



Country Club

Homeowners' Association

Dedicated to the protection

quality of neighborhood living

www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 9 April 2019

President Steve Paradis called the meeting of the CCHOA Board to order at 5:32 PM on 9 April 2019 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

Present: Steve Paradis, Janice Marie-Gallof, Sandy Gallof, Dorothy Hornby, David Corrow, Dave May, Vonney Northrop, and Vicki Tostanoski. Absent: Marty Henderson.

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 12 March 2019 were presented. Janice motioned that the minutes be approved as amended. Dorothy seconded the motion. The minutes were approved unanimously.

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Statement for the period ending 31 March 2019 are provided in Attachment 2. Marty reported we received dues from 14 more homeowners. We had 1 new customer in March for trash and 5 more in April. We had a few Bestway folks switch over once they learned it was sold. That brings us up to 31% of the HOA that has paid their 2019 dues.
- b. Vonney motioned that the Financial Report be approved. Dave seconded the motion. The Financial Report was approved unanimously.
- c. Steve stated we need to do a Dues Call since we are behind last years collection (Last year had, by end of March, 50% vs this year's 31%).

OLD BUSINESS

- a. Social Activities
 - 1) Garage Sale
 - a) Vonney stated that most neighborhood garage sales in Colorado Springs take place in June.
 - b) Steve asked if we should move the Garage Sale to 22 June.
 - c) Steve stated the Church just did a Garage Sale.
 - d) Steve stated the next Newsletter should be out in June.
 - e) All agreed to hold the Garage Sale on 21-22 June 2019 from 8 AM to 3 PM each day.
 - f) Steve reported that Waste Connection could provide a 30-yard dumpster for \$330 as part of a Neighborhood Cleanup effort. We would have to provide people to monitor the dumpster to ensure only approved items were dumped (e.g., no hazardous waste).
 - g) All agreed to not have a dumpster as part of this year's Garage Sale effort.

- h) We will look at the use of a dumpster for next year's Garage Sale and having organizations (e.g., the Church or Audubon School PTA) providing people to monitor the dumpster in exchange for donations.
 - i) Vonney stated we needed to decide when and where to advertise the Garage Sale.
 - j) Steve and Vonney suggested Craigslist and springsbargains.com as advertising media.
 - k) Steve said we could afford up to ten signs (cost of about \$300) announcing the Garage Sale if we save money on other advertising.
 - l) Vonney stated the Old North End provides maps for their Garage Sale. It was recommended having maps of the neighborhood at various locations participating in the Garage Sale.
- 2) Block Party
- a) All agreed to cancel the June Block Party and have one party on 27 July from 3 PM to 6 PM.
 - b) The Block party will be hosted at 2847 Marilyn Road.
 - c) Steve will send a picture taken at last year's party for the next Newsletter and use on the webpage.
- 3) Welcome Package
- a) Dorothy reported she got the existing Welcome Package material from Anne Hudnall.
 - b) Dorothy presented a suggested new Welcome Package.
 - c) Steve suggested deleting CONO since they have significantly raised their dues (now \$100) and have lost a significant number of members.
 - d) Vonney stated we should direct homeowners to the webpage if they want a copy of their Covenants.
 - e) Vicki stated the use of a map would aid homeowners in finding their correct set of Covenants.
 - f) Steve suggested adding the last two newsletters to the Welcome Package as well as the articles of Incorporation and Bylaws.
 - g) Vicki pointed out one handout had the incorrect address for the webpage and we should not address Neighborhood Watch in our Welcome Package.
 - h) Steve said all homeowners should receive a Welcome Package.
 - i) Vonney volunteered to review the Welcome Package.
 - j) Steve said a committee should be formed to finalize the package.
 - i. Dorothy will contact previous volunteers for the Welcome Committee for this new committee.
 - ii. Sandy will contact the Church for a room for the committee to meet.
 - iii. Dave May will send Sandy a copy of the Assessor's map of our area.
 - iv. Steve said Marty is still working on a Corporate Sponsorship process.
- b. New Covenant Recording
- 1) Dave and Sandy went to the Clerk and Records Office and filed the newly approved Covenants on 9 April.
 - 2) Cost was \$98 for recording 18 pages (14 pages of Covenants and 4 pages of certification forms).
- c. Committee Volunteers/Members
- 1) Vicki reported Susan Hoover is still interested in volunteering for the Communications Committee.
- d. Operating Instructions Approval

