

**2-21-19 Country Creek Patio Home Association
Bi-annual Meeting Minutes**

Thursday, February 21, 2019, 7:00 p.m.

1. Call to Order and Roll Call

- a. Board Members present: John Moir, Jan Peterson, Joyce Kurt, Scott Nelson, Darrel Hamilton, Carole Johnson. Absent: Dan Colesworthy
- b. According to the sign-in sheets, 51 units were represented.

2. Proof of notice given to members regarding this meeting (1/22/19)

- a. Proof of notice was announcement was attached to the January issue of Cat Tales.

3. Review Agenda: Adopt/Amend (Board Action)

- a. A motion was made to accept the Agenda as is. Motion seconded. Voted on. Unanimously accepted to adopt Agenda.

4. BOD approval of minutes from the February 4, 2019 Board Meeting. (Board Action)

- a. A motion was made to accept the last Board Meeting with the addition of Carole Johnson added to Board Members present. Motion seconded. Voted on. Unanimously accepted.

5. Manager's Report (John Moir)

- a. New Homeowners/renters introductions.
 - i. There are 28 new residents since the September Semi-annual meeting. Those present at this meeting stood and introduced themselves.
- b. Irrigation Startup (4/10/2019) with a slightly revamped daily schedule.
 - i. Irrigation will begin the second or third week of April. Lawns will be aerated and residents will notice "plugs" in the lawns from the aeration.
- c. Fence Oiling, Trim Paint, Roof Maintenance for 2019 (Sunrose Lane)
 - i. Railings will be included in maintenance, and painted where necessary.
 - ii. Roofs will be inspected for problem areas. Caulking and replacement of "boot" near pipes if necessary.
 - iii. Maintenance schedule is on a three-year rotation with the Village broken into three zones. The Sunrose zone is being done this year. A new 2019-2021 Maintenance Schedule is posted on the Bulletin Board in the Community Center.
- d. Shrub pruning well underway throughout the community, completed by mid-March.
 - i. Shane had been contracted for the 2019-2020 season. He is also contracted for lawn maintenance.
- e. Flowering tree pruning will be complete by the first part of April.
- f. New landscaping crew (lawns), Colorado Property Maintenance (Shane Curtis).
- g. Shane will continue to run daily maintenance.
- h. CDs & Savings total value of \$388,798 earning approximately 2.2% interest.
 - i. The Board has been moving reserve funds into investments with Edward Jones, that yield a higher interest than in the past.
- i. January 31st account balance of \$16,973 in the checking account.
- j. Currently we have 176 units paying dues (\$22,880) per month.
- k. Review of "Financials" ending 1/31/2019.
 - i. Balance Sheet and Income Statement are attached to this meeting's Agenda.
 - ii. The fiscal year runs through April 1st to March 31st.

6. Presentation & Discussion by Board Members & Committees (discussion by Board)

- a. Landscape Maintenance: Lawns, Trees and Shrubs (John Moir for Dan Colesworthy).

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- i. There were 300 calls to the Helpline.
 - 1. Calls are recorded, put on request form and tracked to resolution.
- b. Facilities Report (Joyce Kurt)
 - i. JK will be at the end of her voluntary obligation as Facilities Director.
 - ii. The Pool table will be re-felted sometime during the Spring.
 - iii. Because there were no resident volunteers to take the place of Facilities Director, those responsibilities were distributed as follows:
 - 1. Herb Wells will oversee the general maintenance of the Community Center, which include: trash removal, replacement of paper products in bathrooms, general cleaning, Heat/AC.
 - a. Please direct related issues to Herb.
 - 2. Oakey Rounsavelle will monitor the USA flag and flagpole.
 - 3. Rental of the Community Center will be supervised by both the Activities director, Carole Johnson, and Social Committee Chairperson, Billy Jacobson.
 - a. Please contact Carole Johnson or Billy Jacobson if you wish to rent the Community Center.
- c. Activities Director (Carole Johnson)
 - i. The Village St. Patrick's Day Dinner will be held on Saturday, March 16th at 5PM. Cost for residents is \$10/person. Cowboy and the Rose are the caterers. Residents only.
 - ii. The new Social Committee is doing very well, with Billy Jacobson as the new Chairperson.
- d. Treasurer (Darrel Hamilton)
 - i. DH is the interim Treasurer and will assume those duties until April 1st.
- e. Covenants Ombudsman (Scott Nelson)
 - i. SN – please read the policies.
- f. Secretary (Jan Peterson)
 - i. Improved communication between the Board and residents was an area that residents requested at the September PHA meeting. In an effort to improve, the Board has done the following:
 - 1. Added “Did You Know” in the monthly Cat Tales.
 - 2. Publically invited residents in Cat Tales to sit in on monthly Board meetings.
 - 3. Held a Budget Information meeting for residents
 - 4. Will be holding a “Homeowner’s Insurance 101” seminar (TBD).
 - ii. Since the last Semi-annual PHA meeting, the Board has instituted three new Board Policies:
 - 1. Policy #5: Guidelines for RV Parking (December 2018)
 - 2. Policy #6: Guidelines for Banking and Invested Reserve Funds (September 2018)
 - 3. Policy #7: Proof of Homeowner’s Insurance (December 2018)
 - iii. January 2019 the Board started to keep active records regarding current holding of homeowners insurance by homeowners. To help homeowners keep current on providing proof of homeowner’s insurance declarations, addresses of those not up-to-date, and of those whose proof of insurance will be in need of updating

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in the coming month, will be published in Cat Tales. Jan Peterson will be the record keeper moving forward.

