

“Dedicated to building our community.”



www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 8 Aug 2022

The June Board Meeting was held via Zoom. President Marty Henderson called the meeting of the CCHOA Board to order at 6:31 PM on 8 Aug 2022.

Present: Marty Henderson, Bill Hoover, Amanda Schneider, Ken Francois, Sanford Gallof, Vicki Tostanoski, and Steve Paradis.

Absent: Dorothy Hornby

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETINGS:

- a. The minutes of the June Board meeting held on 14 June 2022 were presented. The minutes were approved unanimously.

FINANCIAL REPORT (Ken Francois):

- a. The Treasurer’s Financial Reports for the period ending 31 July 2022 are provided in Attachments 2-4.
- b. All three accounts, Trash, Operating and Reserve, reconciled to the bank statements.
- c. The Board currently has \$11,306.94 available for CCHOA use.
- d. Primary expenses in July were the annual insurance premium payment and the conduct of our Summer Event.
- e. One new homeowner joined the CCHOA in July.
- f. Two CCE history books were sold in July increasing the History Book Fund reserve to \$580.04.
- g. After paying the July 2022 Waste Connections bill, approximately \$12,875.65 remains committed to pay the August-December 2022 trash service bills.
- h. The Financial Reports were approved unanimously.

TRASH SERVICE REPORT (Marty Henderson)

- a. Nothing significant to report. No new customers signed up in July.

NEW BUSINESS

- a. Country Club Acres (CCA) wishes to join CCHOA
 - 1) The area of CCA, located on the east side of Circle between Holiday and Paseo and west of the golf course, wishes to join the CCHOA.
 - 2) There are 40-42 homes in the area.
 - 3) CCA already has covenants that were established in July 1979 which includes guidance on construction and architectural matters.
 - 4) CCA does not have an organized HOA, but does have a neighborhood watch group.
 - 5) Marty stated that many homeowners like the umbrella of having an HOA when buying and selling.
 - 6) Steve and Marty met with 4 neighbors of CCA to discuss possible inclusion.
 - a) Steve wanted to ensure the community of CCA understood that covenant enforcement was the role of the city, not a voluntary HOA.
 - 7) Vicki stated that CCHOA needs to determine the cost of including CCA into our trash service with Waste Management. We need to determine if the inclusion of several new members would be at the current price paid by CCHOA or would involve increased costs.
 - 8) Marty stated that CCA would be responsible for the financial incursions of using a lawyer to incorporate them into CCHOA.
 - a) Vicki stated that we need to determine how we would hold CCA accountable for this liability as they are not an official organization.
 - 9) Marty will contact lawyers to determine the cost and next steps for inclusion of CCA into CCHOA.
 - 10) The board voted unanimously in favor of moving forward with gathering information on the cost and additional steps needed to include CCA into CCHOA.
- b. Communications & Bootstrap proposal
 - 1) Marty feels we ask a lot from our board members and it would be in the board's best interest to outsource some of the functions to ensure continuity over the years and not burn-out our volunteers.
 - 2) Upon Amanda's recommendation, Marty and Vicki contacted Bootstrap, a web design company, via email to look at modernizing the CCHOA website to Squarespace technology and provide better user-interface and an updated appearance.
 - a) Quote & Timeline from Bootstrap is in Attachment 5.
 - 3) Initial quote from Bootstrap included a members-only area but after discussing it, Marty and Vicki realized that producing and maintaining something like this would be too difficult.
 - 4) Vicki had questions on the number of pages that will be created by Bootstrap and the cost per page. The quote lists all 23 pages currently on the website, so clarity is needed on how Bootstrap will organize this information.

