

“Dedicated to building our community.”



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MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 14 June 2022

The June Board Meeting was held via Zoom. President Marty Henderson called the meeting of the CCHOA Board to order at 6:30 PM on 14 June 2022.

Present: Marty Henderson, Bill Hoover, Amanda Schneider, Ken Francois, Vicki Tostanoski, and Dorothy Hornby.

Absent: Steve Paradis & Sandy Gallof

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETINGS:

- a. The minutes of the previous regular Board meeting held on 10 May 2022 were presented. The minutes were approved unanimously.

FINANCIAL REPORT (Ken Francois):

- a. The Treasurer’s Financial Reports for the period ending 31 May 2022 are provided in Attachments 2-4.
- b. All three accounts, Trash, Operating and Reserve, reconciled to the bank statements.
- c. The board has \$12,688.44 available to spend.
- d. Ken went to do the 2021 taxes and discovered a few mistakes that needed to be corrected.
 - 1) The 2020 taxes were not filed.
 - 2) The 2019 taxes had incorrect income.
 - 3) Ken filed an extension for our 2021 taxes to give us time to sort this out.
- e. Marty & Ken met with Randy Chappell (CPA) and came up with a plan of action.
- f. Marty also confirmed the options with Hayden Gregory (CPA), who did the 2018 taxes.
- g. Marty completed and filed the 2021 and 2020 tax returns. He also sent an apology letter with the 2020 return for the lateness.
- h. Marty has amended the income for the 2019 tax return and it has been filed with the IRS.
- i. Marty met with Randy and Randy reviewed and confirmed his work before he filed them with the IRS.
- j. The Financial Reports were approved unanimously.

TRASH SERVICE REPORT (Marty Henderson)

- a. CCHOA picked up 2 more trash customers in May to bring the total to 181 homes using the HOA trash service. A couple of homes ordered a second recycle bin since pickup is bi-weekly again.
- b. Marty reconciled the June 1st bill, but Waste Connections still underpaid the CCHOA by \$53.23. They have underpaid \$433.43 for the year.

NEW BUSINESS

- a. Budget Review
 - 1) The expected income from HOA dues is \$822 short of what was originally estimated.
 - a) Continuing to pick up new trash customers should make up for some of this.
 - b) Marty stated he may have estimated too high the number of new customers that will be picked up this year.
 - c) There is a large enough excess funds from last year that the shortage should not be a problem.
 - 2) The HOA has received our first nonresident sponsor, AMC Painting, which is \$250 instead of \$150 for a resident ad. If the other existing sponsors decide to renew their ads in the fall, we will have \$100 more from ad income than budgeted.
 - 3) Dorothy has a \$150 budget for the Welcome Committee and she most likely will not use all of it this year as she still has several printed packets available for use.
 - 4) The budget review spreadsheet is available in attachment 5.
- b. Steve Paradis has resigned from the board.
 - 1) Steve wrote a letter to Marty stating that due to personal commitments he is resigning from the board. He was very pleased with the progress and activities of the Board.
 - 2) An updated CCHOA Organizational Chart is available in attachment 6.
- c. Complaint letter from Homeowner
 - 1) An anonymous letter was sent to each board member at Marty's address with no return address.
 - 2) The author complained about a neighbor and the neighbor's storage of an RV.
 - 3) The letter expressed frustration at what the author felt was favoritism and not enforcing the HOA covenants.
 - 4) Marty suggested that the board include an article in the next newsletter about the roles the board has in addressing complaints and covenants
 - a) Complaints should first be addressed directly with the perceived offender.
 - b) If violating city code then there is a city website that complaints can be filed.
 - c) The CCHOA is voluntary and does not have the ability to enforce covenants.

- d. Communications Update
 - 1) Vicki has not received a discount code yet for Wix to begin the transition to the new website host.
 - 2) Vicki is dealing with a current issue of being billed for a Wix account even though she does not yet have an account.

- e. Newsletter Overview
 - 1) Marty is concerned that email may not be the best way to communicate the newsletter as it appears to be going to junk or promotion folder for a lot of recipients.
 - 2) Marty wanted the board to brainstorm on ways that the newsletter can be better communicated.
 - 3) The newsletter contains a lot of important information for the neighborhood, and he wants to ensure that it is being read.

