



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 BOARD MEETING – 10 March 2020

President Vonney Northrop called the meeting of the CCHOA Board to order at 5:35 PM on 10 March 2020 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

Present: Vonney Northrop, Sandy Gallof, Ken Francois, Marty Henderson, Dorothy Hornby, and Vicki Tostanoski.

Absent: Dave Corrow and Janice Marie-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 11 February 2020 were presented. Dorothy motioned that the minutes be approved. Vicki seconded the motion. The minutes were approved unanimously.

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Reports for the period ending 29 February 2019 are provided in Attachments 2-4.
- b. The HOA has \$6,723.57 available for its use. Marty did have an issue reconciling the Operating account for 2 reasons: 1) we were charged \$14 fee for the returned check last month, and 2) Marty accidentally deposited a \$30 dues check twice. Marty deposited via Mobile Deposit, and again at a bank branch. I didn't think the mobile deposit went through as it was an unusual check. Marty has contacted US Bank, and they will adjust the \$30 in March statement and no fee associated with it. Marty called the homeowner about the \$14 fee and she paid it.
- c. We added 3 new trash customers in January bringing out total to 103. The Social Committee had a meeting and Janie Howard sends out a newsletter to about 600 homes in our area. She asked if she can extend the trash discount to an additional 300 homes. and Marty checked with Waste Connections and they do not support extending the discount outside the HOA area..
- d. Marty had one resident contact me about the comments in the newsletter on recycling for Waste Connections and said they weren't accurate. Marty contacted Waste Connections and they used to ship their recycle to Denver, but now it goes to the GFL/Bestway recycle center here in Colorado Springs. They have a contract with GFL for recycling, and Marty is sure the other trash companies do as well. So, the recycle is still being processed and not going to the Landfill. It's critical though that it is "clean" recycle as noted on the top of the recycle bins. This resident is a bit of a detective, and she is taking a tour of the recycle center. She has volunteered to write an article for our next newsletter and Marty has encouraged her to provide us an article around this topic. It's exciting to have an article from a non-board member
- e. 164 homes have paid their dues for 2020 which is 52% of our homes. Our 2020 budget is expecting 170 homes, so we only need 6 more homes to pay their dues to hit budget for income.

- f. Marty submitted the State and Federal taxes for the HOA for 2019. We don't pay any taxes for several reasons, but we still need to submit our tax forms.
- g. Marty have no issues with the March bill from Waste Connections.
- h. PayPal's fee for using a credit card is 2.9% Plus 30 cents. For most annual trash bills, that's around \$5.00. Vicki and Marty need to get together and work out the wording and changing the website to allow this and add a fee in. Marty will contact Vicki on this. Maybe there is a way to add the fee dynamically depending on the amount charged.
- i. Marty also needs to get going on organizing the annual audit of the books. He need 3 folks for the audit committee. He will try and find some volunteers to help with the review of the books for 2019. Vonney asked if the auditors have to be HOA members. Sandy determined, via the Bylaws, that they do not (Bylaws state the Treasurer shall "Cause an annual audit of the financial records of the corporation at the end of each fiscal year either by an audit committee or a public accountant or certified public accountant, as directed by the Board of Directors").
- j. The Safety Committee wanted to send out a flyer to 58 homes East of Chelton Rd. Marty had extra stamps and envelopes so he printed the flyer, which was the insert in the newsletter, printed the address labels, and sent these out for the Safety Committee.
- k. Vonney motioned that the Financial Reports be approved. Vicki seconded the motion. The Reports were approved unanimously.

