



*Country Club*

*Homeowners' Association*

*Dedicated to the protection*

*quality of neighborhood living*

[www.countryclubestateshoa.org](http://www.countryclubestateshoa.org)

## **MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 12 Feb 2019**

President Steve Paradis called the meeting of the CCHOA Board to order at 5:35 PM on 12 February 2019 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

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

Guest: Trish White.

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 8 January 2019 were presented. Marty 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 Statements for the period ending 31 January 2019 are provided in Attachments 2 through 3
- b. Vonney motioned that the Financial Report be approved. Vicki seconded the motion. The Financial Report was approved unanimously.
- c. Marty reported he has completed the State and Federal tax forms for the HOA.

### OLD BUSINESS

- a. Covenant Vote Certification and Recording
  - 1) Sandy reported the ballot count was certified by three volunteers (Jerry Johnson, Tom Waugh, and Eugene Nirk) and notarized at Ent Credit Union on 26 January. See Attachment 4 for a summary.
  - 2) The updated Covenants, reflecting the three filings that approved the proposed Covenants, were certified by the Executive Committee of the Board (President, Vice President, Treasurer, and Secretary) and notarized by Trish White.
  - 3) Steve and Sandy will go to the Clerk and Records Office to file the Covenants. As part of this filing, Sandy will create a list of homes in each of the approving subdivisions.
- b. Committee Volunteers/Members
  - 1) Sandy reported Susan Bancroft and Mary Masters have volunteered for the Social Committee. Lorelei Vollmar has volunteered for the Safety Committee. Eugene Nirk volunteered for the Covenants Committee but can only serve for 1-2 hours at a time.

- 2) Steve reiterated we should concentrate on Social and Safety activities this year.
- c. Bylaws Approval
- 1) Steve asked if the Board approves the proposed updated Bylaws. Marty motioned that the Bylaws be approved. Janice seconded the motion. The Bylaws were approved unanimously.
- d. Operating Instructions Approval
- 1) Vonney expressed concern about Section 1.D.4) which addressed Recreational Vehicles. All agreed that, since the proposed Covenants, which addressed RVs, was not approved by all subdivisions, this section should be removed from this document.
  - 2) Sandy will delete this section and provide all Board members an updated version of the document
  - 3) The approval of the Operating Instructions was deferred until the March Board meeting.
- e. Database Updates
- 1) Vicki and Marty met on 12 Feb 2019 to discuss the databases. They agreed that Marty will maintain the master database. Vicki will update her database based upon Marty's updates to her and delete all obsolete versions..
  - 2) Steve asked how many of the 316 homes in the database have complete information. Sandy stated that only about 200 have e-mail address in the database.
  - 3) Vicki stated that we need to ask owners what media they prefer for HOA communications. Marty suggested an e-mail blast to start gathering this information.
- f. History Update
- 1) Janice reported the History Committee is working on sections of the History Book. The current document is about 64 pages, single sided, and that does not include pictures.
  - 2) The History Committee met on 16 January 2019 (See Attachment 6).
  - 3) Janice stated that the Committee is still missing some information and that information, a four-page list of previous owners gathered from the City Directories, may not be available until March 2019.
  - 4) Dave asked where will the History document be located. Vicki stated the Web page could provide a request form for the document and then she could send the requestor a link to download the document.
  - 5) Steve volunteered to print the History document. He thought it would be a good idea to provide a hard copy to all Owners to build community.
  - 6) Steve asked Janice to have the package available for the March 2019 Board Meeting.
- g. Trash Service
- 1) Marty reported 74 people have signed up for trash service.
  - 2) Marty provided a Trash Balance Report (Attachment 7) showing how much money we have taken in for 2019 and the two bills we have paid so far. By the end of the year, this should net to zero.
  - 3) Marty reported alleys are causing some issues with Waste Connections. He is working with Waste Connections to resolve these issues, and they have been extremely cooperative.

- a) Some customers have their trash cans in their backyard, or in a fenced in area in the alley so the driver must open a gate. This causes liability issues for Waste Connections. We have gotten the OK for them to open gates and remove the bins.
- b) WC doesn't automatically send the recycle trucks in alleys because there are readers on the trucks for the recycle rewards program and they have cases where those were damaged and cost a lot of money to replace. So, they first have to send out a supervisor to drive the alley to OK it for the recycle truck. This causes delays for the first home on an alley that does recycle. Marty thinks we are down to the last one for approval.
- c) Two homeowners were having problems with the alley and tried to resolve them with Waste Connections instead of contacting Marty. This will be a topic for the newsletter.