- 1) Vonney provided several comments on the Operating Instructions.
 - 2) Since the first three pages of the proposed Operating Instructions duplicate parts of the Welcome Package, it was recommended that these pages be deleted.
 - 3) Vonney suggested adding a note to the Violations Form that stated "Attach any applicable additional information (e.g., pictures, drawings, etc.)."
 - 4) Sandy will, based on comments received, update the Operating Instructions and send the updated document out to the Board.
 - 5) The approval of the Operating Instructions was deferred until the May Board meeting.
- e. Database Updates
- 1) No updates
- f. History Update
- 1) The History Committee report for March 2019 provided as Attachment 3.
 - 2) Janice reported she will meet with a recommended book publisher 11 April.
 - 3) Steve said he preferred a well done hardcover book and we should ask for patrons to fund the book.
 - 4) Vonney stated the book should belong and stay with the property
 - 5) Steve will provide his comments to Janice on the HOA history section.
 - 6) At the last meeting, Vonney asked if the Colorado Springs Historical Society might have some funds or be aware of where funds might be available for publishing a document like the History document. Janice checked. There is no Colorado Springs Historical Society, only an Old Colorado City Historical Society
 - 7) Janice reported one neighbor on Highland expressed concern about col mine subsidence in the area. A house for sale on Marilyn Road had 4 potential buyers back out over these concerns. Steve replied the relators did not do due diligence since there is minimal mine subsidence in that area. Janice stated the History Book will mention the mines in the area and the mine subsidence report from the 1960s.

NEW BUSINESS

- a. Board Membership:
- 1) Steve stated Hayden Gregory has not attended a Board meeting in over a year. He motioned that Hayden be removed from the Board. Sandy seconded the motion. All agreed.
- b. Fire Mitigation
- 1) Steve stated he will look into having a second round of chipping for the neighborhood later in the year.
 - 2) If there are wildfires again this year, we will call a quick fire mitigation/evacuation planning meeting. The CSPD has agreed to support this quick reaction meeting.
 - 3) Sandy will update the Firewise Country Club HOA Action Plan.
 - 4) Sandy reported two neighbors have reported their costs for fire mitigation/tree removal. This information has been entered into the Firewise database by Sandy. We are now approximately half way to the required expenditures for 2020 recertification.
 - 5) Steve will provide Sandy the number of hours he used to remove trees from his property.

- c. Succession Plan
 - 1) Steve said we need to develop a plan to back up people and information.
 - 2) Vicki stated that Marty has Cloud storage which can be used to back up data.
 - 3) Steve said the worst-case scenario is the neighborhood burns down. He stated we need to identify what data is needed to restore the HOA and the neighborhood.
 - 4) All agreed to further discuss this issue at the May 2019 meeting.
- d. Neighborhood Issues
 - 1) Steve mention the Airbnb issue reported on Nextdoor.com. He stated we need to be prepared to rapidly respond when issues arise.
 - 2) Dave Corrow and Dorothy will check the issue reported on Holiday Lane and get back to the Board with recommendations.
 - 3) Dave Corrow stated the Operating Instructions have a set of procedures for handling reported complaints/violations.
 - 4) Vicki asked the Board to tell her who to send complaints to. Steve said it should go to Dave Corrow and him.
 - 5) Holiday Lane falls under the Century Heights set of Covenants so any action/response must comply with that set of Covenants.
 - 6) Dave May stated that Dave Corrow was not voted in as the Covenants Compliance Committee Chairperson. Steve stated that Dave Corrow was appointed in the interim since the Covenants were not voted on until after the Annual Membership Meeting.

The meeting was adjourned at 7:10 PM.

