



*Dedicated to the protection
of our property values and
quality of neighborhood living*

www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 10 April 2018

President Steve Paradis called the meeting of the CCHOA Board to order at 5:30 PM on 10 April 2018 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

Present: John Cunning, Sandy Gallof, Janice Marie-Gallof, Anne Hudnall, Marty Henderson, Vicki Tostanoski, and Steve Paradis. Dave May and Hayden Gregory and were absent.

Guest: Dorothy Hornby

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETING:

- a. The minutes of the previous regular Board meeting held on 13 March 2018 were presented. Janice motioned that the minutes be approved. Marty seconded the motion. The minutes were approved unanimously.

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Statements for the period ending 30 March 2018 are provided in Attachments 2 and 3. Marty also provided a spreadsheet showing dues payments to date (Attachment 4).
- b. Marty stated that, since the newsletter went out, we have received approximately 128 dues payments.
- c. Steve suggesting stamping the return envelopes in any future dues calls to make it easier for the owners.
- d. Marty stated he has a debit card available for purchases, as needed
- e. Vicki motioned to approve the financial report. Janice seconded the motion. All approved.

COMMUNICATIONS REPORT

- a. Steve reported he has received about a half dozen calls after the newsletter went out. Lots of good communications were generated by the newsletter.
- b. Vicki has taken over the HOA Facebook page from Steve Dickey.

CONO REPORT (John Cunning):

- a. John will attend the next CONO meeting, 12 April 2018 at 5:30 PM., at the CONO office on Cascade Avenue. The meeting will be a round table discussion. Meeting notes provided as Attachment 5.
- b. Robert Davis, a CONO volunteer, sent John a set of questions to be filled out. Only two of the questions were applicable to our HOA since we do not own any common property.

- 1) Question 5 asked if CONO could assist in the review of our draft covenants. All agreed we will let our lawyer review the draft documents first.
- 2) Question 2 pertained to Block Parties. All agreed we should ask CONO if they can support our Block Party effort.
- c. Beth Lonquist, Red Rock Ranch HOA President, may be a source of information on how to improve voluntary dues collection.
- d. Steve asked John to determine the flavor of the new CONO leadership and the direction they are proceeding.

HISTORY COMMITTEES (Janice Marie-Gallof):

- a. There will be a History Committee meeting 12 April at 6:00 PM at 2847 Marilyn Road.
- b. Fourteen (14) interviews have been completed but have not received all approval letters.
- c. Since the receipt of approval consent forms is proving difficult, Janice suggested that the approval letter is perhaps too legalistic.
- d. Vicki volunteered to review and recommend modification, as necessary to the approval letter.

WELCOME COMMITTEE (Anne Hudnall)

- a. Report provided as Attachment 6.
- b. Anne expressed concern about the cost of providing all Owners a Welcome package.
- c. A double-sided package would cost about \$300 (via Staples or Office Max).
- d. Steve stated Dennis Bagenstos, Peak City Imaging, can do the packages cheaper.
- e. Steve also talked about methods of getting the packages out to all owners. He volunteered folders that he already has for the packets. Steve will meet with Anne after the Board meeting to further discuss options.
- f. Anne and Mary Corrow will attempt to welcome new neighbors on 15 April 2018.

MEMBERSHIP COMMITTEE ((Steve Paradis)

- a. No report

COVENANTS COMMITTEE (Dave May)

- a. Steve reported Dave and he met with Aaron Goodlock, Orten, Cavanaugh & Holmes Community Association Attorney, and now have an Engagement Letter with the attorney.
- b. Dave presented Mr. Goodlock the three documents for review (the updated Bylaws, the draft Covenants, and the Summary of Policies, Procedures, and Rules.
- c. The lawyer's preliminary assessment was they were very well done.
- d. The lawyer will review for compliance with the Colorado Common Interest Ownership Act (CCIOA).
- e. The lawyer will attend our townhalls on the Covenants

- f. We will ask the Owners to agree with the Covenants and transfer authority to the Board for enforcing the Covenants.
- g. Steve stated we need to restart the Covenants Compliance Committee (previously known as the Architecture Control Committee).

SAFETY COMMITTEE (Open)

- a. No report

SOCIAL COMMITTEE (Open)

- a. No report

OLD BUSINESS

- a. Trash Service:
 - 1) Marty walked the neighborhood and determined Bestway has approximately 23% of the homes under contract.
 - 2) Bestway agreed they do not have 70% as previously stated. They did, however, state they want to deal only with the HOA, with one billing to the HOA.
 - 3) Marty met with the new owner of Rocky Mountain Disposal. Previous management had poor reviews online. The new owner has brought in new operations manager.
 - 4) Rocky Mountain Disposal was given the RFP provided to other trash service providers and will respond prior to the next Board meeting.
 - 5) Rocky Mountain Disposal is willing to give a presentation to the Board. We will set aside time for this presentation at the next Board meeting.