## NEW BUSINESS

### a. Social Activities:

- 1) All agreed to have a Block Party on 22 June 2019 starting a 3:00 PM (like last year). Steve will send a picture taken at last year's party for the Newsletter.
- 2) Vicki suggested a Harvest Festival where people could bring what they have harvested from their gardens.
- 3) Steve suggested a Neighborhood Garage Sale for 17-18 May 2019 (similar to the Old North End's Annual Garage Sale).
- 4) Dorothy will check with Jennifer Williamson, Audubon School PTA, to see if and when they will be having a Garage Sale. Dave will check with the ARC, after firming up Audubon's plans, for a truck to receive donations as part of the Garage Sale. Marty and Steve will respectively check with the Colorado Springs Charter School and the Lutheran Ascension Church to see if and when they are planning a Garage Sale.
- 5) Steve stated we need a date for the Garden Club kickoff.

### b. Safety Activities

- 1) Steve stated the traditional Neighborhood Watch program is too hard to implement. We need to contact the Colorado Springs Police department to set up meetings to inform Owners on crime and safety issues. Dorothy will contact the Police Department regarding having both a day and evening meeting to discuss neighborhood safety. Dorothy mentioned she is already scheduled to meet with the Police department 27 February 2019 to discuss Neighborhood Watch.
- 2) Senior Support: Dave mentioned his concern about people not cleaning their sidewalks after a snowfall. He stated this is a City Code issue. Sandy stated that is why we need a program like Snow Angels to help seniors clear their sidewalks. Janice pointed out we are coming into the two snowiest months of the year for Colorado Springs.

### c. Newsletter

- 1) Ascension Lutheran Church has requested the Newsletter include information on their grief program. Vicki stated that agreeing to do this would open us up to more requests like this. Steve suggested possibly creating a Corporate Sponsorship to cover items like this He mentioned that in 2009/2010, the HOA had such a program and charged \$100 for sponsorship. Marty agreed to check with Pinecliff HOA to see how they handle sponsorships and advertisements. Vicki suggested charging a nominal fee.
- 2) All agreed we need to get the Newsletter out as soon as possible.
- 3) Steve asked Janice to provide information and possibly a cover page, for the History document.
- 4) Steve suggested a Help Wanted section in the Newsletter. Marty will work up a needs list.

- d. Fire Mitigation Meeting: Steve asked Sandy to contact the Colorado Springs Fire Department to set up our annual Fire Mitigation meeting in March.
- e. Covenants:
  - 1) Vonney stated the best was to inform Real Estate agents regarding existence of Covenants is at Open Houses. We can contact the agents when a house comes up for sale and let them know we have an HOA and Covenants.
  - 2) Dave stated that Title Companies are responsible for providing Covenants rather than the Real Estate agents. There are also less Title Companies than agents.
  - 3) Steve stated that as soon as anyone sees a new "For Sale" sign in the neighborhood, let him know and he will contact the realtor.
- f. Organizational Chart Approval: The Organizational Chart was unanimously approved after all agreed to delete the Neighborhood Watch from the Chart. The Chart will be included in the Newsletter.

The meeting was adjourned at 6:50 PM.

The next regularly scheduled meeting will be: **Tues, 12 March 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
- CONO: BOARD COORDINATOR - Open

**ATTACHMENT 1 – BOARD MEETING AGENDA**  
**12 February 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) Covenants Vote Certification and Recording
  - b) Committee Volunteers/Members
  - c) Bylaws Approval
  - d) Operating Instructions Approval
  - e) Database Updates
  - f) History Update
6. New Business
  - a) Social Activities
  - b) Membership Activities
  - c) Safety Activities
  - d) Newsletter/Church Request
  - e) Fire Mitigation Meeting
  - f) Organization Chart Approval
7. Adjourn

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

As of January 31 2019			
Sources	Number	\$ Amount	
2019 Dues Paid USPS	77	\$2,310.00	
2019 Dues Paid via PayPal	3	\$86.49	Fee of \$1.17 per transaction
2019 Dues Paid Extra	0	\$14.00	
Totals for 2019	80	\$2,410.49	
% of 315 Homes that Paid 2019 Dues	25.40%		
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		\$11,930.15	
Commitment to Waste Connection		\$10,364.50	
Operating Balance		\$1,565.65	
Reserve Account Balance		\$360.80	
Total Available HOA Funds		\$1,926.45	