- a) Vicki will reach out to Bootstrap to get an answer and present to the board at next meeting.
 - 5) Ken wanted to know a more in depth scope of work and if the quote includes any continued services after the website is built. Marty & Vicki will engage Bootstrap to get this information.
 - 6) Sandy wanted to know who maintains the website. Marty stated we can pay a monthly fee to Bootstrap or Vicki can do it.
- c. Outsourcing of Bookkeeping
- 1) Marty had an initial meeting with Ashlyn Congdon regarding hiring her to do the bookkeeping for CCHOA and asked her to provide a proposal for her services.
 - a) Proposal is included in Attachment 6.
 - 2) Ashlyn is currently the full-time assistant to Amanda and does bookkeeping for her company. Ashlyn is also an accounting student at UCCS.
 - 3) Ashlyn's current proposal is based on a predicted 3-4 hours which equals about \$25/hour for her services, plus an additional \$100 in November for the trash billing and \$50 in January for additional time spent billing of HOA dues.
 - 4) Ken had an initial meeting with Ashlyn to better understand her proposal.
 - a) Ken believes that Ashlyn may be underestimating the time it will take her each month on bookkeeping and asked her to keep a log of her time.
 - b) Ken shared that he was overwhelmed when trash billing happened in November last year, so the board should be prepared that Ashlyn may be spending more time on the bookkeeping than estimated and her salary may need to be adjusted in the future.
 - c) Ken stated the QuickBooks account needs some clean up. Having a consistent person to maintain and organize the system will be very beneficial, and the board needs to consider additional pay for the time Ashlyn will initially spend cleaning up the database.
 - 5) Marty views the bookkeeping role as an evolving position as Ashlyn and the treasurer work together.
 - a) Trash program is only going to grow so it's best to ensure the board has a process to seamlessly transition from one treasurer to the next.
 - 6) Ken made a motion that the board accept Ashlyn's proposal of \$600 for the remainder of 2022, plus an additional \$100 buffer for the initial clean up that she will do of QuickBooks. The board passed the motion unanimously.
- d. Social Committee Update
- 1) Amanda stated that the ice cream social went really well and there were approximately 70 people that attended. Having live music at the event was a huge hit and definitely a sustain for future events.
 - 2) The Social Committee is in the process of planning the block party which will occur toward the end of September.

- e. Safety Update
 - 1) Wood chipping program is happening 15-19 August.
 - 2) Fire department is offering a grant program for fire mitigation.

- f. CONO Update
 - 1) Bill stated that if we get more graduates of the CONO program from our area, that we would be able to start a CONO network specific for our HOA community.
 - 2) Bill believes it would be great to have more representation in CONO and encourages those within our community to get involved.
 - a) Additional ways to get involved beyond CONO is to serve on city boards and commissions.

- g. HNP Update
 - 1) HNP is going to be partnering with the Historic Preservation Alliance of Colorado Springs (HPA) which is the board the city goes to for advice on historic neighborhoods.
 - 2) Colorado Springs is putting up 5G towers in historic neighborhoods and that has become an issue due to the look of the towers, so HNP is investigating further and has formed a subcommittee to deal with that as it relates to HNP.

- h. Welcome Committee Update
 - 1) Dorothy was not present for the meeting but let Marty know beforehand that there was nothing significant to report.

- i. Email complaint from a CCHOA neighbor
 - 1) The HOA received an email complaint from a neighbor about an RV parked on Marilyn Road. The neighbor wanted the HOA to assist in requiring the neighbor to move the RV.
 - 2) After researching the city rules, Sandy discovered that the neighbor is not in violation of any city laws or ordinances and therefore the HOA cannot require the neighbor to move the RV.

- j. Next Board meeting
 - 1) The next HOA board meeting is scheduled for September 13th 2022.
 - 2) The following items will be discussed:
 - a) Block Party details
 - b) Annual Meeting Planning
 - 1. The Annual Meeting is scheduled for Nov 5th 2022 from 9-11a.m. at Ascension church.
 - c) October newsletter content
 - d) October Fall Cleanup

The meeting was adjourned at 7:38 PM.

Respectfully submitted,
Amanda Schneider, Secretary

CCHOA BOARD

Board Positions as of Nov 2021:

PresidentMarty Henderson
Vice President Bill Hoover
TreasurerKen Francois
SecretaryAmanda Schneider
At-Large.....Sandy Gallof
At-Large.....Dorothy Hornby
At-Large.....Vicki Tostanoski

COMMITTEES:

- **COVENANTS COMPLIANCE:** CHAIRPERSON - Open
MEMBERS: Dave May, Rich Northrop
- **SAFETY:** BOARD COORDINATOR - Sandy Gallof
MEMBERS: Bob Frye, Steve Paradis, Dave May, Jason Carter
- **HISTORY:** Currently inactive
- **SOCIAL:** BOARD COORDINATOR – Amanda Schneider
SOCIAL MEMBERS: Susan Henderson, Bill Hoover, Kala Loptien, Janice Marie-Gallof
- **WELCOME:** BOARD COORDINATOR –Dorothy Hornby
MEMBERS: Jennifer Williamson, Mary Corrow, Maureen Logue, Sylvia Holt
- **MEMBERSHIP:** BOARD COORDINATOR – Marty Henderson (maintains database)
MEMBERS: Open
- **TRASH COORDINATOR:** Marty Henderson
MEMBERS: Open
- **COMMUNICATIONS:** BOARD COORDINATOR - Vicki Tostanoski (chief information officer)
MEMBERS: Susan Henderson (Newsletter)

