



Country Club

Homeowners' Association

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

www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA MEETING – 7 June 2018

President Steve Paradis called the meeting to order at 10:00 AM on 12 June 2018 at 1925 Dominion Way, Suite 200, Colorado Springs, CO 80918.

Present: Sandy Gallof, Dave May, and Steve Paradis.

Guest: Aaron Goodlock, Orten, Cavanaugh & Holmes Community Association Attorney

COVENANTS REVIEW STATUS/WAY AHEAD

- a. The proposed tasking for the attorney is shown at Attachment 1.
- b. Covenants/Document Timeline (See Attachment 2)
 - 1) Aaron stated he has reviewed the By Laws and draft Covenants and has looked at the Policies, Operating Procedures, and Rules document.
 - 2) Aaron has relatively minimal comments on the draft covenants
 - 3) He has some more significant comments on the By Laws since they must now comply with the Non-Profit Act.
 - 4) Aaron agreed to have the draft Covenants comments to us by 15 June.
 - 5) Aaron agreed to have the By Laws and Policies, Operational Procedures, and Rules comments to us by 30 June.
 - 6) Aaron agreed to send us a copy of the current Non-Profit Act.
 - 7) Voting.
 - a) Aaron stated the ballots must specify the deadline for returning the ballot.
 - b) Aaron recommended keeping consent forms (ballots) for one year, based on statute of limitations.
 - c) Aaron will provide us a suggested voting process.
 - d) Voting ballots/consent forms should ask for approval of the Covenants
 - e) Voting ballots/consent forms should ask for approval to transfer enforcement authority from the Homeowners to the HOA.
 - i. Aaron stated the transfer of enforcement authority opened the HOA to some liability and he recommended looking into getting a general liability policy.
 - ii. Aaron also stated the HOA could be sued by a Homeowner if the HOA does not enforce the Covenants.
 - f) Dave will develop a process for doing and monitoring the vote by filing.
 - g) Dave will get Homeowner updates from Assessors Office by 15 Sep 2018.

- h) Will need to ensure get Trustee's signature for homes registered under a Trustee.

- c. Board Member training.
 - 1) Steve asked Aaron what training is available for Board Members.
 - 2) Aaron suggested the Community Association Institute (<https://www.caionline.org>), Southern Colorado Branch, since they offer Board Member training.
 - 3) We may have to join the Institute as members to get this training (\$250 for up to 15 Board Members).
 - 4) Aaron will also provide us with information on training provided by his law firm.

- d. Rentals
 - 1) All agreed short-term rentals (30 days or less) should be prohibited.
 - 2) Rentals should be no less than six (6) months.
 - 3) Aaron will provide suggested language to change short-term rentals to no rentals less than six months.

- e. Fees
 - 1) Steve asked about project fee versus hourly fee.
 - 2) Aaron stated that, for the effort requested, hourly fees were recommended.
 - 3) Sandy will send Aaron Marty Henderson's contact information for billing.

- f. Town Halls
 - 1) Steve stated we should specify the Covenants Committee was composed of homeowners, not just Board Members.
 - 2) Steve will work on a communications strategy for the roll out of the covenants.

The meeting was adjourned at 11:00 AM.

The next scheduled meeting to address the Governing documents status will be: **Tues, 10 July 2018 at 10:00 AM at 1925 Dominion Way, Suite 200, Colorado Springs, CO 80918.**

Respectfully submitted,
Sanford Gallof, Secretary
CCHOA BOARD

ATTACHMENT 1
ATTORNEY MEETING JUNE 7 2018

Tasks Attorney needs to complete by 7/15/2018

- Complete comments or recommendations regarding consistency between By Laws, Covenants and Policies, Operating Procedures, and Rules.
- Complete comments or opinions regarding the enforceability and defensibility of the governing documents.

Throughout the covenant implementation process:

- Provide recommendations to covenants townhall meetings (at the meetings or before).
- Provide guidance on conducting and completing the vote.

ATTACHMENT 2
CCHOA COVENANTS/DOCUMENTS TIMELINE 2018
CCHOA Covenants / Documents time line 2018

1. Attorney Document Review Completion Date July 15, 2018

2. Print and Bind Material Completion Date July 20, 2018
 - a. Articles Of Incorporation
 - b. Covenants
 - c. Governing Documents
 - d. By Laws

3. Distribute Material to homeowners Completion Date August 15, 2018

4. Hold Town Hall Meetings
 - a. September 8, 2018 9:00am
 - b. September 20th at 7:00pm

5. Hold Annual Meeting Saturday October 13 Open Vote

6. Close Vote December of 2018

7. Documents and procedures in place. January 1, 2019