- a. An email address to send Homeowner's Insurance Declaration documents to has been established: ccphainsurance@gmail.com.
- b. A receptacle in the Community Center has been provided as well.

7. New Business and Reminders (Open for Discussion)

- a. Discussion regarding the 2019-2020 Budget.
 - i. JM explained that we would discuss and vote on the budget tonight.
 - ii. 50% of those homeowner's present is needed to pass the budget.
 - iii. In the past, Board member positions were appointed, now they will be voted on.
 1. Board members volunteer for a 3-year term.
 - iv. JM- the key to the 2019-2020 Budget is a \$20 increase in monthly dues per unit.
 1. Reasons:
 - a. Some expenses were lowered, but some increased, mostly landscaping expenses.
 - b. Reserves are for the long term maintenance of basic infrastructure within the community.
 - c. Of the five Reserve Funds, only one has met its goal.
 - d. Goal is to have all Reserve Fund targets met in three years.
 2. Description of each Reserve Fund:
 - a. Irrigation Reserve: for repair/replacement of pumps and parts of irrigation system. Costly parts.
 - b. Common Area Reserve: for maintenance/repair of Community center, sidewalks in the community are examples.
 - c. General Maintenance Reserve: example: siding of homes will be in need of painting eventually.
 - d. Operations Reserve: this will help financially with the transition and transfer to a Management entity for the community.
 - e. Maintenance Shop Payment: Sunshine of the Redlands loaned funds for building of the pump house/maintenance shop. There is about \$13K left to fulfill and then reserve will be at target.
- v. Opened floor to discussion
 1. L. Beesley, 1110 Sunrose: liked the explanation, this is well planned. It is important that we do this.
 2. L Roush, 1102 Primrose: can the Board guarantee that monthly dues not be raises again?
 - a. JM - the Board is not forcing this increase on residents. It is voted on.
 - b. This \$20 increase should cover us until the new management company is established, 4-5 years.
 - c. This increase guarantees the present quality of life in the community.
 - d. There will be no deficit in the Reserves.
 3. Joyce Kurt, 1206 Sunrose: The benefit of stable Reserve Funds increases the value of your homes.

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- b. Vote on the Approval of the Budget (Ballot to be filled in, 1 per unit). *Ballots were handed out, then collected. Jan Peterson and Joyce Kurt counted the ballots.*
- c. Vote for new Board members (please see and fill in Ballot) *Ballots were handed out, then collected. Jan Peterson and Joyce Kurt counted the ballots.*
- d. Discussion with regards to research into future management of the Association.
- e. Board is considering leasing exercise equipment for the Community Center.
 - i. Herb Wells has done some research and found some leads for repairing and possibly leasing aerobic equipment (treadmills, cycles)
- f. Thank you to the Board members leaving and some of the accomplishments.
 - i. Bev Stone, Scott Nelson, Joyce Kurt.
- g. RV Parking Facility (same place for an additional year) should see crossing go in soon.
 - i. Sunshine of the Redlands builds the infrastructure, and fencing.
- h. New home construction along Primrose and Periwinkle Lanes.
- i. Construction of Phase 6 (30 lots) over the summer
 - i. Phase 6 will include 30 more units, 7 quads and 2 detached homes.
- j. Proof of Property and Liability Insurance for unit owners (Jan Peterson)
 - i. Previously explained. Refer to 6.f.iii above.
- k. Use the Helpline for landscaping or exterior maintenance concerns.
- l. Open floor to discussion of any business or news from Members. (Please limit to no more than a 3-minute presentation, if you are presenting a problem, please provide possible solutions.)
 - i. P Constable: can anything be done to prevent fruit trees from dropping fruit?
Spray trees to prevent fruit forming?
 - 1. JM: Sprays must be used at a very specific time between flowering and budding. The spray also kills bees which pollinate.
 - ii. S Seckman: had trouble with clearing of snow from sidewalk in front of her unit, not done soon enough.
 - 1. JM: suggests calling Helpline for walkways to be cleared in special cases.
 - iii. R Smith: has a maintenance problem with a leak in the garage. Can roof inspectors check it?
 - 1. JM: leave a message on Helpline for roof inspectors to check it when they come to inspect other roofs.
 - iv. J Hastings: bush problem was not fixed.
 - 1. JM: call Helpline.
 - v. Mary G: Paint problem.
 - 1. JM: will be attended to in May.

8. Actions taken by the Board and Members of the Association

- a. A vote was taken of residents present at the meeting to accept or deny the proposed 2019-2020 Budget. The 2019-2020 Budget was passed.
 - i. Total ballots: 49
 - 1. Total voting FOR the budget: 44
 - 2. Total voting AGAINST the budget: 5

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- b. A vote was taken of residents present at the meeting for four new Board Members. Four resident were voted in to Board positions:
 - i. Darrel Hamilton (61 votes), Landscape Maintenance
 - ii. Dan Colesworthy (59 votes), Landscape Maintenance
 - iii. Jerry Toft (61 votes), Treasurer
 - iv. Linda Roush (57 votes), Covenants Ombudsman
 - v. Responsibilities of Facilities Director were responsibilities were distributed as follows:
 - 1. Herb Wells will oversee the general maintenance of the Community Center.
 - 2. Oakey Rounsavell will monitor the USA flag and flagpole.
 - 3. Rental of the Community Center will be supervised by both the Activities director and Social Committee.

9. Adjournment 9:00 p.m.

Respectfully submitted, Jan Peterson, CCPHA Secretary