



Country Club

Homeowners' Association

Dedicated to the protection

quality of neighborhood living

www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 13 August 2019

President Steve Paradis called the meeting of the CCHOA Board to order at 5:40 PM on 13 August 2019 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

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

Guests: Ken Francois

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 9 July 2019 were presented. Janice motioned that the minutes be approved as amended by Vonney's comments. Vicki seconded the motion. The minutes, as amended, were approved unanimously.

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Reports for the period ending 31 July 2019 are provided in Attachment 2-4. Marty reported we had 19 more homes pay their dues.
- b. That leaves us with \$3,110.35 available funds to the board.
- c. Marty paid the insurance bill of \$886. This will be reflected in the August Financial statement.
- d. We picked up 2 more trash customer which brings our total to 86 customers..
- e. Waste Connections has released an App, called "WasteConnect," for mobile phones. You put in your street address, and then it tells you when your trash and recycle are picked up. It will also give you an alert on your phone the day before the scheduled pickup and let you know whether it's trash only, or trash and recycle.
- f. Marty also got the charges for the extra trash pick for 2 homes figured out. The 2 residents paid Waste Connections directly for the extra pickup, and Marty missed those credits on the bill last month, so all is good.
- g. Dave motioned that the Financial Report be approved. Vicki seconded the motion. The Financial Report was approved unanimously.
- h. Dave stated direct billing by mail for HOA membership dues seems to get the best response and we should direct bill for 2020. All agreed.
- i. Steve stated that, since it has been three years with the same insurance company, we should shop around for competitive rates for next year's insurance.

OLD BUSINESS

- a. Social Activities

1) Block Party Feedback/Lessons Learned

- a) Due possibly to the wet weather, we had too much food for this year's party. Dave reported we used 73 hamburger patties and 65 hot dogs. Therefore, only about 50% of the hamburger patties and hot dogs bought were consumed at the party.
- b) Dave recommended having 10% more (i.e., 80-85 hamburger patties and 75 hot dogs for next year's party).
- c) Steve stated that approximately 50% of owners have paid their dues and we should plan for at least half of them showing up with an average of two people per household (i.e., approximately 150-160 people).
- d) Steve stated it was better to have food left over than to run out of food.
- e) Dave reported we spent approximately \$285 for the party, well under the budgeted \$400.
- f) For next year, all agreed to hold the party between 11:00 AM and 2:00 PM, to minimize the chance for rain.
- g) Dorothy suggested one of the trash bins be designated for recycle items. All agreed.
- h) Vicki asked for anyone who took pictures of during the party to send her copies for the web page.
- i) Vicki suggested better cold storage for the ice cream next year.

2) Welcome Package

- a) Dorothy reported she and Vonney are still working on the update.
 - b) Dorothy will add a map showing all the subdivisions in the HOA area to the package..
 - c) Dorothy will add the HOA organization chart to the package.
 - d) Steve will send Dorothy contact (i.e., Dennis Bagenstos) information for the magnets and other welcome package material.
 - e) Steve suggested the new packages should be ready in the first quarter of 2020. In the interim, he suggested printing out 10-15 copies of the old package.
 - f) Dorothy reported Susan Corrow and Jen Williamson are assisting her with the Welcome package.
- b. History Update:
- 1) Janice reported the publisher delivered the first proof for review on 12 August.
 - 2) Steve volunteered to produce five copies, if needed, for the History Committee to review.
 - 3) Janice stated the goal was to have all comments back to the publisher no later than 6 September.
- c. Proposed Accessory Dwelling Unit Ordinance
- 1) Vicki reported that the proposed ADU ordinance will be discussed at the 26 August City Council Working Session.
- d. Handling of Reported Issues/Complaints
- 1) Steve stated he prefers the Hansen response be via letter than email in order to have better proof of delivery
 - 2) Steve wants a unanimous Board vote before the letter goes out.
 - 3) Sandy will notify Vonney, Dave Corrow, and Marty that they need to vote on the proposed letter.
 - 4) Dorothy stated we need to better document the process for submitting complaints..
- e. Neighborhood Watch
- 1) Vicki reported she paid for a Neighborhood Watch add in the Newsletter and on the Web page.

- 2) Dorothy continues to work with Linda Kittiel to identify pertinent information to be placed in the ad. Dorothy will send Vickie the add information .