ATTACHMENT 1
Board Meeting Agenda
Aug 9, 2022

1. Convene 6:30PM via Zoom
2. Join Zoom Meeting
3. Approval of Minutes of Previous Meeting, N/A no meeting held in July
4. Approval of July's Financial Report (Ken – 5 mins)
5. Country Club Acres wish to join our HOA (Steve/Marty – 10 mins)
 - a) Board votes to decide if we move forward
 - b) Marty contacts lawyers to determine costs and steps to make it happen
 - c) Country Club Acres accepts financial responsibilities for the lawyers.
6. Succession sustainability (Marty – 2 mins)
7. Communications, Review of attached proposal by Bootstrap to modernize our website to Squarespace technology (Vicki/Marty – 10 mins)
8. Review of outsourcing our bookkeeping, Quick Books (Marty/Ken – 10 mins)
9. Date for Annual Meeting, Saturday Nov 5th at 9:00AM through 11:00AM at Ascension Church.
10. Social Committee (Amanda 10 mins)
 - a) Ice Cream Social review
 - b) August Block Party
11. Safety (Sandy 10 mins)
 - a) August Chipping Program
 - b) Money for fire mitigation of neighborhood homes
12. CONO Neighborhood University (Bill Hoover)
13. Additional Committee Updates – Please Email updates before Board Meeting (10 Mins)
 - a) HNP – Sandy
 - b) Welcome – Dorothy
 - c) Trash - Marty
14. Expectations for September 13th Board Meeting – Marty (2 mins)
 - a) Review of block party – Amanda
 - b) Annual Meeting Planning
 - c) Oct newsletter content - Susan
 - d) Oct Fall Cleanup – Amanda
15. Adjourn

**ATTACHMENT 2
Operating Reconciliation Detail**

11:48 AM
08/04/22

**Country Club Homeowners Association
Reconciliation Detail
US Bank - Operating, Period Ending 07/31/2022**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,611.74
Cleared Transactions						
Checks and Payments - 6 items						
Check	07/14/2022	PayPa...	Schneider Amanda	X	-195.73	-195.73
Check	07/14/2022	PayPa...	Schneider Amanda	X	-110.57	-306.30
Check	07/15/2022		US Bank	X	-2.00	-308.30
Check	07/17/2022	PayPa...	Henderson Martin G	X	-200.00	-508.30
Check	07/21/2022	PayPa...	Schneider Amanda	X	-192.02	-700.32
Check	07/25/2022	467	American Family Ins	X	-906.00	-1,606.32
Total Checks and Payments					-1,606.32	-1,606.32
Deposits and Credits - 4 items						
Deposit	07/05/2022			X	47.76	47.76
Deposit	07/08/2022			X	124.59	172.35
Deposit	07/14/2022			X	15.50	187.85
Deposit	07/21/2022		Schneider Amanda	X	195.73	383.58
Total Deposits and Credits					383.58	383.58
Total Cleared Transactions					-1,222.74	-1,222.74
Cleared Balance					-1,222.74	389.00
Uncleared Transactions						
Checks and Payments - 2 items						
Check	07/29/2022	468	Culp Family Trust		-43.70	-43.70
Check	07/31/2022	469	Henderson Martin G		-31.29	-74.99
Total Checks and Payments					-74.99	-74.99
Total Uncleared Transactions					-74.99	-74.99
Register Balance as of 07/31/2022					-1,297.73	314.01
New Transactions						
Checks and Payments - 1 item						
Check	08/03/2022	470	Hettinger Chris		-44.16	-44.16
Total Checks and Payments					-44.16	-44.16
Deposits and Credits - 1 item						
Deposit	08/02/2022				291.36	291.36
Total Deposits and Credits					291.36	291.36
Total New Transactions					247.20	247.20
Ending Balance					-1,050.53	561.21

ATTACHMENT 3
Reserve Reconciliation Summary

12:02 PM
08/04/22

Country Club Homeowners Association
Reconciliation Detail
US Bank - Reserve, Period Ending 07/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						22,926.28
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	07/16/2022			X	-2,500.00	-2,500.00
Total Checks and Payments					-2,500.00	-2,500.00
Deposits and Credits - 1 item						
Deposit	07/31/2022		US Bank	X	0.18	0.18
Total Deposits and Credits					0.18	0.18
Total Cleared Transactions					-2,499.82	-2,499.82
Cleared Balance					-2,499.82	20,426.46
Register Balance as of 07/31/2022					-2,499.82	20,426.46
Ending Balance					-2,499.82	20,426.46

