

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

Monday, November 22, 2021 9:00 AM

Prior to opening the meeting Jan Peterson reviewed the format of the meeting and the following:

- *During members presentation to the Board, members had a 3 minute limit and that the Board may not comment at this time.*
- *Once the Board began their reports, no comments will be taken from guests, including during the "New Business". Visitors are welcome to stay, but are requested not to comment or ask questions.*

1. Call to Order and Roll Call (Secretary)

- a. Board members present: John Moir, Joyce Kurt, Jerry Toft, Jan Peterson, Judy Benms, Lance Lehrkind, John Rodwick
- b. Board members absent: Jean Citkovic

2. Review Agenda-Adopt/Amend

- a. JR motioned to accept agenda with following additions to New Business:
 - i. Community Survey presented by the Advisory Committee, Board Approval
 - ii. Violation at 1248 Periwinkle Court – unsightly storage
 - iii. Letter from Lynne Bowers.
 - iv. Snow removal contract
- b. Motion seconded by LR.
- c. Vote taken, unanimously approved.

3. Discussion & approval of Minutes from Board Meetings dated October 18, 2021

- a. Motion to approve the minutes, motion seconded, vote taken, approved.

4. Introduce Christine Sartoris, CIC Management Solutions

- a. JR introduced Christine, owner of CIC. As CIC takes over the management of the Village both sides will be adjusting as we move forward.
- b. CS will sit through today's meeting and review the meeting afterwards.

5. Members presentation to the Board open to all Members

- a. Advisory Committee Survey--Nancy Burdette
 - i. The community survey was emailed to the Board members for their critique.
 - a. numbering of all questions, room to leave comments.
 - ii. The Advisory committee would like the survey included with the December Cat Tales.
 - iii. Feedback from the survey will be provided to the Board members and Christine S.
- b. Billie Jacobson – 1108 Buttercup
 - i. Last March Billie brought to the attention of the Help Line that cut bushes scraped the paint off the aluminum siding and it needs to be painted. Nothing was done.
 - a. JM responded that the painters should have taken care of it but didn't.
- c. Keven Ward – 1280 Marigold Ave.

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- i. Feels the distribution of the Board Meeting Minutes has not been timely. Feels that minutes should be posted within a week after the meeting. Doing this will help control rumors in the neighborhood. CIC will be great at improving communication within the Village.

6. Presentation & Discussion by Board Members

- a. Treasurer discussion and Review of Financials (Jerry Toft)
 - i. We have money in the bank! (ending October 31).
 - 1. \$32K in revenue.
 - 2. \$30K spent.
 - ii. We were underbudget with landscaping, Deep Creek contract was less than we budgeted for
 - iii. Building maintenance was also less than budgeted for, but will spend this March.
 - iv. Excess funds in budget by end of fiscal year
 - 1. It is important to address the By Laws – *Article 4, paragraph 2e*.
 - a. What should we do with extra funds: return to residents?
 - b. There was no determination at this time.
- b. Landscape Maintenance...Lawns, Trees and Shrubs (Judy Benms)
 - i. Judy had been keeping track of the Help emails.
 - ii. Fall clean-up, residents have been very dissatisfied, especially leaf removal.
 - iii. Once CIC manages, who will take over the helpline? Answer given, CIC.
- c. Activities Director (Jean Citkovic)
 - i. Though JC was absent, her report was given to JP and shared:
 - 1. The two Welcome Visit Meetings on 10/11 and 11/9 were both well attended. Only 3 resident visits are left to do.
 - 2. Thanksgiving Dinner on 11/19:
 - a. 72 residents were served
 - b. 20 take-out and 52 dined in
 - c. Many positive comments for the caterer, Cowboy and the Rose.
 - d. Total expenses: \$1610.65.
 - e. Total collected from residents: \$864 @ \$12/dinner
 - f. Total due from CCPHA to Social Committee: \$746.65 Detailed report attached.
 - 3. Christmas Dinner to be held on Friday December 17th, 5PM. Cost: \$12/dinner. Both dine-in and take-out will be available. Reservation deadline is December 5th at 5PM.
- d. Covenants Ombudsman (Linda Roush)
 - i. LR received several calls on CC&Rs dealing with: snow removal, parking and landscaping.
 - ii. LR would like to consider making available to new residents a film on living in an HOA.

