By-laws state that excess in the budget should be returned to the owners.
- vi. More discussion took place and the possibility of creating a policy that defines "Working Capital" would be investigated.
- b. Landscape Maintenance: Lawns, Trees and Shrubs (no board member)
 - i. JM reported:
 1. Water is in the canals; the pond will be filled.
 2. Shane's crew is finished with pruning, including roses.
 3. Lawn fertilization done, and rock beds blown out.
 4. Irrigation will be starting the middle of the week or next week. Residents may see some work being done on the irrigation system. If residents see a problem with the irrigation, report it to countrycreekhelp@gmail.com.
 5. JM presented three bids for Tree Service.
 - a. Each have certified arborists. Said trees are in good shape. To properly trim them, they have to get higher than ground level.
 - b. Tree trimming would be throughout the project every five years on a rolling basis.
 - c. Alpine Tree Service got the bid.
 6. Mowing and aerating will start soon.
 7. Adjustments will be made to the lawn irrigation. Periwinkle will be watered 4 time a week, but for shorter time to prevent pooling.
 8. JT – where are we on sprinkler head change outs? JM – entry, clubhouse, Marigold. About 40 heads per year.
 9. The Community Garden in its new location is all set and ready to plant.
 10. Judy Benns is interested in the Landscape Board position.
 - c. Activities Director (Jean Citkovic)
 - i. The Community Center is re-opened.
 - ii. May 5th Wednesday Coffee will begin.
 1. Price changes: \$20 reimbursement to hosts (from \$15) and \$1 per person for coffee and snacks (from 50 cents).
 - iii. A new Club has been added: "90s Club"
 - iv. Welcome Visits will begin – there is a backlog due to COVID-19.
 - d. Covenants Ombudsman (Linda Roush)
 - i. LR explained to Mr. Screws her reason for denying him use of area outside the Community Center for a Good Friday service.
 - ii. Other items LR dealt with over the last month:
 1. Residents cannot display a CASA sign in their front porch.
 2. Residents in a single unit home cannot leave a truck parked (stored) in the driveway in front of their unit. It will be parked in the RV parking area by their 5th wheel.
 3. Trash cans being left out at a home.
 4. A front unit cannot have solar lights placed in the lawn to light a flag.
 5. 1244 Marigold and fence.

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6. Units cannot post "no poop" signs in common area. Letters were sent.
 7. RV parked more than 48 hours in front of a unit.
 8. RV parked in back unit "hammer head" not allowed.
 9. Residents cannot place personal items in easement or common areas.
 10. Residents must get approval to post anything on the bulletin board in the Community Center.
- e. Management Transition Team (John Rodwick)
- f. Facilities Director (Lance Lehrkind)
- i. RV Parking
 1. RV dues are being collected.
 2. RV spaces are tight with available spots.
 3. One rogue trailer, not paying a fee.
 4. There is a truck attached to a 5th wheel, sticks out, hard to move around.
 - ii. Community Center
 1. A new condenser for water fountain is needed.
 2. Outdoor lights and motion detectors have to be adjusted.
 3. The timers on the mailbox lights have to be adjusted.
 4. Exit sign batteries have to be changed.
 - iii. Community Garden
 1. 6'x 8' plots
- g. Secretary (Jan Peterson)

7. New Business

- a. Vote for the Officers of the Association
- i. CCPHA By-laws establish how this organization is run: The first meeting of each fiscal year, the Board votes for Officer positions.
 1. President: John Moir
 2. Vice President
 - a. Nominations: JR = 2, JK = 4
 - b. Joyce Kurt is VP
 3. Treasurer
 - a. Nomination: JT
 - b. Jerry Toft is Treasurer
 4. Secretary
 - a. Nomination: JP
 - b. Jan Peterson is Secretary
- b. Consideration of new Board members. Spots to fill:
- i. Landscape Director
 1. Judy Benns presented her case of interest in this position.
 2. JM moved to approve JB as Landscape Director, Seconded, Vote taken.
Approved.
 - ii. Horticultural Advisor – position not filled.
- c. ARC Request: 1150 Marigold wants to enclose their patio.
- i. JM moved to approve this request. Motion seconded. Vote taken.
Approved.

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- d.** Proposed Amendment to the Bylaws (J Toft). ***Cannot make an amendment to the by-laws without residents voting on the Amendment.***
- e.** Update on the definitions of the various duties of Board members.
 - i.** JM: Moved that Board job descriptions should be reviewed on an annual basis. Motion seconded. Vote taken. Unanimously approved.
- f.** Review of First Draft of the RFP for the PHA Management company.
 - i.** JM – the key is that we have spelled out what we want the mgmt. company to do. We have defined what the Board does, and we have defined what the management company does.
 - ii.** We still need to define:
 - 1.** Which organization makes the decisions. We need a flow chart to illustrate decision making hierarchy.
- g.** Follow up discussion regarding Country Creek Management Transition Team. (tabled)

8. Actions taken by the Board of the Association

- a.** 2021-2022 Board Officers were elected
 - i.** President: John Moir
 - ii.** Vice President: Joyce Kurt
 - iii.** Treasurer: Jerry Toft
 - iv.** Secretary: Jan Peterson
- b.** Alpine Tree Service received the contract to trim CCPHA trees on a 5-year rotation.
- c.** The Board voted Judy Benns as Landscape Director.
- d.** ARC request from 1150 Marigold was approved (patio enclosure).
- e.** Annual review of Board positions was approved.

9. Next Board meeting: Monday May 17th

10. Adjourn 12:20 PM

Respectfully submitted by Jan Peterson, CCPHA Secretary