

Minutes for the Board of Director's
Meeting of the Country Creek Patio Home Association

Monday, October 18, 2021 9:00 AM

1. Call to Order and Roll Call (Secretary)

- a. The following Board members were present: John Moir, Joyce Kurt, Jerry Toft, Jan Peterson, Judy Bennis, Jean Citkovic, Linda Roush, John Rodwick, Lance Lehrkind

2. Review Agenda-Adopt/Amend

- a. Motion made by JR to adopt the agenda, motion seconded, vote taken, agenda adopted.

3. Discussion & approval of Minutes from Board Meetings dated September 13, 2021 and September 16, 2021 (Semi-annual Resident meeting)

- a. Minutes from September 13th were tabled until the next Board meeting.
- b. Minutes from September 16th were unanimously approved.

4. Members presentation to the Board open to all Members

- a. Bob Everett, 1217 Sunrose
 - i. Bob has problems backing out of his drive apron due to neighbor's truck being in his way. He has spoken with his neighbor, but they will not cooperate.
 - ii. JM explained that Bob must submit a formal complaint and then the Board can act on it.
- b. Nancy Burdette, 1109 Primrose
 - i. The Advisory Committee to the Board are presently discussing the issue of parking hope to have information to the Board by the November meeting.
 - ii. Nancy would like the Board to get bids for cleaning the pond at the entrance to the Village. JM – cleaning the pond should be done in the spring before the canals are filled.
 - iii. By whom and when are the gutters cleaned? JM – Shane is cleaning the gutters by mid-November.
 - iv. Who will be doing the snow removal for this winter? Will they have proper equipment? JM – in the progress of getting bid for snow removal.
 - v. Where are we on the painting of peeling trim? JM – The temperature must be 60° or above to paint. Section #2 is done. The paint will stick if prepped well.
- c. Sharon Vandervelde, 1194 Primrose
 - i. Sharon expressed concerns regarding possible rental of 1192 Primrose to a woman under 55 with 2 young children. Wants clarification. JM – An owner of a unit may make a written request to the Board that an occupant be under 55. The Board has the power to accept or deny the request. In this case the written request was withdrawn. JM added that grandchildren cannot be excluded.
- d. David Rice, 1262 Periwinkle Ct.
 - i. He was attracted to our development by the blue grass planted. He wonders why blue grass is not being put in on Periwinkle Ct. JM – Blue grass needs a lot of water. CSU suggested that we now plant Buffalo grass, it needs less water. Buffalo grass will not have the thickness of Bluegrass. Buffalo grass cannot be planted in the fall and will have to wait until Spring.

5. Presentation & Discussion by Board Members

- a. Treasurer discussion and Review of Financials (Jerry Toft)
 - i. JR reviewed the Income Statement.
 - Irrigation maintenance was significant.
 - General maintenance was significant.

Minutes for the Board of Director's
Meeting of the Country Creek Patio Home Association

- The fluxuations in spending vs. income will even out by the end of the year.
 - ii. JR reviewed the Balance Sheet
 - Total assets: \$530K
 - Total liabilities: \$468K
 - iii. JR reviewed Statement of Cash Flow
 - \$1400 in interest from Edward Jones and will be allocated to Reserve Funds.
- b. Landscape Maintenance...Lawns, Trees and Shrubs (Judy Benns)
 - i. JB monitors the HelpEmail and finds mowing of the lawns is still a major concern, including edging and damage to trees.
 - ii. JB met with Shane, and he will be here through November doing fall clean-up. He will start on gutters soon.
 - iii. JB asked two questions:
 - Who is contracted to close the irrigation system? JM- Shane said he would do it. It will be safe. Can't blow out the irrigation lines until the canals are emptied.
 - Who will do leaf removal? JM- the lawn company. Shane will do gutters and blow out rocks and driveways.
- c. Activities Director (Jean Citkovic)
 - i. JC reported that there will be a New Resident Welcome meeting on Nov. 9th at 9:30AM.
 - ii. The Halloween event was canceled. Not enough people signed up.
 - iii. Thanksgiving Dinner on Nov. 19th, 5PM, limit to 90 people. Sign-up. \$12/person.
- d. Covenants Ombudsman (Linda Roush)
 - i. Campers are being parked on driveways.
 - ii. Cat Tales was incorrect in saying the parking issues were settled. They are not and the committee continues to work on it.
 - iii. Advisory Committee: LR will be the Board member on the committee. Kathleen and Nancy Burdette will co-chair the committee.
- e. Management Transition Team Coordinator (John Rodwick)
 - i. JR deferred to the New Business part of the meeting.
- f. Facilities Director & Farmer Extraordinaire (Lance Lehrkind)
 - i. RV Parking: we will have to start a wait list. There are 2-20' and 1-40' spaces available. LL will call those on waitlist when spots become available.
 - ii. LL requests more gravel in the NE portion of the lot.
 - iii. Clubhouse doors are unlocked often, and lights are left on.
 - iv. Garden: season has ended. A meeting about changes for next year will be forthcoming. Garden plots will alternate from West to East each year. Tilling will be done after area is cleaned up.
- g. Secretary (Jan Peterson)
 - i. Nothing to report.

