



Country Club

Homeowners' Association

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

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

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## **MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 12 June 2018**

President Steve Paradis called the meeting of the CCHOA Board to order at 5:40 PM on 12 June 2018 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

Present: John Cunning, Sandy Gallof, Janice Marie-Gallof, Anne Hudnall, Dave May, Vicki Tostanoski, and Steve Paradis. Marty Henderson and Hayden Gregory were absent.

Guest: Dorothy Hornby.

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 19 May 2018 were presented. Vicki motioned that the minutes be approved. Janice seconded the motion. The minutes were approved unanimously.
- b. The minutes of the special Board Meeting held on 7 June 2018 were presented. Vicki motioned that the minutes be approved. Janice seconded the motion. The minutes were approved unanimously.

### FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Statements for the period ending 31 May 2018 are provided in Attachments 2 and 3. Marty also provided a spreadsheet showing dues payments to date (Attachment 4).
- b. Vicki motioned that the Financial Report be approved. Janice seconded the motion. The Financial Report was approved unanimously.

### COMMUNICATIONS REPORT

- a. The next newsletter will address Wild Fire Mitigation, the Summer party, Trash Service Options, and the Townhalls to address the proposed updated Covenants.
  - 1) The first page will address the current Wild Fire situation as well as Fire Mitigation.
  - 2) Steve stated over 36,000 homes are in the Colorado Springs Wild Fire/Urban Interface area yet only about 10% of these homes have participated in Wild Fire Mitigation efforts.
- b. Steve stated the Newsletter should go out by the end of this week (15 June 2018)
- c. Sandy provided Steve the information on mail bulk rates for the newsletter. It turned out the Post Office does not consider us a Non-Profit organization for bulk rates. Both Steve and Marty agreed the commercial bulk rate process/costs was not efficient/cost effective for our mailings.
- d. The Newsletter will be printed on yellow sheets to be more eye catching.

- e. Steve stated the Owner database is now located in the cloud and will be used to address the Newsletter.
- f. Vicki suggested using Microsoft Mail Merge to simplify the mailing addressing.

CONO REPORT (John Cunning):

- a. John reported CONO lost their lease for their office on Cascade Avenue. They, therefore, cancelled their 14 June meeting and are concentrating on finding new office space.
- b. John also stated that we are not getting much helpful communications from CONO since the CONO leadership change.

HISTORY COMMITTEES (Janice Marie-Gallof):

- a. The next meeting of the History Committee will be Tuesday, June 19, 2018 at 6 P.M. at 2847 Marilyn Rd.
- b. Janice provided a history interview for the next newsletter.
- c. Janice also added some history program notes for the newsletter.

WELCOME COMMITTEE (Anne Hudnall)

- a. Anne priced some places for copies of the info contained in the welcome packets. Best price was through Documart at 158.50 plus tax. This included 320 copies of 8 stapled, double sided sheets of paper.
- b. Saw Steve 5 June and he is checking an additional source.
- c. Steve suggested looking at the tabs in the current package and determine if they are still relevant.
- d. Steve suggested Anne make 10 copies of the current Welcome package for interim use.

MEMBERSHIP COMMITTEE ((Steve Paradis)

- a. No report

COVENANTS COMMITTEE (Dave May)

- a. See Old Business discussion.

SAFETY COMMITTEE (Open)

- a. No report

SOCIAL COMMITTEE (Open)

- a. No report

OLD BUSINESS

- a. Garbage Service:

- 1) Marty reported that seven current/past Board members have signed up for Waste Connections trash service.
  - 2) Steve stated with these seven, we will ensure we have the process for payments working before we extend the service offer to HOA members.
  - 3) Steve also stated communications with Waste Connections has been very good with them responding quickly to our queries.
  - 4) Marty checked and the Carry Out quoted price was an added cost to the curbside cost.
  - 5) We have invited Waste Connections to the Annual Homeowners meeting to address any service questions.
  - 6) Waste Connections has volunteered to provide trash bins for the picnics. We will also have information tables available for people to learn about the service.
- b. Covenants Legal Counsel Status
- 1) Steve reported Dave, Sandy and he met with Aaron Goodlock, Orten, Cavanaugh & Holmes Community Association Attorney, on 7 June 2018, and Aaron agreed to the work required and the associated timeline.
  - 2) Aaron submitted his comments on the Covenants on 12 June 2018. Dave and Sandy will meet this week to assess his recommendations
  - 3) Aaron will submit comments on the Bylaws and Policies, Operating Procedures, and Rules by 30 June 2018.
  - 4) The documents will be ready to print by 20 July 2018.
  - 5) The document package will be distributed to Owners in August 2018.
  - 6) The Townhalls will be conducted on 8 September 2018 starting at 9 AM and 20 September starting at 7 PM.
  - 7) Aaron will be at the Townhall meetings to answer legal questions.
  - 8) The Annual meeting will be on 13 October 2018 and the voting will be opened.
  - 9) The voting will close in mid-December 2018.
  - 10) If approved, the new Covenants will go into effect 1 January 2019.
  - 11) Dave stated the critical period for getting the documents completed and ready for distribution is mid-July to mid-August.
  - 12) Dave expressed concerns on how we will lay out the vote (i.e., the voting process). In the past, Covenants were amended using one heading and the signatures and dates of approval. With the last Century Heights amendment, mailed out ballots were used.
  - 13) Dave believed we needed to identify the filing and address as well as the signature and date to better track the votes.
  - 14) Vicki asked what happens if the husband and wife owners disagree? How do they handle the vote? Steve said he would bring this issue up with Aaron.
  - 15) Steve agreed with Dave that we need to work the voting process and Steve and Dave will meet next week to discuss ballot contents and voting processes.
  - 16) Steve stated we are asking the Owners to approve the Covenants and approve the transfer of enforcement authority to the HOA.
  - 17) Steve reported that Aaron stated that Owners can sue the Board, once the Covenants are approved and enforcement authority transfer to the HOA, if the HOA does not enforce the Covenants.
  - 18) Dave stated Aaron recommended general liability insurance. Steve will meet with a Broker to look at insurance options.