ATTACHMENT 4
Trash/Recycle Reconciliation Summary

11:58 AM
08/04/22

Country Club Homeowners Association
Reconciliation Detail
CCHOA Trash-Recycle, Period Ending 07/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,020.55
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	07/01/2022	EFT	Waste Connections	X	-2,520.94	-2,520.94
Check	07/15/2022	1	Morales Amanda	X	-52.44	-2,573.38
Total Checks and Payments					-2,573.38	-2,573.38
Deposits and Credits - 1 item						
Transfer	07/16/2022			X	2,500.00	2,500.00
Total Deposits and Credits					2,500.00	2,500.00
Total Cleared Transactions					-73.38	-73.38
Cleared Balance					-73.38	3,947.17
Register Balance as of 07/31/2022					-73.38	3,947.17
Ending Balance					-73.38	3,947.17

ATTACHMENT 5 Quote & Timeline from Bootstrap

BOOTSTRAP QUOTE

BUILD & CONTENT MIGRATION OF 23 PAGES

1. Home (Complex)
2. HOA Info (Basic Text)
3. Social Events (Photo Gallery)
4. Pay Your Dues (PayPal Button)
5. Trash Service (Text with Documents)
6. Join Mailing List (Subscriber Form)
7. Volunteer (Basic Text)
8. Community Events (Basic Text)
9. Map (Google Integration + Picture)
10. HOA Documents (Documents)
11. Board of Directors (Image)
12. Realtor Info (Basic Text)
13. Safety (Basic Text)
14. COVID 19 (Basic Text)
15. Evacuation Plan (Basic Text)
16. Fires (Text, Documents, Video)
17. Home Crime Prevention (Documents & Text)
18. Mail Theft (Basic Text)
19. Outdoor Fires (Basic Text)
20. Sidewalk Snow Removal (Basic Text)
21. Wood Chipping (Basic Text)
22. Contact (Form)
23. Alerts (Basic Text)

FUNCTIONALITY

- Site Search
- Mobile Optimization

PROJECT MANAGEMENT

- Project Milestone Check-Ins (Two 30 min calls)
- Coordination of Site Launch
- Site Use Training Documentation

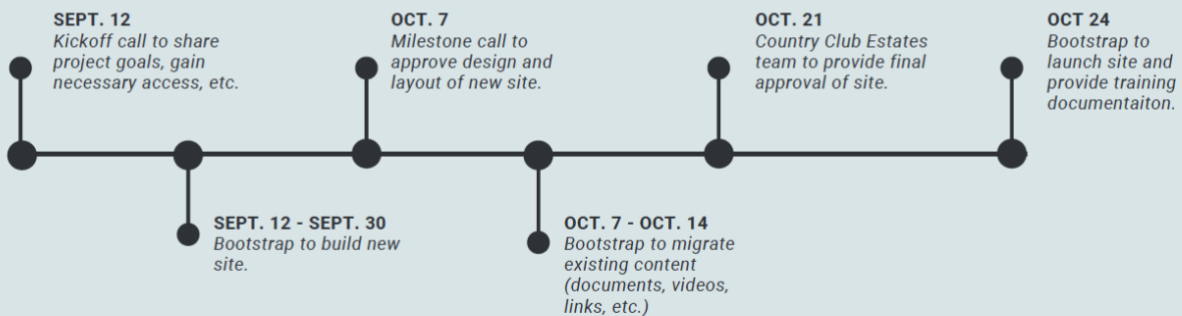
INVESTMENT

- Bootstrap's Services: \$2250
- Initial Squarespace Charges: \$192 (See next slide for details)

TOTAL INVESTMENT: \$2442



EXAMPLE TIMELINE



ATTACHMENT 6
Bookkeeping Proposal

**Ashlyn
Congdon**

Ashlyn Congdon
519 S El. Paso St.
Colorado Springs, CO 80903
260.633.1313
ashlyn@ateam.homes

30 July 2022

Marty Henderson
President, CCHOA

To whom it may concern,

I am excited to have this opportunity to work with such kind and amazing people within this community. I am writing this proposal in reference to Marty and I's initial meeting on 7/29/2022. Job description outlined was as followed,

- Monthly bookkeeping
- Annual Trash Billing
- Monthly Profit & Loss Statements
- Cleaning and Organizing of Quickbooks

For the job description listed above I propose a monthly \$100 salary with a bonus of \$50 during invoicing months (January) and another bonus of \$100 for the month of Annual Trash Billing (November).

This current proposal may be adjusted as time goes on and the job is fully implemented. If more hours are needed the monthly salary will increase to an agreed amount. If there are less hours needed the salary will decrease to an agreed amount.

I will provide the Treasurer with progress of salary update within a year of agreement.

If there are any questions that I can answer for you or if you would like to talk further about this please feel free to reach out to my email or give me a call at the number above.

Thank you, I am looking forward to working with you!

Ashlyn Congdon