- f. Review of Garage Sale & Neighborhood Clean Up
 - 1) Amanda stated that overall the weekend went well. Those that participated in the garage sale provided feedback that they felt it was well organized and a few neighbors emailed to thank the HOA for the dumpsters.
 - a) Maps were provided at each garage sale location with a QR code that could be scanned to get a digital copy of the map.
 - b) An ad was placed in the garage sale section of the Gazette.
 - c) There were several signs put out in the neighborhood.
 - 2) There were issues with folks overfilling the dumpsters and putting in items that were prohibited.
 - a) The biggest offenses were in the dumpster at Holiday and Marilyn. Amanda took responsibility for this as she did not put a sign on the dumpster with the list of prohibited items, and by Saturday morning it was already overflowing.
 - b) Solutions to how this can be prevented next year will be discussed by the social committee.
 - c) The dumpster located at Amanda's house was only half full by the time it was picked up. This may not be a great location since it was in her driveway and not on the street.
 - 1. Dorothy suggested next year we consider putting it somewhere on Austin Drive to make it more available to that part of our community.

- g. Safety
 - 1) Sandy was not present at this meeting, but sent an email to the board members earlier in the week with the latest meeting minutes from HNP.
 - 2) Sandy stated in his email that ReToolCOS and ConnectCOS remain the biggest issues with HNP.

- h. CONO University
 - 1) Bill has graduated CONO university.
 - 2) The Old North End had 7 members that went through CONO university so Bill was wondering if should increase our participation within the organization, as a large presence equals greater representation.
 - 3) Bill encouraged board members to spread the word about attending CONO and joining these neighborhood networks. Marty suggested an article in the next newsletter to encourage other neighbors to participate.
 - 4) Bill has a call on Tuesday for more information on the next steps forward for CONO participation

- i. Welcome Committee
 - 1) Dorothy stated that things have been slow and there has not been a lot of turnover in the neighborhood.
 - 2) The house listed for sale on Country Club recently dropped its list price.

- j. July Meeting
 - 1) The July board meeting is cancelled due to lack of urgent business.
 - 2) The Board will have a social event at Marty's house at 4:30PM on July 12th.
 - 2) The next regularly scheduled meeting will be: **Tuesday, 9 Aug 2022 at 6:30 pm**. The next meeting will be via Zoom.
 - 3) Amanda stated that the next social event will be the Ice Cream Social with live music on July 16th from 2-4p.m.
 - a) Bill has a friend that will be providing the live music.
 - b) Amanda told Bill that the amount in the budget for live music was \$100/hour.
 - c) Amanda stated it will be held at Sandy's and Janice's driveway 2847 Marilyn Rd
 - 4) Amanda let Dorothy know that the owners at 3240 Austin Drive will be putting their house up on the market.

The meeting was adjourned at 7:12 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-LargeSandy 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
June 14, 2022

1. Convene **6:30PM via Zoom**
2. Roll Call
3. Approval of Minutes of Previous Meeting
4. Approval of Financial Report (Marty – 10 mins)
5. Mid-Year Budget Review (Marty/Ken – 5 mins)
6. Steve Paradis (Marty – 1 min)
7. Homeowner complaint letter (Marty – 5 mins)
8. Communications (Vicki)
 - a) Review of Newsletter (Vicki/Marty – 5 mins)
 - b) Update on WIX
9. Social Committee (Amanda)
 - a) Neighborhood Cleanup review (5 mins)
 - b) Garage Sale review (5 mins)
10. Safety (Sandy)
11. CONO Neighborhood University (Bill Hoover)
12. Additional Committee Updates – Please Email updates before Board Meeting (10 Mins)
 - a) HNP – Sandy
 - b) Welcome – Dorothy
 - c) Trash - Marty
13. Expectations for July 12th Board Meeting – Marty (5 mins)
 - a) Board Social Event
 - b) Skip July Board Meeting?
 - c) Ice Cream Social – Amanda
14. Adjourn