- 19) Steve stated approximately 315 homes are covered by existing, active Covenants but the Covenants, today, are enforced neighbor to neighbor.
- 20) Steve stated we will never get 100% approval. Conflicts, however, can be mitigated with good communications.
- 21) Dave stated the Townhalls are for the Owners to receive information and not to recommend changes. He also stated that a committee of Owners, not the Board, created the updated Covenants.
- 22) Dave asked if sending all the governing documents to Owners, was that too much for them to absorb? Steve suggested using a series of postcards providing a sort of Cliff notes on the Covenants to the Owners before the Townhalls. Steve also stated the Covenants will be reported on at the Townhall and again at the Annual meeting.
- 23) John stated that Owners need to be aware that Covenants go with the land when they purchase.
- 24) Janice added that, since the majority of the Covenants reflect City Code, people cannot argue with City Code.
- 25) Dave stated the first page of the governing documents package must be designed to get the attention of the Owners. John added we need to put a positive spin on the front page.
- 26) Vicki stated we need to show why we are updating the Covenants and suggested a poster board at the entrance for the Townhall meeting identifying the rationale for the updates. Steve agreed this was a good idea.
- 27) Sandy mentioned that neighborhoods with Covenants retain their property values. Steve agreed and gave Village 7 as an example of what happens when Covenants lapse.
- 28) Dave recommended an early August Board meeting be dedicated to planning the Townhall meetings.
- 29) Janice suggested mailing the Covenants out before the party might have a negative effect. All agreed and Steve stated the mailing would go out the end of July, after the party. However, we should be prepared to discuss the Covenants at the party.
- 30) Vicki stated she rents out a room in her basement to one person on a month-to-month basis. She likes that flexibility and does not want to rent on a six-month lease. She also asked if the Covenants would prohibit renting out a second room to another person. Steve said he would consult with Aaron further on renting.
- 31) John stated we need to get people to the meetings and cited the poor attendance at the last Fire Mitigation meeting. Steve stated postcards and email blasts would be used to try to improve attendance.

c. Block Party Planning

- 1) The next Board meeting will concentrate on the Block Party planning.
- 2) Janice asked, with the Townhalls in September, did we have time to plan and hold a party also in September/ All agreed we should cut back to one party in July.
- 3) The July party will be between 4:30 and 6:30 PM.

d. Fire Mitigation

- 1) Results of Chipping Effort
  - a) Sandy reported that Ashley Whitworth, Colorado Springs Fire Department, will, but has not yet, add the Chipping data to the Firewise page..
- 2) Community Wildfire Strategic Plan -No progress to date. The Fire Mitigation office is currently down to two people and this has delayed the work on the Community Wildfire Strategic Plan

3) Status of Fire Mitigation Support for Elderly

- a) Steve has provided Jeremy Taylor, Colorado Springs Fire Department, asset of dates to review elderly owned properties for Fire Mitigation.

The meeting was adjourned at 7:20 PM.

The next regularly scheduled meeting will be: **Tues, 10 July 2018 at 5:30 pm at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909, and will concentrate on Party planning.**

Respectfully submitted,  
Sanford Gallof, Secretary  
**CCHOA BOARD**

**Board Positions as of Nov 2017:**

President ..... Steve Paradis  
Vice President .. Janice Marie-Gallof  
Treasurer ..... Marty Henderson  
Secretary ..... Sandy Gallof

**Chairman Architectural Control Committee (open) (Committee presently merged with Covenants for time being)**

At-Large ..... Hayden Gregory.....Assistant Treasurer  
At-Large ..... John Cunning.....CONO Representative  
At-Large ..... Dave May.....Covenants  
**At-Large ..... (open).....Safety Committee**  
At-Large ..... Vicki Tostanoski.....Chief Information Officer - Communications  
**At-Large ..... (open).....Social Committee**  
At-Large ..... Anne Hudnall.....Welcome Committee