OLD BUSINESS

- a. Additional Benefits for Dues Paying Owners
 - 1) Vicki stated that benefits should save members money, like the trash service discount. She suggested having membership cards to identify dues-paying members.
 - 2) Ken suggested going to businesses and seeing if they will offer discounts to members.
 - a) Ken volunteered to check with Cheers and the Colorado Springs Country Club if they will consider discounts for our members.
 - b) Vonney volunteered to check with the Mark Reyner Stables.
 - c) Sandy suggested Janice or Susan Henderson check with Janie to see if she would give discounts for realtor services.
 - d) Vonney asked all to come to the next meeting with additional business suggestions (e.g., lawn service, cleaners, painters, etc.).
 - 3) Vonney motioned that if non HOA member businesses offer a discount to our HOA members, they be offered the member rate for their advertisement in our newsletters and web page. Marty seconded the motion. The motion was approved unanimously.
- b. Volunteer Requirements/Points of Contact: Deferred to next meeting.
- c. Ice Cream Social Location
 - 1) All agreed the Ice Cream Social should be from 2-4 PM on 12 September 2020.
 - 2) Marty suggested the Charter School as a possible location and will check on its availability/cost.
 - 3) Sandy will, likewise, check the availability of the Church.
- d. Block Party Date/Location
 - 1) Vonney suggested 18 July, 11 AM to 2 PM as the date and time for the Block Party. All agreed.
 - 2) Dorothy suggested John Gartin's driveway as a possible location. She will check with John to see if he is willing to serve as the location host.
- e. Education Opportunities
 - 1) Ken stated the most useful opportunities presented by CONO were
 - a) Community Association Institute (<https://www.caisoco.org>)
 - b) Department of Regulatory Agencies (<https://www.colorado.gov/pacific/dora/node/91506>)
 - c) City of Colorado Springs
 - I. Civic Engagement Program (<https://coloradosprings.gov/city-council/page/colorado-springs-civic-engagement-program>)
 - II. City Zoning Code (https://www.sterlingcodifiers.com/codebook/index.php?book_id=855)

- 2) Vonney asked all to review the opportunities and come to the next meeting with recommendations.

NEW BUSINESS

- a. Neighborhood Issues
 - 1) Vonney stated that Dave Corrow had notified her that he contacted the owner at 2751 Marilyn Road and they stated they have been told by the City that they have 15 days to remove the storage pod in the street. Dave was not sure who contacted the City but it was not a Board member.
 - 2) Sandy reported he has received all the certified letter confirmations from the Highland Acres Block 1 owners.
- b. Possible New Social Events/Ideas (see Social Committee Report, Attachment 5):
 - 1) Voluntary Directory All agreed not to pursue as an HOA-sponsored item.
 - 2) Book Club: All agreed if it was open to all HOA owners/renters.
 - 3) Food Drive: All agreed this was a good idea and will pursue as an event at the Annual Meeting.
 - 4) Social Hour: All agreed if open only to HOA members.
 - 5) Fall Food truck frenzy, tool shed, 4th of July parade, vendor guide: All agreed not to pursue.
 - 6) Contests (e.g., best front yard): All agreed to pursue.
 - 7) Neighborhood cleanup: All agreed to pursue.
 - 8) HOA Garage Sale: All agreed to Janie Howard's suggestions (i.e., Janie also is willing to help with the HOA garage sale by providing more signs, banners, goodie bags for participants with a "funded by" label).
- c. Fire Mitigation Meeting Feedback (See Safety Committee Report, Attachment 6)

STATUS REPORTS OF STANDING COMMITTEES

- a. Social/Welcome (Attachment 5)
- b. Communications: No report.
- c. CONO
 - 1) Ken stated the next CONO Support Group Meeting will be on 11 March 2020 with the subject being Crime Prevention.
- d. Covenants: No report.
- e. History (Attachment 5)
- f. Safety (Attachment 6)

Vonney motioned the meeting be adjourned. Dorothy seconded the motion. The meeting was adjourned at 6:50 PM.

The next regularly scheduled meeting will be: **Tuesday, 14 April 2020 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 2019:

President Vonney Northrop
Vice President . Janice Marie-Gallof
Treasurer..... Marty Henderson
Secretary..... Sandy Gallof

At-Large Dorothy Hornby
At-Large David Corrow.....Covenants Compliance Committee Chairperson
At-Large Ken FrancoisCONO Representative
At-Large Vicki Tostanoski.....Chief Information Officer - Communications

COMMITTEES:

- COVENANTS/ARCHITECTURE: CHAIRMAN - Dave Corrow
MEMBERS: Dave May, Rich Northrop
- SAFETY: BOARD COORDINATOR Sandy Gallof
MEMBERS: Bob Frye, Steve Paradis, Dave May
- 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
MEMBERS: Susan Henderson (Newsletter),

ATTACHMENT 1

**Board Meeting Agenda
10 March 2020**

**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) Additional Benefits for Dues Paying Owners
 - b) Volunteer Requirements/Points of Contact
 - c) Social Location
 - d) Block Party Date/Location
 - e) Education Opportunities
6. New Business
 - a) Neighborhood issues
 - b) Possible New Social Events/Ideas
 - c) Fire Mitigation Meeting Feedback
7. 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) Social/Welcome
 - b) Communications
 - c) CONO
 - d) Covenants
 - e) History
 - f) Safety
8. Adjourn