**ATTACHMENT 2
Operating Reconciliation Detail**

8:00 AM
06/08/22

**Country Club Homeowners Association
Reconciliation Detail
US Bank - Operating, Period Ending 05/31/2022**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,788.05
Cleared Transactions						
Checks and Payments - 4 items						
Check	05/10/2022	Debit	Amazon	X	-28.06	-28.06
Check	05/24/2022	Debit	Dumpsters Made ...	X	-378.00	-406.06
Check	05/24/2022	Debit...	Dumpsters Made ...	X	-280.00	-686.06
Check	05/25/2022	Debit	Minuteman Press	X	-330.07	-1,016.13
Total Checks and Payments					-1,016.13	-1,016.13
Deposits and Credits - 6 items						
Deposit	05/20/2022			X	137.10	137.10
Deposit	05/20/2022			X	150.00	287.10
Deposit	05/20/2022			X	250.00	537.10
Deposit	05/24/2022			X	111.44	648.54
Deposit	05/25/2022			X	28.46	677.00
Deposit	05/25/2022			X	107.10	784.10
Total Deposits and Credits					784.10	784.10
Total Cleared Transactions					-232.03	-232.03
Cleared Balance					-232.03	1,556.02
Register Balance as of 05/31/2022					-232.03	1,556.02
New Transactions						
Checks and Payments - 1 item						
Check	06/10/2022	467	Henderson Martin...		-31.29	-31.29
Total Checks and Payments					-31.29	-31.29
Deposits and Credits - 1 item						
Deposit	06/01/2022				55.72	55.72
Total Deposits and Credits					55.72	55.72
Total New Transactions					24.43	24.43
Ending Balance					-207.60	1,580.45

ATTACHMENT 3
Reserve Reconciliation Summary

8:02 AM

06/08/22

Country Club Homeowners Association
Reconciliation Summary
US Bank - Reserve, Period Ending 05/31/2022

	<u>May 31, 22</u>
Beginning Balance	27,925.90
Cleared Transactions	
Checks and Payments - 1 it...	-5,000.00
Deposits and Credits - 1 item	<u>0.20</u>
Total Cleared Transactions	<u>-4,999.80</u>
Cleared Balance	<u><u>22,926.10</u></u>
Register Balance as of 05/31/2022	22,926.10
Ending Balance	22,926.10

ATTACHMENT 4
Trash/Recycle Reconciliation Summary

7:57 AM
06/08/22

Country Club Homeowners Association
Reconciliation Detail
CCHOA Trash-Recycle, Period Ending 05/31/2022

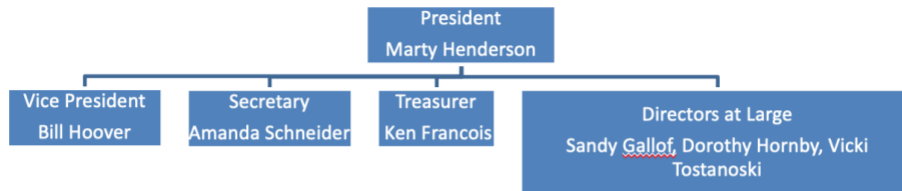
Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,988.63
Cleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	05/01/2022	EFT	Waste Connections	X	-2,421.14	-2,421.14
Total Checks and Payments					-2,421.14	-2,421.14
Deposits and Credits - 1 item						
Transfer	05/10/2022			X	5,000.00	5,000.00
Total Deposits and Credits					5,000.00	5,000.00
Total Cleared Transactions					2,578.86	2,578.86
Cleared Balance					2,578.86	6,567.49
Register Balance as of 05/31/2022					2,578.86	6,567.49
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	06/02/2022	EFT	Waste Connections		-2,424.54	-2,424.54
Total Checks and Payments					-2,424.54	-2,424.54
Total New Transactions					-2,424.54	-2,424.54
Ending Balance					154.32	4,142.95