NEW BUSINESS

- a. Annual Meeting: The focus of the Annual Meeting will be on building Community and Communications.
 - 1) Location:
 - a) Dave Corrow reported that the minimum cost, with or without service/food, is \$1,500 for the Colorado Springs Country Club.
 - b) Based on this, all agreed to hold the Annual meeting at the Ascension Lutheran Church.
 - c) Sandy will contact the Church to schedule a large enough room for the meeting on 26 October.
 - d) All agreed to provide the Church an honorarium for their support of the HOA.
 - e) Dave suggested the HOA provide cookies, coffee and water for the Annual Meeting. All agreed.
 - 2) Agenda (Attachment 5)::
 - a) Steve proposed that each Committee head provide their 2019 summary. This would include Trash service, Welcome Committee, Garage Sale, Block Party, and Covenants.
 - b) Each presentation would be 3-5 bullet points.
 - c) Dave recommended a dry run of these presentations at the next Board Meeting.
 - d) Janice stated Don Kallaus, the publisher of the History Book, is willing to discuss the book at the Annual Meeting.
 - 3) Announcement (Attachment 6):
 - a) Steve recommended the announcement and proxy form be sent out via mail, not e-mail.
 - b) Vickie agreed since many homeowners do not have e-mail.
 - 4) Proxy Form: Sandy presented the proxy form (Attachment 7).
- b. Nominating Committee
 - 1) .Sandy identified the positions to be voted upon at the Annual Meeting.
 - 2) Steve will contact Vonney to see if she wants to run for President.
 - 3) Steve and Dave May are willing to run for Covenants Compliance Committee members.
 - 4) Janice is willing to run again for Vice President and head the Social Committee.
 - 5) Sandy is willing to run again for Secretary.
 - 6) Vickie is willing to run again as an At Large Director for Communications.
- c. Steve motioned that Ken become the HOA CONO representative. Janice seconded the motion. All agreed to make Ken an At Large Director and HOA CONO representative. Sandy will provide Ken information on CONO and past/projected CONO activities.
- d. Newsletter:
 - 1) All agreed the next Newsletter would be after the Annual Meeting.
 - 2) Dave suggested a Newsletter article on ways to become good neighbors.

The meeting was adjourned at 7:15 PM.

The next regularly scheduled meeting will be: **Tues, 10 September 2019 at 5:30 pm at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.**

Respectfully submitted,

file: HOA Meeting Minutes-19/0813

<http://www.countryclubestateshoa.org>

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 Dorothy Hornby
At-Large David Corrow
At-Large Dave MayCovenants
At-Large Vicki TostanoskiChief 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
MEMBERS: Susan Henderson (Newsletter), Susan Hoover (Facebook)

ATTACHMENT 1
Board Meeting Agenda
13 August 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) Block Party (Feedback/Lessons Learned)
 - 2) Welcome Package
 - b) History Update
 - c) Proposed Accessory Dwelling Unit Ordinance
 - d) Trash Service (Extra Billing for Additional Trash)
 - e) Handling of Reported Issues/Complaints
6. New Business
 - a) Annual Meeting
 - 1) Location
 - 2) Agenda
 - 3) Announcement
 - 4) Proxy Form
 - b) Nominating Committee
7. Adjourn

**ATTACHMENT 2
TREASURER'S REPORT: CCHOA FINANCIAL STATUS**

As of July 31 2019			
Sources	Number	\$ Amount	
2019 Dues Paid USPS	152	\$4,560.00	17 more than June
2019 Dues Paid via PayPal	10	\$288.30	2 more than June
2019 Dues Paid Extra	0	\$14.00	
Totals for 2019	162	\$4,862.30	
% of 315 Homes that Paid 2019 Dues	51.43%		
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		\$7,896.55	
Commitment to Waste Connection		\$5,147.00	
Operating Balance		\$2,749.55	
Reserve Account Balance		\$360.80	
Total Available HOA Funds		\$3,110.35	

ATTACHMENT 3
TREASURER'S REPORT: RESERVE RECONCILIATION SUMMARY

11:31 AM

08/02/19

Country Club Homeowners Association
Reconciliation Summary
US Bank -Reserve, Period Ending 07/31/2019

	<u>Jul 31, 19</u>
Beginning Balance	360.80
Cleared Balance	360.80
Register Balance as of 07/31/2019	360.80
Ending Balance	360.80