NEW BUSINESS

- a. Fire Mitigation
 - 1) Two recent fires in Palmer Park highlighted the danger to our neighborhood.
 - 2) We have had less than 6 inches of rain to date this season as compared to the Waldo Canyon fire period where 10 inches were recorded..
 - 3) The President of the St Andrews HOA is in discussions with the Fire Department, Director of Parks, and the Forestry Service regarding Palmer Park.
 - 4) The fire hydrants in Palmer Park have no water to discourage urban campers. The Utilities Department maintains the hydrants but Parks and Recreation maintain the water.
 - 5) Four (4) properties in St Andrews are rentals for college students, which may cause potential partying fire hazards.
 - 6) Five people have volunteered to help senior citizens/disabled people in our neighborhood with fire mitigation.
 - 7) Steve stated we need to mail seniors/disabled persons needing help in fire mitigation offering them assistance, set up a date for the Fire department to assess the home, and a date to do the required mitigation. Steve estimated it would cost \$200 for the mailing. Marty motioned and Anne seconded the motion to approve this amount. All agreed.

- 8) Jeremy Taylor and Ashley Whitworth, Colorado Springs Fire Department, will do the walk around senior citizens/disabled people homes, recommend items for mitigation, and, with the owner's approval, the volunteers will do the mitigation.
- 9) Steve stated we need a system to notify seniors/disabled persons about evacuations. This system might tie into the Neighborhood Watch program.
- 10) Steve reiterated that, in the event of a mandatory evacuation, everyone is on their own for the first 72 hours. Everyone needs to be prepared to evacuate when mandated.
- 11) Janice stated that Neighborhood Watch should get involved with Evacuation planning. Dorothy Hornby is picking up some of the Neighborhood Watch effort in our neighborhood.
- 12) The Safety Committee, when formed, should also address fire and safety issues for the neighborhood.
- 13) John stated we did everything we could to notify everyone about the Fire Mitigation Meeting. Sandy added that 33 people attended, but five were from outside the HOA area.
- 14) Steve stated Parks and Recreation has a contract for tree service so volunteers cannot legally cut down/prune dead trees.
- 15) John stated that, if we appear before the City Council as the HOA representative(s), we will get a better hearing.

b. Social

1) Block Party:

- a) Steve will concentrate on Fire Mitigation and Covenants and, therefore, he does not have enough time to work on the Block Party.
- b) Steve stated we need events like the Block Party to get people together.
- c) All agreed to hold the Block Party on Marilyn Road between Grandview Lane and Holiday Lane on 28 July between 4-7 PM.
- d) Sandy will apply for the City permit for the Block Party.
- e) Sandy, Janice, and Anne will talk to the affected neighbors to get their approval.
- f) Sandy, Janice, and Anne will set a date for a Block party planning meeting. They will also develop a one-page description of the Block Party for the Board.
- g) Marty stated that two people, when they paid their dues, volunteered to help the HOA.
- h) Steve asked if Rocky Mountain Disposal can provide Porta Potties (4) for the Block Party. Marty will check.

c. Communications

- 1) Janice asked can the Board accept donations. Steve replied the HOA can do a special ask for legal funds and/or other one-time costs. Marty saw no legal issues regarding one-time donations/special asks.
- 2) Steve also suggested looking at sponsors for the HOA Web site.
- 3) Steve has ordered nametags and business cards for the HOA Board members at a cost of \$10..
- 4) Social Media Protocol: Deferred to next meeting.
- 5) Rules for HOA Information/Records.

- a) Sandy stated the draft Summary of Policies, Procedures, and Rules addresses what information is/is not releasable. **He will send the proposed procedures to the Board members.**
- b) **John said he would also ask CONO for advice on this issue.**

The meeting was adjourned at 7:15 PM.