6. New Business

- a. ARC Requests
 - i. No ARC requests.
- b. MTT recommendation to Board regarding contracting Management Company

Minutes for the Board of Director's
Meeting of the Country Creek Patio Home Association

- i. JR after an historical review of the work done by the MTT and questions that needed to be asked of the scope of work a management company could provide, JR reported the topic of the RFPs (Request For Proposal) from two companies interested: CIC and Heritage. Both companies did their RFP differently which made it hard to compare.
 - ii. Both JM & JR visited each company's offices to see how they were set up. Both had strengths and weaknesses.
 - iii. JM met with the MTT to hear their research on HOAs that employed these companies.
 - iv. Comparison sheets were handed out to Board members.
 - v. JM offered his impressions:
 - Heritage is larger in scope of work in the Valley. Seemed to be more personable, but not as savvy with high tech approach.
 - CIC much more ready to set up a system for communication. Seemed more professional.
 - Neither company will manage everything. The Board will still be very active. The management company is directed by the Board.
 - Either company will care for CCPHA well.
 - vi. JR – fees would be about \$7/month/unit. Set-up fees differed. Both were asked to provide a 3-year estimate, and both came out at the same place.
 - vii. What needs to take place now:
 - Meet & Greet with Board members for Q&A.
 - viii. Should be done by end of November.
 - ix. Three months to help company train (Jan., Feb. and March) to be ready by April.
 - x. One year contract proposed with a 30 day back out clause.
 - xi. Board members discussed topics to consider.
 - xii. JB motioned to approve CIC as the management company, LR seconded. Vote taken. CIC was approved as the management company 8 to 1.
- c. Initial review of proposed Budget for 2022-2023
- i. JM explained how Reserve Funds work. By the year 2025 the deficit will be caught up.
 - ii. A new item on the budget: Maintenance Ind – Contractor-1 (person to do small jobs, working 4 days/wk and 4 hours/day).
 - iii. JM suggested to use some reserve funds the first year of the management company to defer costs for homeowners and raise HOA fees after first year.
 - iv. JM will ask CIC for recommendations on a lawn service. CIC will get bids.
- d. Cleaning the pond--Special Assessment to do so?
- i. Don't need a special assessment, can use reserve fund.
- e. Expansion of the Community Center
- i. JM – estimates the cost of expansion to be \$125/sq. ft. Total around \$100K. Could take a 20-year loan to finance expansion.
- f. Editing the Cattails
- i. LR: Things are not printed as submitted.
- g. Moving of fence at 1222 Marigold Lane
- i. LR: ground between fences is like a no man's land. Hard to maintain. After sale of 1224 the new owners will be approached.
- h. Sidewalk repair

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- i. JM will call person in town to find out details.
 - i. Parking policy update
 - i. Advisory Committee preparing a resolution to give to the Board.
 - ii. LR motioned to deny resolution until further study is done. Seconded. Vote taken. One abstention. Others in favor. Motion passed.
 - j. Enforcement of flowerpot storage.
 - i. Remind residents containers must be stored out of sight.
 - k. Rusting Handrails
 - i. There are two categories: handrails that are original with build home, and handrails added later by owner. Some railings are rusting. If wood fences are maintained by PHA what about railings? What is the policy?
 - ii. Powder coating cost about \$1200 – this would be repair = homeowner.
 - iii. Touch-up – would be maintenance = PHA.
 - l. Policies and Procedures Manual updating
 - i. JB motioned for Keven Ward to begin creating a draft work clarifying and simplifying the PPM. JK seconded. Vote taken. One abstention. All others approved.
 - m. Part time Landscape and Maintenance person (Update on Brandon Morgan)
 - i. Completed weed clean up and herbicide application in some areas.
 - ii. Working on lawn repairs in certain areas.
 - n. Trim paint maintenance still working on units, Nuncio Painting
 - i. Section 1&2 done.
 - o. Shane will do Irrigation Blowout at end of the month, finished fertilizing shrub areas
 - p. Update on VaCC North
 - i. Paving of Snowdrop Ct. this week.
 - ii. Snowdrop Ct. to 18 road will be concrete and is a walking path.
 - q. Date for next Board Meeting: **November 22, 2021**
7. Actions taken by the Board of the Association
- a. CIC was approved as the property management company for Country Creek Patio Home Association beginning April 1, 2022./Board denied accepting a resolution from the Advisory Committee to adjust parking rules until further study is done.
 - b. The Board approved Keven Ward to begin creating a draft work clarifying and simplifying the PPM
8. Meeting Adjourned 12:30 PM

Respectfully submitted by Jan Peterson, Secretary