ATTACHMENT 4
TREASURER'S REPORT: OPERATING RECONCILIATION DETAIL

11:30 AM
08/02/19

Country Club Homeowners Association
Reconciliation Detail
US Bank –Operating, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,043.39
Cleared Transactions						
Checks and Payments –3 items						
Bill Pmt -Check	07/05/2019	EFT	Waste Connections	X	-1,048.50	-1,048.50
Check	07/05/2019	426	American Family Ins	X	-886.00	-1,934.50
Check	07/05/2019	422	Wechgelaer Steven	X	-48.00	-1,982.50
Total Checks and Payments					-1,982.50	-1,982.50
Deposits and Credits –5 items						
Deposit	07/05/2019			X	498.00	498.00
Deposit	07/09/2019			X	28.83	526.83
Deposit	07/12/2019			X	28.83	555.66
Deposit	07/15/2019			X	220.00	775.66
Deposit	07/29/2019			X	60.00	835.66
Total Deposits and Credits					835.66	835.66
Total Cleared Transactions					-1,146.84	-1,146.84
Cleared Balance					-1,146.84	7,896.55
Register Balance as of 07/31/2019					-1,146.84	7,896.55
New Transactions						
Checks and Payments –2 items						
Bill Pmt -Check	08/01/2019	EFT	Waste Connections		-1,056.50	-1,056.50
Check	08/01/2019	427	Wechgelaer Steven		-56.00	-1,112.50
Total Checks and Payments					-1,112.50	-1,112.50
Total New Transactions					-1,112.50	-1,112.50
Ending Balance					-2,259.34	6,784.05

**ATTACHMENT 5
DRAFT ANNUAL MEETING AGENDA**

**Country Club Homeowners Association
General Annual Meeting
26 October 2019
9:15 AM to 10:30 AM
Ascension Lutheran Church**

- | | |
|-----------------------|---------------------------------------------------------------------------------|
| 8:45 – 9:15 | Check In, Receive Ballots, Social – Meet Your Neighbors |
| 9:15 – 9:20 | Opening / Introductions |
| 9:20 – 9:40 | 2019 in Review |
| 9:40 – 9:50 | Board and Committee Position Nominations and Vote |
| 9:50 – 10:05 | Collect/Count Ballots
Trash Service Presentation during Ballot Count |
| 10:05 | Announce Voting Results/Seat New Board |
| 10::05 – 10:20 | Vision for 2020 |
| 10::20 – 10:30 | Neighborhood History Presentation |
| 10:30 | Adjourn |

**ATTACHMENT 6
DRAFT ANNUAL MEETING ANNOUNCEMENT
ANNOUNCEMENT OF ANNUAL HOMEOWNERS MEETING – 26 OCTOBER 2019**

- a. The annual meeting of the CCHOA Homeowners will be at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909, starting at 9 :15 AM.
- b. The agenda for this meeting is:

8:45 – 9:15	Check In, Receive Ballots, and Social – Meet your Neighbors
9:15 – 9:20	Opening / Introductions
9:20 – 9:40	2019 In Review
9:40 – 9:50	Board Nominations and Vote
9:55 – 10:05	Collect/Count Ballots
	Trash Service Discussion during Ballot Count
10:05	Announce Voting Results, Seat New Board
10:05 – 10:20	Vision for 2020
10:20 – 10:30	Neighborhood History Discussion
10:30	Adjourn
10:30 -	Social
- c. We will also be seeking volunteers for the following: Communications, Welcome to the Neighborhood, Safety, Neighborhood Clean Up, and Social activities.
- d. The proposed slate of Board and Committees are:

President- Open (Up for election)
Vice President – Janice Marie-Gallof (Up for reelection)
Treasurer - Marty Henderson (Up for reelection)
Secretary - Sandy Gallof (Up for reelection)
Chairman Covenants Compliance Committee - David Corrow (In second year of term)
Directors at Large
- Dorothy Hornby – Welcome (In second year of term)
- Open – CONO Representative (Up for election)
- Vonney Northrop (In second year of term)
- Vicki Tostanoski – Communications (In second year of term)
Members of Covenants Compliance Committee
- Open (up for election)
- Open (up for election)
- e. Nominations for any open/up for reelection positions will also be accepted from the floor.
- f. If you cannot attend but wish to vote via proxy, please use the attached proxy form.

Respectfully,
Sanford Gallof, Secretary
CCHOA BOARD

**ATTACHMENT 7
DRAFT ANNUAL MEETING PROXY FORM**

**COUNTRY CLUB HOMEOWNERS ASSOCIATION
VOTING PROXY FORM**

One homeowner per lot may vote on Association business. Any homeowner wishing to vote by proxy must complete this form. This form may be given either to a neighbor who will attend or to any current Board Member any time prior to the Annual Homeowners Meeting.

HOMEOWNERS NAME(S): _____

HOME ADDRESS: _____

check only ONE of the following:

I assign _____ the authority to vote on my behalf regarding Association matters.

I assign the Country Club Homeowners Association Board of Directors the authority to vote on my behalf regarding Association matters.

HOMEOWNER(S) SIGNATURE(S):

DATE: _____

THIS FORM MUST BE PRESENTED, DURING THE 26 OCTOBER 2019 ANNUAL HOMEOWNERS MEETING, AT THE TIME OF VOTING.