ATTACHMENT 5
CCHOA Board June 2022 Budget Review

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Income				
Ads Income				
Sponsor-Res Both	150.00	800.00	-650.00	18.75%
Sponsor Non-Res Both	250.00			
Total Ads Income	400.00	800.00	-400.00	50.0%
HOA Dues Income				
Dues 2022	6,197.68	7,020.00	-822.32	88.29%
Total HOA Dues Income	6,197.68	7,020.00	-822.32	88.29%
Interest Earned	0.76			
Miscellaneous Income				
Donations	1.02	0.00	1.02	100.0%
Total Miscellaneous Income	1.02	0.00	1.02	100.0%
Total Income	6,599.46	7,820.00	-1,220.54	84.39%
Expense				
Board Activity				
Meetings	157.59	150.00	7.59	105.06%
Total Board Activity	157.59	150.00	7.59	105.06%
Communications				
Newsletter	623.15	1,200.00	-576.85	51.93%
Website				
Website - Other	0.00	193.00	-193.00	0.0%
Total Website	0.00	193.00	-193.00	0.0%
Welcome Committee	0.00	150.00	-150.00	0.0%
Total Communications	623.15	1,843.00	-1,219.85	33.81%
Computer & Software	399.00	500.00	-101.00	79.8%
HOA Meetings				
Block Party	0.00	730.00	-730.00	0.0%
Fall Activity		830.00	-830.00	0.0%
Garage Sale	686.06	880.00	-193.94	77.96%
Meeting Rental and Services	0.00	300.00	-300.00	0.0%
Refreshments	0.00	75.00	-75.00	0.0%
Spring Activity	387.02	405.00	-17.98	95.56%
Summer Activity	0.00	855.00	-855.00	0.0%
Total HOA Meetings	1,472.08	4,575.00	-3,102.92	32.18%
Insurance	0.00	900.00	-900.00	0.0%
Office Supplies	0.00	50.00	-50.00	0.0%
Printing & Copying	0.00	50.00	-50.00	0.0%
Professional Fees				
Annual Corp Report	0.00	10.00	-10.00	0.0%
Bank Fees	0.00	0.00	0.00	0.0%
CONO/HNP Dues	75.00	75.00	0.00	100.0%
Firewise Program	0.00	50.00	-50.00	0.0%
Total Professional Fees	75.00	1,135.00	-1,060.00	6.61%
Treasurer				
Dues Invoicing Postage	0.00	150.00	-150.00	0.0%
Total Treasurer	0.00	150.00	-150.00	0.0%
Total Expense	2,726.82	9,353.00	-6,626.18	29.15%
Net Income	3,872.64	-1,533.00	5,405.64	-252.62%

ATTACHMENT 6 CCHOA Organizational Chart

Country Club Homeowners Association (CCHOA) Organizational Chart June 15, 2022



SOCIAL Chairperson - Amana Schneider Members - Kala Loptien, Janice Marie-Gallof, Susan Henderson
~ Plan social events ~ Organize/logistics for social events ~ Encourage new social groups

MEMBERSHIP Chairperson - Marty Henderson
~ Maintain Discounted Trash Service ~ Receive and incorporate new/updated Owner info into database ~ Maintain email addresses ~ Create addresses for newsletter

SAFETY Chairperson - Sandy Gallof Members – Steve Paradis, Dave May , Bob Frye, Jason Carter
~ Advise/assist Owners in Crime Awareness / Crime Prevention ~ Advise/assist Owners in Fire Mitigation

CONO – Bill Hoover HNP – Sandy Gallof
~ Encourage participation in CONO/HNP efforts/events ~ Inform neighborhood of City planning activities ~ Advocate for neighborhood by bringing concerns to CONO/HNP for help/advice

COMMUNICATIONS Chairperson - Vicki Tostanoski Susan Henderson - Newsletter Editor
~ Maintain/manage website ~ Use email to send info to neighbors ~ Create/publish newsletter ~ Maintain Facebook Page

COVENANTS COMPLIANCE Chairperson - Open
Members – Dave May, Rich Northrop ~ Advise/assist Owners in neighborhood issues related to City Code/ Covenants ~ Research Owner-reported issues

WELCOME Chairperson - Dorothy Hornby Members – Jennifer Williamson, Mary Corrow, Maureen Logue, Sylvia Holt
~ Maintain welcome packet ~ Deliver welcome packet to new neighbors ~ First contact with HOA

CONO – Council Of Neighbors and Organizations
HNP – Historic Neighborhood Partnership