**COMMITTEES:**

- **COVENANTS/ARCHITECTURE:** BOARD COORDINATOR - Dave May  
MEMBERS: Peter Ashby, David Corrow, Ivan Davidson, Sandy Gallof, Eugenia Nelson, Vonney Northrop, Curt Torrence, Bob Werschky
- **SAFETY: BOARD COORDINATOR - OPEN**  
MEMBERS: Butch Bancroft, Sandy Gallof, Marty Henderson, Joe Adducci
- **WELCOME:** BOARD COORDINATOR – Anne Hudnall  
MEMBERS: Deb Berwick, Mary Corrow, Grace Yenne, Dorothy Hornby, Jen Williamson, Shari Walker, Mary Masters
- **HISTORY:** BOARD COORDINATOR- Janice Marie-Gallof  
MEMBERS: Mary Corrow, Deb Berwick, John Potterat, Judie Werschkey
- **SOCIAL: CHAIRPERSON - OPEN**  
SOCIAL MEMBERS: Patty Pettus, Michelle Secor, Eugenia Nelson
- **MEMBERSHIP:** BOARD COORDINATOR – Marty Henderson (maintains database)  
MEMBERS: Bruce Hanson, Susan Henderson, Dorothy Hornby, Kim Lieder, Mary Masters
- **COMMUNICATIONS:** BOARD COORDINATOR - Vicki Tostanoski  
MEMBERS: Susan Bancroft
- **CONO:** BOARD COORDINATOR - John Cunning  
MEMBERS: **It was suggested Board members should rotate attendance**

**ATTACHMENT 1 – AGENDA FOR THE MEETING  
Board Meeting Agenda**

**12 June 2018**

**Ascension Lutheran Church, 2505 North Circle Drive,  
Colorado Springs, CO 80909**

1. Convene **5:30 am**
2. Roll Call
3. Reading and Approval of Minutes of Previous Meeting
4. Approval of Financial Report
5. Status Reports of Standing (permanently established) Committees (Reports to be provided prior to Board Meeting. Time allocated at Board Meeting only if committees have issues for Board consideration)
  - a) Communications
  - b) CONO
  - c) Covenants/Architecture
  - d) History
  - e) Welcome
6. Old Business (matters previously introduced which have come over from the preceding meeting)
  - a) Garbage Service
  - b) Covenants Legal Counsel Status
  - c) Block Party (Picnic) Planning
7. New Business (matters initiated in the present meeting)
  - a) Communications
    - 1) Newsletter (Fire Mitigation, Picnic, Covenants)

b) Way Ahead for Covenants

- 1) Legal Counsel Review Complete 15 July
- 2) Covenants Compliance Committee Nominations
- 3) Printing/Distributing Governing Documents 20 July/15 August
- 4) Townhall Planning (for 8 Sep AM/20 Sep PM meetings)
- 5) Annual Meeting Presentation/Open Vote 13 Oct
- 6) Close Vote December
- 7) In Place Effective Date 1 Jan 2019

c) Fire Mitigation

- 1) Results of Chipping Effort
- 2) Community Wildfire Strategic Plan
- 3) Status of Fire Mitigation Support for Elderly

8. Adjourn

# ATTACHMENT 2 TREASURER'S REPORT: RECONCILIATION SUMMARY

10:28 AM  
06/01/18

Country Club Homeowners Association  
Reconciliation Summary  
US Bank -Operating, Period Ending 05/31/2018

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	May 31, 18
Beginning Balance	7,359.92
Cleared Transactions	
Checks and Payments -3 items	-577.88
Deposits and Credits -2 items	400.00
Total Cleared Transactions	<u>-177.88</u>
Cleared Balance	<u>7,182.04</u>
Register Balance as of 05/31/2018	7,182.04
Ending Balance	7,182.04



# ATTACHMENT 3 TREASURER'S REPORT: RECONCILIATION SUMMARY-RESERVES

10:30 AM  
06/01/18

Country Club Homeowners Association  
Reconciliation Summary  
US Bank -Reserve, Period Ending 05/31/2018

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	<u>May 31, 18</u>
Beginning Balance	845.80
Cleared Transactions	
Deposits and Credits -2 Items	<u>15.00</u>
Total Cleared Transactions	<u>15.00</u>
Cleared Balance	<u><u>860.80</u></u>
Register Balance as of 05/31/2018	860.80
Ending Balance	860.80

**ATTACHMENT 4**  
**TREASURER'S REPORT: DUES COLLECTION**

As of May 31 2018			
Sources	Number	\$ Amount	
2018 Dues paid in 2017	7	\$210.00	
2018 Dues paid via PayPal with credit card	24	\$691.92	Fee of \$1.17 per transaction
2018 Dues Paid via PayPal via checking account	1	\$30.00	No transaction fee
2018 Dues Paid via USPS	118	\$3,540.00	
2018 Dues Paid Via USPS odd amount	1	\$35.00	
2018 Dues Paid via cash	1	\$30.00	
Totals for 2018	152	\$4,536.92	
% of 315 Homes that Paid 2018 Dues	48.25%		
2019 Dues Paid USPS	1	\$30.00	
Totals for 2019	1	\$30.00	
Total Dues received in 2018	153	\$4,566.92	
Operating Account Balance		\$7,182.04	
Reserve Account Balance		\$860.80	
Total HOA Funds		\$8,042.84	