

**Country Creek Patio Home Association  
Board of Directors Meeting Minutes  
Monday, April 4, 2022 @ 1:00 p.m.**

**1. Call to Order and Roll Call**

- a. Board members present: Linda Clifford(LC), Jan Peterson(JP), Dan Colesworthy(DC), Jean Citkovic(JC), Linda Roush(LR), John Rodwick(JR), Lance Lehrkind(LL), Judy Benns(JB), Ron Snell(RS)
- b. CIC Management Present: Christine Sartoris(CS)

**2. Review Agenda – Adopt/Amend**

- a. Add an ARC Request – 1214 Sunrose, replace roses with shade-tolerant plants
- b. Agenda approved with addition

**3. Discussion & Approval of Minutes from Board Meeting dated March 14, 2022**

- a. Minutes adopted as revised

**4. Member Presentations to the Board Open to all Members**

- a. No member presentations

**5. Presentation & Discussion by Board Members**

**a. Treasurer Discussion and Review of Financials (No Report)**

- i. Per CS, John Moir advised that the financial books will be closing this week or next and we will have that as the standard, going forward.

**b. Landscape Maintenance...Lawns, Trees and Shrubs (Judy Benns)**

- i. Questions regarding Help Line, Vendor Management and lack of communication. CS advised they will communicate with JM (who is primary) and will pass on information.

**c. Activities (Jean Citkovic)**

- i. Events budget line was charged \$550.16, under the budget amount of \$956.14, due to lack of anticipated reservations.
- ii. Upcoming Events: Baked Potato Social: Sunday, 4/24 at 3:30 \$3.00 for potato with trimmings, salad and Ice cream. Village Yard Sale: Saturday, 6/25, 9-12. Details to follow in May Cat Tales.
- iii. Welcome Visits: One new resident and one no-show from the 3/3 Welcome Meeting are outstanding.
- iv. Cat Tales: Distributed on 4/2

**d. Covenants Ombudsperson (Linda Roush)**

- i. The issue with three cars parking overnight on streets has been resolved.
- ii. RV Lot parking issues are still being worked out
- iii. On Street parking for longer than allowed (for medical assist) needs to be approved by Board.
- iv. Attended March and April meetings of the Advisory Committee

**e. Facilities (Lance Lehrkind)**

- i. RV Lot: LL and CS will review the rental bills before they go out. Issues regarding owners with multiple spaces have been resolved. Gate has been de-accelerated to minimize damage.
- ii. Everything is well at the Clubhouse. Lights off, doors locked, wobbly table repaired, exercise machine unplugged. Flag ripped again; if it can't be repaired, it will need to be replaced.
- iii. LL and CS security system for the Clubhouse – remains on the to do list

**f. Secretary's Report (Jan Peterson)**

- i. Nothing to report

**g. Legislative Report (John Rodwick)**

- i. State Legislature is currently working on legislation to fix an unfair HOA notification procedure so homeowners won't be forced to sell their homes due to unpaid dues or late fees. Still in discussion; not voted on. CS explained the issue and procedure in-depth.
- ii. In process: Homestead Exemption of \$100,000 off of assessed valuation of home, if lived in home 10 years, is proposed to increase to \$200,000.
- iii. Affordable Housing Issues: Corporations are buying homes and escalating prices. Panic buying is escalating home prices. Construction and building costs are increasing.
- iv. Voting for the Fruita Council Members ends today. Results will be available on Wednesday.
- v. CS advised that CIC monitors legislation affecting HOAs, and appreciates JR's broader focus.

**h. Advisory Committee (Nancy Burdette)**

- i. Nancy Burdette reported that the Advisory Committee Monthly Meeting was held today, 15 residents, CS, and 3 board members attended. The committee is working on WHO'S RESPONSIBLE FOR WHAT? (CCPHA via dues, or the homeowner) and The Maintenance Schedule for Village at Country Creek. More work is needed before submitting to the BOD for approval. Monthly meetings are held on the first Monday of each month at 10 am.
- ii. Christine Sartoris (CS) will be the Board Liaison to the Advisory Committee

**i. Management Company (Christine Sartoris)**

- i. CS advised that the Who's Responsible Chart will help with the Help Line requests. CS is getting access to enable Help Line Management and resolve outstanding requests. CIC is getting the gmail account turned over to them from Sandy.
- ii. CIC Office hours to be determined.
- iii. CIC Management Team will do a walk-through and CS will advise Board when scheduled.