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iii. PHA Violation Reports

1. Everett. 1217 Sunrose Ln
 - a. A letter from the Everetts was submitted to the Board on the topic of difficulties they have maneuvering out of their garage due to a neighbor's truck parked outside their own garage. After discussion, it was determined that there is no violation on the part of the neighbor. Both parties will receive communication From the board (JM) to this effect.
2. Carole Johnson, 1160 Marigold
 - a. Carol Johnson submitted a complaint regarding damaged property (a down spout) caused by Deep Creek. JM – this is not a violation of the CC&Rs, however the down spout will be repaired and the bill sent to Deep Creek.
3. 1248 Periwinkle Court
 - a. Unsightly storage on patio. These are new residents.
 - b. JM will send them a letter.
4. Lynne Bowers, 1134 Primrose
 - a. A letter dated Nov. 10.2021 was sent to the Board from Lynne regarding Deep Creek and other topics: leaf removal, snow removal, how does the HOA, hold contractors responsible for not fulfilling contracts, AC and Hawks, painting of trim and doors, dogs off leash in Village.
 - b. JM did respond and suggested Lynne serve on the Board.
 - i. Swamp coolers are serviced twice a year, all others once a year.
- e. Management Transition Team Coordinator (John Rodwick)
 - i. Because a management company has been determined, JR will be on hiatus.
- f. Facilities Director & Garden (Lance Lehrkind)
 - i. The Community Center had been left unlocked a lot.
 - ii. Paper products have been disappearing.
 - iii. Lights in the Community center need replacing.
 - iv. LL fixed a sticking door,
 - v. RV Parking is near full capacity: one 30' spot and one 20' spot available.
 1. LL will talk later in the meeting about trucks parked in the RV area.
- g. Secretary (Jan Peterson)
 - i. Residents feel the Board meeting minutes are published in an untimely manor, a month after the meeting (when approved bat the subsequent meeting), JP will make an effort to write up the minutes and get them approved within a week or two from the meeting.

7. New Business

- a. ARC Requests
 - i. No ARC requests for this meeting.
- b. New Board members (reaching out and providing info)
 - i. JM has always recruited for open positions.

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1. Those wishing to serve on the board will be asked to present a short bio and reason they would like to serve on the Board.
- ii. Review the latest edition of Board responsibilities.
 1. This is the final version of the responsibilities.
- iii. JR moved to accept this version of Board position responsibilities, JM seconded, vote taken, unanimously approved.
 1. Board Position descriptions will be posted on the bulletin board.
- c. Second review of proposed Budget for 2022-2023
 - i. JM has concerns with services
 1. Gutter cleaning was unsatisfactory this season. Cost was \$9K.
 2. Cleaning the pond--Special Assessment (add \$12,000 to Budget?)
 - a. A vacuum truck is too expensive.
 - b. Repair would not include repair of the water falls.
 - c. Would include new aeration hoses.
 - d. JT – we need to do this before March, will not have to add to next year's budget, no special assessment.
 3. What else is needed to add to budget?
 - a. Security cameras for Community Center? Would have to include installation, storage of video. Would cost about 25 cents per member for some sort of security system. JR will investigate a security system for the clubhouse.
 - d. Contract for Gutter Cleaning (add \$10,000 to Budget?)
 - i. See above.
 - e. Sidewalk repair (How much should get done? What amount to add to the Budget?)
 - i. JM suggested about \$30K for repairs along with what the City can add in their cost sharing program. This is a good year to do this as the City has some money.

JM will have hard numbers and proposals by the December meeting.

- f. Expansion of the Community Center (Will require a vote of PHA, who will organize this?)
 - i. It was suggested to wait until after the Community Survey results.
- g. Editing the Cattails
 - i. CIC will be taking care of this.
- h. Rusting Handrails (Is this maintenance or repair, cost about \$1,500 per rail)
 - i. A determination was made regarding the care of handrails:
 1. Maintenance by PHA = around front porches.
 2. Repair by owner = down front steps any gates added to front porch.
- i. RV Storage Policy regarding changing out RVs for pickups
 - i. Pick-ups/vehicles will have to move to make spaces available for incoming RVs.
 - ii. What about the storage fee already paid by pick-ups/vehicles?
 1. Because it's an annual charge, the incoming RV will not pay until April.
- j. Community Survey presented by the Advisory Committee

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- i. JK moved to approve the survey as written so it can be presented to residents with the December Cat Tales.
 - 1. JR seconded, vote taken, Survey approved as written for distribution,
- k. Policies and Procedures Manual updating – more to come.
- l. Receiving Bids for Landscape Maintenance, hope to present during December meeting.
- m. Update on VaCC North & VACC 6.
 - i. JM – a concrete walking path will connect Snowdrop Court to 18 Road (Pine Street). The path is part of the Fruita Master Trail Plan.
- n. Keven Ward and editing Cat Tales.
 - i. Keven may be involved in the future, but CIC will take the responsibility.
- o. Snow removal for this winter
 - i. Earthwise has been contracted. They will get \$1K down and be able to store equipment on CCPHA property. The down payment will be deducted from the first bill.
- p. Review of the meeting by Christine Sartoris, CIC
 - i. A Board meeting should be a maximum of 90 minutes.
 - ii. There is a difference between “governance” and “management”.
 - 1. Management is in charge day-to-day.
 - iii. CS suggests a Board workshop to help with the distinction and on Budget.
 - 1. Residents can be included.
 - iv. The Agenda and process are in need of help.
- q. Date for next Board Meeting: **December 13th, 2021**

8. Actions taken by the Board of the Association

- a. The most recent version of Board Position Descriptions was approved
- b. The Community Survey to be presented to the residents by the Advisory Committee with December's Cat Tales was approved.

9. Meeting Adjourned 12:05PM

Respectfully submitted by Jan Peterson, Secretary