The next regularly scheduled meeting will be: **Tues, 14 May 2019 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 2018:

President Steve Paradis
 Vice President .. Janice Marie-Gallof
 Treasurer..... Marty Henderson
 Secretary Sandy Gallof
 At-Large Hayden Gregory.....Assistant Treasurer
 At-Large Dorothy Hornby
 At-Large David Corrow
 At-Large Dave May.....Covenants
 At-Large Vicki Tostanoski.....Chief Information Officer - Communications
 At-Large Vonney Northrop

COMMITTEES:

- **COVENANTS/ARCHITECTURE:** BOARD COORDINATOR - Dave Corrow
 MEMBERS: Open
- **SAFETY:** BOARD COORDINATOR – Dave May
 MEMBERS: Open

- HISTORY: BOARD COORDINATOR- Janice Marie-Gallof
MEMBERS: Deb Berwick, John Potterat, Judie Werschkey
- SOCIAL/WELCOME: BOARD COORDINATOR – Janice Marie-Gallof/Dorothy Hornby (Welcome)
SOCIAL MEMBERS: Open
- MEMBERSHIP: BOARD COORDINATOR – Marty Henderson (maintains database)
MEMBERS: Open
- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski

ATTACHMENT 1
Board Meeting Agenda
9 April 2019
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. Old Business (matters previously introduced which have come over from the preceding meeting)
 - a) Social Activities
 - 1) Garage Sale
 - 2) Block Party
 - 3) Welcome Package
 - b) New Covenants Recording
 - c) Committee Volunteers/Members
 - d) Operating Instructions Approval
 - e) Database Updates
 - f) History Update
6. New Business
 - a) Neighborhood Complaint
7. Adjourn

ATTACHMENT 2 TREASURER'S REPORT: CCHOA FINANCIAL STATUS

| As of March 31 2019 | | | |
|------------------------------------|--------|-------------|-------------------------------|
| Sources | Number | \$ Amount | |
| 2019 Dues Paid USPS | 93 | \$2,790.00 | 2 more since previous month |
| 2019 Dues Paid via PayPal | 5 | \$144.15 | Fee of \$1.17 per transaction |
| 2019 Dues Paid Extra | 0 | \$14.00 | |
| | | | |
| Totals for 2019 | 98 | \$2,948.15 | |
| % of 315 Homes that Paid 2019 Dues | 31.11% | | |
| | | | |
| | | | |
| 2020 Dues Paid USPS | 0 | \$0.00 | |
| 2020 Dues Paid via PayPal | 0 | \$0.00 | |
| | | | |
| Totals for 2020 | 0 | \$0.00 | |
| % of 315 Homes that Paid 2020 Dues | 0.00% | | |
| | | | |
| | | | |
| Operating Checking Account Balance | | \$11,111.14 | |
| Commitment to Waste Connection | | \$9,056.00 | |
| Operating Balance | | \$2,055.14 | |
| Reserve Account Balance | | \$360.80 | |
| Total Available HOA Funds | | \$2,415.94 | |

ATTACHMENT 3 HISTORY COMMITTEE REPORT MARCH 2019

CCHOA History Committee

A committee meeting was held March 26, 2019 at 2847 Marilyn Rd. at 6 pm.

Present: Janice Marie-Gallof, Chair, Deb Berwick, John Potterat and
Steve Paradis, CCHOA Board president

Absent: Judie Werschky

Decisions:

After much discussion on the pros and cons of two types of publications:

1. Inexpensive, spiral bound document produced quickly versus
2. Expensive, hard bound document produced commercially.

Everyone agreed to pursue the second choice. John will contact his sources to determine the feasibility of this choice. Janice will also pursue two local sources recommended by Doug Clauson: Rhyolite Press and Filter Press of Palmer Lake.

Janice has set up a meeting with Don Kallaus of Rhyolite Press on 4/11 at 10 am. John will be able to join us.

Steve suggested that Ascension Lutheran Church history should be included in the HOA history publication and he will give me the name of the person to contact at the church.

Other minor details decided regarding the document were:

1. Deb will contact Bill Sinclair for approval of the information added to his interview.
2. The order of the photographs in Chapter 5 will be arranged under the subheadings of predevelopment, homes and our neighborhood.
3. A map indicating the date each home was built in our HOA should be placed at the beginning of the document per John's suggestion.
4. In the Appendix, a section of "miscellaneous" information would be titled "information worthy of note". Other individuals of significance will also be included.
5. The city directory section which indicates the original homeowners of only those homes built by 1963 will have a statement to explain why homes built after 1963 were not included.
6. The table of contents chapters will include the subsection titles except for chapters 3 and 4 since those chapters are only 1 page.
7. Each of the sections will not indicate the author except for the section of interviews.

Meeting adjourned at 8:00 pm. No date was set for another meeting.