The next regularly scheduled meeting will be: **Tues, 15 May 2018 at 5:30 pm at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.**

Respectfully submitted,
 Sanford Gallof, Secretary
CCHOA BOARD

Board Positions as of Nov 2017:

President Steve Paradis
 Vice President . Janice Marie-Gallof
 Treasurer..... Marty Henderson
 Secretary..... Sandy Gallof
Chairman Architectural Control Committee (open) (Committee presently merged with Covenants for time being)
 At-Large Hayden Gregory.....Assistant Treasurer
 At-Large John CunningCONO Representative
 At-Large Dave MayCovenants
At-Large (open).....Safety Committee
 At-Large Vicki Tostanoski.....Chief Information Officer - Communications
At-Large (open).....Social Committee
 At-LargeAnne Hudnall.....Welcome Committee

COMMITTEES:

- **COVENANTS/ARCHITECTURE:** BOARD COORDINATOR - Dave May
 MEMBERS: Peter Ashby, David Corrow, Ivan Davidson, Sandy Gallof, Eugenia Nelson, Vonney Northrop, Curt Torrence, Bob Werschky
- **SAFETY: BOARD COORDINATOR - OPEN**
 MEMBERS: Butch Bancroft, Sandy Gallof, Marty Henderson, Joe Adducci
- **WELCOME:** BOARD COORDINATOR – Anne Hudnall
 MEMBERS: Deb Berwick, Mary Corrow, Grace Yenne, Dorothy Hornby, Jen Williamson, Shari Walker, Mary Masters
- **HISTORY:** BOARD COORDINATOR- Janice Marie-Gallof
 MEMBERS: Mary Corrow, Deb Berwick, John Potterat, Judie Werschkey
- **SOCIAL: CHAIRPERSON - OPEN**
 SOCIAL MEMBERS: Patty Pettus, Michelle Secor, Eugenia Nelson
- **MEMBERSHIP:** BOARD COORDINATOR – Marty Henderson (maintains database)
 MEMBERS: Bruce Hanson, Susan Henderson, Dorothy Hornby, Kim Lieder, Mary Masters
- **COMMUNICATIONS:** BOARD COORDINATOR - Vicki Tostanoski
 MEMBERS: Susan Bancroft
- **CONO:** BOARD COORDINATOR - John Cunning
 MEMBERS: **It was suggested Board members should rotate attendance**

ATTACHMENT 1 – AGENDA FOR THE MEETING

Board Meeting Agenda

10 Apr 2018

Ascension Lutheran Church, 2505 North Circle Drive,
Colorado Springs, CO 80909

1. Convene 5:30 pm
2. Roll Call
3. Reading and Approval of Minutes of Previous Meeting
4. Approval of Financial Report
5. Status Reports of Standing (permanently established) Committees
(Reports to be provided prior to Board Meeting. Time allocated at Board Meeting only if committees have issues for Board consideration)
 - a) Communications
 - b) CONO
 - c) Covenants/Architecture
 - d) History
 - e) Welcome
6. Old Business (matters previously introduced which have come over from the preceding meeting)
 - a) Garbage Service
 - b) HOA Facebook Page
 - c) Covenants Legal Counsel
7. New Business (matters initiated in the present meeting)
 - a) Social
 - 1) Social Committee Chairperson
 - 2) Fire Mitigation Meeting Good/Bad
 - 3) Block Party
 - i. Location Pros/Cons
 - ii. Volunteers
 - iii. Planning Activities

- b) Communications
 - 1) Social Communications support
 - 2) E-Mail Blasts
 - 3) Social Media Protocol
 - 4) Rules for HOA Information/Records Requests

- c) Fire Mitigation
 - 1) Sign up for Chipping
 - 2) Community Wildfire Strategic Plan
 - 3) NFPA Portal
 - 4) Fire Mitigation Support for Elderly

8. Adjourn

ATTACHMENT 2 TREASURER'S REPORT: RECONCILIATION SUMMARY

9:59 AM
04/03/18

Country Club Homeowners Association Reconciliation Summary US Bank - Operating, Period Ending 03/31/2018

	Mar 31, 18	
Beginning Balance	4,950.60	
Cleared Transactions		
Checks and Payments - 1 item	-8.88	
Deposits and Credits - 1 item	88.83	
Total Cleared Transactions	79.95	
Cleared Balance	5,030.55	
Register Balance as of 03/31/2018	5,030.55	
Ending Balance	5,030.55	

ATTACHMENT 3

TREASURER'S REPORT: RECONCILIATION SUMMARY-RESERVES

10:03 AM
04/03/18

Country Club Homeowners Association Reconciliation Summary US Bank - Reserve, Period Ending 03/31/2018

	<u>Mar 31, 18</u>
Beginning Balance	573.12
Cleared Transactions	
Deposits and Credits - 1 item	<u>8.88</u>
Total Cleared Transactions	<u>8.88</u>
Cleared Balance	<u><u>582.00</u></u>
Register Balance as of 03/31/2018	582.00
Ending Balance	582.00