**ATTACHMENT 3**  
**TREASURER'S REPORT: PROFIT/LOSS REPORT JAN 2018**

10:41 AM  
02/03/19  
Cash Basis

Country Club Homeowners Association  
Profit & Loss  
January 2019

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	<u>Jan 19</u>
Income	
HOA Dues Income	
Dues 2019-12/31	<u>90.00</u>
Total HOA Dues Income	<u>90.00</u>
Total Income	<u>90.00</u>
Gross Profit	90.00
Expense	<u>0.00</u>
Net Income	<u><u>90.00</u></u>

## ATTACHMENT 4 CERTIFIED BALLOT COUNT

<b>Subdivision</b>	<b>Yes</b>	<b>No</b>	<b>Total Votes Cast</b>	<b>Total Lots</b>	<b>% who voted</b>	<b>% For</b>	<b>Passed</b>
Bruington Sub 1	0	0	0	1	0.00%	0.00%	NO
Century Heights Add 3	22	11	33	61	54.10%	36.07%	NO
Country Club 1	13	6	19	24	79.17%	54.17%	YES
Country Club 2	10	3	13	29	44.83%	34.48%	NO
Country Club 3 Fil 1	7	1	8	13	61.54%	53.85%	YES
Country Club 3 Fil 2	14	7	21	29	72.41%	48.28%	NO
Country Club 3 Fil 3	2	1	3	5	60.00%	40.00%	NO
Highland Acres Sub Refill	8	3	11	16	68.75%	50.00%	NO
Highland Acres	7	0	7	13	53.85%	53.85%	YES
Highland Hills Sub 1	11	7	18	30	60.00%	36.67%	NO
Highland Hills Sub 2	18	38	56	94	59.57%	19.15%	NO
Holiday Circle Sub	0	0	0	2	0.00%	0.00%	NO
	112	77	189	317	59.62%	35.33%	



## **ATTACHMENT 5 HISTORY COMMITTEE REPORT**

HISTORY COMMITTEE MEETING January 16, 2019

### DECISIONS:

1. Title of document: The History of Country Club Estates, A Buy & Die Neighborhood
2. To whom document will be dedicated: original developers: Selby Young Sr. & Dean Chaussee
3. Format & arrangement of sections; see attached outline
4. Use both John Potterat's introduction. & Debbie Berwick's summary
5. Distinctive Owners' list:
  - a. Include in interview section or in another section? (Bruning, Lane, Sinclair)
  - b. Add Baaron Pittenger, who held an executive position with the Olympic Center and lived at 2802 Country Club Dr. until 1993.
6. Reformat interviews (per John Potterat's idea): NO
7. John Potterat's Miscellaneous. Information: Use only useful info that is not duplicated elsewhere and put it in Appendix.
8. Pictures: which ones to use and where?
  - a. All in one section: at the end of the doc. as the last chapter
  - b. Chapter 1, "The Early Days," will include, at the end of a topic, a numerical reference to applicable photo(s)
  - c. Use as many pictures as possible

### TO BE DONE:

1. Preface with acknowledgements: Reason for document, any disclaimers (those not interviewed, time constraints prevented more information/interviews e.g. 2<sup>nd</sup> generation residents ...other?); Committee member list: Janice will write this
2. HOA history: Janice will contact Randy Chappell again by phone to determine if and how much history is available even though he said he was too busy to attend to my request immediately.
3. Our neighborhood today: Deb agreed to write this.
4. Index of interviews: include address, occupant name, interviewer's initials with date done: Janice will write this
5. List of current HOA Bd. Members of 2017, 2018, 2019: It will be a list of all board members per year without titles; Janice will do this.
6. Janice will obtain the information Judie compiled from the city directories up to 1963.

Meeting adjourned at 8 pm

# ATTACHMENT 6 TRASH SERVICE REPORT

11:57 AM  
02/08/19  
Cash Basis

## Country Club Homeowners Association Trash Service Balance January 1, 2018 through February 5, 2019

	Jan 1, '18 -Feb 5, 19
Income	
Trash Service	
Extra Bin 2019	270.00
Packout Service 2019	540.00
Recycle Service 2019	3,456.00
Trash Service 2019	7,008.00
Total Trash Service	11,274.00
Total Income	11,274.00
Gross Profit	11,274.00
Expense	
HOA Trash Service	
HOA Extra Bin 2019	45.00
HOA Packout 2019	82.50
HOA Recycle 2019	573.00
HOA Trash Service 2019	1,132.00
Total HOA Trash Service	1,832.50
Total Expense	1,832.50
Net Income	9,441.50