**6. New Business**

**a. Discussion and Election of Board Officers**

- i. President: Candidates: John Rodwick, Jan Peterson, Linda Clifford (Linda Clifford elected)
- ii. Vice President: Candidates: Jan Peterson, Linda Roush (Jan Peterson elected)
- iii. Treasurer: Dan Colesworthy (uncontested) – elected by acclamation
- iv. Secretary: Jean Citkovic (uncontested) – elected by acclamation

**b. Discussion and Appointment of Committee Directors**

- i. Landscape/co-chair Horticulture: Ron Snell and Judy Benns. Ron to focus on irrigation. Benns to focus on landscape and horticulture.
- ii. Facilities: Lance Lehrkind, clubhouse, flag, pump house, community garden. Ron Snell, RV lot.
- iii. Activities: Jan Peterson, Welcome Visits, Cat Tales, Liaison to Social Committee
- iv. Ombudsperson: Linda Roush, Liaison to/Chair of Architectural Review Committee (ARC)
- v. Legislative Affairs: John Rodwick

**c. Bank Signatory Resolutions**

- i. Alpine Bank, Operating Account: Motion to approve Corporate Resolution with Alpine bank change of signatories by JR, seconded by RS. Be it resolved that the authorized signatories for Alpine Bank Operating Account are: President (LC), Treasurer (DC), CIC (CS). With no objections, motion carried.
- ii. Edward Jones, Reserve/Investment Accounts: Two Board signatures required to move funds. CIC will only receive paper statements, no access to funds. Be it resolved that the authorized signatories for Edward Jones Reserve/Investment Accounts are: President (LC), Vice-President (JP), Treasurer (DC). Motion by JR, second JB. With no objections, motion carried.

**d. Association Debit Card, Credit Card and Line of Credit**

- i. Debit & Lines of Merchant Credit Internal Policy: JR moved, and DC seconded a motion to approve the Debit and Line of Credit Policy, limiting initial debit cards to two (2) to be assigned to John

Moir and Lance Lehrkind, setting a cap of \$1000, and any amount above \$1000 requires approval by President (LC), Vice President (JP), and Treasurer (DC). With no objection, the Policy was adopted.

**e. Architectural Review Committee (ARC)**

- i. Discussion Points: Board has 30 days to respond with a decision. Board can vote via email. Application section on completion wording will be changed from 'MAY' to 'WILL' notify. CIC will send letters of decision.
- ii. Discussion Point: ARC Committee established to review requests, recommend resolution to the Board and ensure project completed to approved specifications. Members: Mary Jo Ward, Jacquie Hawkins, Board Liaison, Linda Roush.
- iii. 1170 Primrose – Removal of shrubs by front door, owner expense - Tabled for review
- iv. 1202 Periwinkle – Add an evergreen at owner's expense. – Denied
- v. 1106 Sunrose – Patio fence lowered 18" across. - Approved, but no lower than 42" per policy 16.9
- vi. 1119 Buttercup - Add Animal screen from roof to top of patio – Approved
- vii. 1176 Primrose – Lower top of window by 1' – Tabled for ARC Committee review.
- viii. 1214 Sunrose – Replace roses with shade tolerant plants at owner's expense - Approved

**f. Association Calendar**

- i. Scheduled Board Meetings will be held on the 3<sup>rd</sup> Wednesday at 1 pm.
- ii. Board Workshop (no decisions) 4/20 1 pm to review Portal, discuss effective communications
- iii. Annual Meeting: 3<sup>rd</sup> Thursday in February – Budget approval and Board Member election
- iv. Bi-Annual Meeting: 3<sup>rd</sup> Thursday in September - informational

**g. Board Contact Information**

- i. Jan Peterson will distribute the Board contact information.

**h. Review, Revise, Execute the Management Agreement with CIC**

- i. Discussion: Termination Clause (For Cause/30 days, Amicable Termination/90-day notice)
- ii. Discussion: Overview of CIC plans for the future
- iii. Contract is for 1 year. End date correction to March 31.
- iv. Motion by JR to approve the Agreement for Services by CIC Management with minor changes: (Change: 1. Term ending to March 31, 2023, and 7. Termination Terms change to 30 days with cause, 90 days amicable.), Second by DC. All in favor. Approved.

**7. Date of the Next Board Meeting – Wednesday, 5/18/22, at 1 pm**

**8. Actions taken by the Board of the Association**

- a. Election of Officers
- b. Bank signatories
- c. Association Debit Cards, Credit Card Policy
- d. ARC Committee established
- e. ARC request 1170 Primrose – Tabled for review
- f. ARC request 1202 Periwinkle – Denied
- g. ARC request 1106 Sunrose – Approved with height condition
- h. ARC request 1119 Buttercup – Approve
- i. ARC request 1176 Primrose – Tabled for review
- j. ARC request 1214 Sunrose – Approved
- k. CIC Agreement for Services Approved

**9. Meeting adjourned at 3:08 pm**

Respectfully submitted, Jean Citkovic, Secretary