ATTACHMENT 4 TREASURER'S REPORT: DUES COLLECTION

As of March 31 2018			
Sources	Number	\$ Amount	
2018 Dues paid in 2017	7	\$210.00	
2018 Dues paid via PayPal with credit card	18	\$518.94	Fee of \$1.17 per transaction
2018 Dues Paid via PayPal via checking account	1	\$30.00	No transaction fee
2018 Dues Paid via USPS	30	\$900.00	
Totals for 2018	56	\$1,658.94	
% of 316 Homes that Paid 2018 Dues	17.72%		
2019 Dues Paid USPS	1	\$30.00	
Totals for 2019	1	\$30.00	
Total Dues received in 2018	57	\$1,688.94	
Operating Account Balance		\$5,030.55	
Reserve Account Balance		\$582.00	
Total HOA Funds		\$5,612.55	

ATTACHMENT 5 CONO COMMITTEE REPORT

CONO Meeting 4-12-2018---Summary 309 S. Cascade Ave, Colorado Springs, CO 80903 5:00—6:30 pm Conversation with Sara Vaas 4/13/2018

Brief Summary: This is the first monthly HOA Support Group Meeting: The Attendance included 12 registered HOAs listed with the name of the representative listed here

- Canis Homer's Association (Deni and Jean)
- Centennial Glen HOA (Lynn and Terry)
- Centennial Heights HOA (Rene and Dennis)
- Country Club HOA (John)
- Five Fountains Condo Association (Jerry)
- Georgetown Square Homeowners Association (Linda)
- Red Rock Ranch HOA (Beth) by phone
- The Peregrine Master Association (Jim)
- The Seasons on Paseo Homeowners Association (Manuel)
- Valley Hi Owners Association (Linda)
- Villages at Rockrimmon HOA (Jim)
- Windjammer Homeowners Association (Dale)

The evening speaker was Steven Sanchez from the former Don Bates insurance company. Diane Loschen, the CONO Exe. Dir. was present. The meeting was moderated by Robert Davis, a CONO volunteer. The attendance was about 20 people. Each representative was placed along two rows of tables facing each other with name tags of the HOA represented. Diane Losche, the CONO exe. Dir. was present. (Sara Vaas, Rachel Guizowski-Travis, and Max Cupp were unable to attend.)

Mr. Sanchez spoke for a major part of the time on "his claims experience" from the insurance company's viewpoint. Most of the claims involved property ownership of a closed community or association. He spoke about high risk items such as apartment fires, leaking and frozen pipes, umbrella policies when needed and how they work. He spoke about medical risk, workman's compensation for any employees and the fidelity risk in case of mishandled or stolen money. He spoke about the risk of the Chipping Program and some points of the D&O coverage. The meeting adjourned at 6:45 pm

Conversation with Sara Vaas on 4/13/2018 (Friday)

Block Party discussion:

Sara Vaas is associated with the West Side Neighborhood Association (Not an HOA). She has had considerable experience with CONO and block parties and expressed to

me the difference between a formal, city wide supported block party which requires an application, a \$25 fee, a prescribed date, location, and barricades paid for and erected by the HOA, a vote of 75 percent of homes affected by the barricade for permission. The process and safety are supported by the police and fire department and with their regulations. This type carries more liability for the HOA.

After discussing our CCHOA plans and the position in our development, Sara recommended a simpler and perhaps a more affordable plan. In fact, she suggested two smaller block parties with space and time between them to learn from our process. Admittedly, both type of block parties requires time, detailed planning, and volunteers for success to build our community. The invitations must contain a RSVP so that our planning is supported. This more informal block party is furnished by Pot Luck food and plans for the host home & address to supply the grill and certain necessities. There is no obstruction to traffic and parking is along the street. This plan can be discussed at our next meeting

I think there should be a special meeting soon to make firm plans regardless of which type of block party we choose.

As to our covenants; Diane Loschen, Robert Davis, and Sara Vaas, all three have congratulated us on our covenants work, but they strongly suggested that when our covenants are completed they should be looked at by a CONO lawyer or representative before we send them to the 317 household members. This examination is free because we have paid our CONO dues. It could become very valuable to us. It should be non-threatening to anyone involved in this process.

John E Cunning, CONO rep.

ATTACHMENT 6 WELCOME COMMITTEE REPORT

Wednesday, March 21st, Dorothy Hornby's and Jen Williamson's schedules clicked to coordinate a walk to welcome new neighbors. Their efforts are much appreciated, but new residents weren't available that day. That being said, I will try for round ups on Sundays; hopefully we can catch more folks at home then.

I'll be available most of the next several Sundays.

Steve expressed last meeting that he'd like all (316) members of the neighborhood to receive a welcome folder packet. Is there a specific time frame please of when he needs this completed? Should we hold another stuffing party and mail these? I figure that is 3,792 pcs of paper and around 316 folders. Will investigate cost.

Enjoyed the time I had at the mitigation meeting. So important!

-Best
Anne