

**Country Creek Patio Home Association  
Board of Directors Meeting Minutes  
Wednesday, June 15, 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), Linda Roush(LR), John Rodwick(JR), Lance Lehrkind(LL), Judy Bennis(JB), Ron Snell(RS), Jean Citkovic via zoom (JC)
- b. CIC Management Present: Christine Sartoris(CS)

**2. Review Agenda – Adopt/Amend**

- a. Agenda adopted

**3. Discussion & Adoption of Minutes from Board Meeting dated April 4, 2022**

- a. Board approved - Minutes adopted as revised.

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

- a. Nancy Burdette - 1109 Primrose – Painting clarifications – Added to New Business
- b. Anonymous - 1222 Periwinkle – Thanks for pond cleanup. Requests access to the Pump House from Snowdrop. Suggested restoration projects: gravel between Sunrose & Marigold, address Irrigation runoff at Sunrose & Primrose, Concrete repair at Primrose & Daisy. Recommends legal review of resident age restrictions of an Over 55+ Community (80% of residents over 55). Wants 100% over 55.

**5. Board Member Reports – Refer to Board Package for Reports**

- a. **Treasurer (Dan Colesworthy)**
  - i. No discussion
- b. **Landscape Maintenance (Judy Bennis)**
  - i. No discussion
- c. **Activities (Jean Citkovic)**
  - i. No discussion
- d. **Irrigation/RV (Ron Snell)**
  - i. Requested RV Gate closing instruction sign– declined. A Letter to RV renters will include gate closing instructions and lock combination.
- e. **Covenants Ombudsperson (Linda Roush)**
  - i. No discussion
- f. **Facilities (Lance Lehrkind)**
  - i. No discussion
- g. **Secretary’s Report (Jean Citkovic)**
  - i. No discussion
- h. **Legislative Report (John Rodwick)**
  - i. No discussion
- i. **Architectural Review Committee (Linda Roush)**
  - i. No discussion
- j. **Management Company (Christine Sartoris)**
  - i. CS requested a legal review by Andrew Teske of Hoskin Farina & Kampf of the Responsibility Chart vs. Declarations to ensure consistency with the VCCPHA Declarations. Maximum of \$1,000. Motion by JB, second JR, 8 in favor, 1 opposed, Motion passed
  - ii. In a Workshop we will discuss if a legal review of our Declarations and Policies is needed, based on recent Legislation

**k. Advisory Committee (Christine Sartoris)**

- i. Nancy Burdette asked for more-visible street address signs, and a Periwinkle Court Street sign.

**l. Architectural Review Committee**

- i. No discussion

**6. Old Business**

**a. Office Space/Renovation**

- i. No update

**7. New Business**

**a. Procedures and Accountability of Reporting Issues**

- i. Will be discussed in a Board Workshop

**b. Workshop Schedule**

- i. A Board Workshop will be held on the first Wednesday each month at 1 pm.

**c. Policies and/or Protocols (to be discussed at a Board Workshop)**

- i. Disaster Policy
- ii. Internal Fiscal Control Policy, including revisiting credit and merchant account policy
- iii. Irrigation Emergency Policy
- iv. Other Emergencies Policy

**d. Maintenance Painting in Phases 1,2,3**

- i. Clarification/schedule of maintenance painting is needed from John Moir. CS to handle at weekly Vendor Huddle
- ii. Plan is to do Phase 3 and catch up Phases 1 and 2

**e. Communication**

- i. Cat Tales Review Process - The final file of Cat Tales (from Bonnie Walker) will be reviewed by CS prior to printing
- ii. Insurance Declaration Reminders - handled by CS
- iii. Insurance Replacement Coverage Discussion – To a Workshop

**f. Over 55 Age Requirement Concerns**

- i. Research is needed to create an age requirement policy. Legal Review is recommended before Policy is adopted.

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

- a. The Board approved a legal review of the Advisory Committee's Responsibility Chart to ensure consistency with the VCCPHA Declarations.
- b. Board Workshops will be held on the first Wednesday of each month at 1 pm. The Workshops are open only to Board Members and Management.
- c. The Board is researching aspects of the 55 and over designation.

**9. Meeting adjourned at 2:45 pm**

**Respectfully submitted, Jean Citkovic, Secretary**