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

As of February 29 2020			
Sources	Number	\$ Amount	
2020 Dues Paid USPS	158	\$4,740.00	15 more since last month
2020 Dues Paid via PayPal	6	\$172.98	same as last month
2020 Dues Prorated	0	\$0.00	
2020 Dues Paid Extra	1	\$20.00	same as last month
Totals for 2020	164	\$4,932.98	
% of 314 Homes that Paid 2020 Dues	52.23%		
2021 Dues Paid USPS	0	\$0.00	
2021 Dues Paid via PayPal	0	\$0.00	
2021 Dues Paid Extra	0	\$0.00	
Totals for 2021	0	\$0.00	
% of 314 Homes that Paid 2021 Dues	0.00%		
Operating Checking Account Balance		\$19,289.50	
Commitment to Waste Connection		\$12,600.94	
History Book Fund		\$325.79	
Operating Balance		\$6,362.77	
Reserve Account Balance		\$360.80	
Total Available HOA Funds		\$6,723.57	

**ATTACHMENT 3
TREASURER'S REPORT: RECONCILIATION Detail**

3:18 PM
02/29/20

**Country Club Homeowners Association
Reconciliation Detail
US Bank - Operating, Period Ending 02/29/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						19,988.50
Cleared Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	02/01/2020	EFT	Waste Connections	X	-1,253.60	-1,253.60
Check	02/03/2020	Debit	USPS	X	-110.00	-1,363.60
Check	02/03/2020	Debit	DocuMart	X	-75.60	-1,439.20
Check	02/14/2020	439	Marty Henderson	X	-188.33	-1,627.53
Check	02/14/2020			X	-14.00	-1,641.53
Total Checks and Payments					-1,641.53	-1,641.53
Deposits and Credits - 12 items						
Deposit	02/01/2020			X	30.00	30.00
Deposit	02/12/2020			X	60.00	90.00
Deposit	02/13/2020			X	60.00	150.00
Deposit	02/14/2020			X	174.20	324.20
Deposit	02/15/2020			X	60.00	384.20
Deposit	02/20/2020			X	30.00	414.20
Deposit	02/20/2020			X	60.00	474.20
Deposit	02/21/2020			X	174.20	648.40
Deposit	02/21/2020			X	174.20	822.60
Deposit	02/23/2020			X	30.00	852.60
Deposit	02/27/2020			X	60.00	912.60
General Journal	02/29/2020	85		X	30.00	942.60
Total Deposits and Credits					942.60	942.60
Total Cleared Transactions					-698.93	-698.93
Cleared Balance					-698.93	19,289.57
Uncleared Transactions						
Checks and Payments - 2 items						
Check	01/09/2020	436	Delozier Robert		-95.40	-95.40
Check	02/03/2020	438	Gallof Sanford		-50.80	-146.20
Total Checks and Payments					-146.20	-146.20
Total Uncleared Transactions					-146.20	-146.20
Register Balance as of 02/29/2020					-845.13	19,143.37
Ending Balance					-845.13	19,143.37

**ATTACHMENT 4
TREASURER'S REPORT: RECONCILIATION Summary**

3:19 PM
02/29/20

**Country Club Homeowners Association
Reconciliation Summary
US Bank - Reserve, Period Ending 02/29/2020**

	<u>Feb 29, 20</u>
Beginning Balance	360.80
Cleared Balance	360.80
Register Balance as of 02/29/2020	360.80
Ending Balance	360.80

ATTACHMENT 5

Social Committee Report

HOA Social Committee, Garden Group, and History Book Delivery Reports for February 2020

Susan Henderson and Janice met with Janie Howard, a new homeowner on Country Club Drive.

Just as we suspected, Janie was very willing to provide us with lots of ideas for HOA social events and ways to help neighbors to connect with each other.

The most appealing ideas included:

1. A voluntary directory of homeowners' names; addresses; phone numbers; kids names, ages, and schools; and miscellaneous information. A newsletter article could gauge the interest in the creation of a directory. It would be printed and distributed to those participating. Janie would compile and fund this, with a byline that it is funded by her realty firm.
2. Book club to be initiated with a newsletter article – Susan will write an article to gauge interest. If there is interest, she will host the first meeting.
3. Food drive for needy which could occur at the annual meeting. Food donations could be given to Ascension food pantry, which is another way we can give back to the church that provides the HOA with a meeting place.
4. Neighborhood Social Hour gathering which would be best held at someone's home. Marty and Susan will host the first one tentatively on June 12. Should these events be limited to HOA members only?

Her other ideas we briefly discussed were: Fall food truck frenzy, tool shed, neighborhood cleanup, 4th of July parade, vendor guide, contests, e.g., "best Christmas lights", "best landscaping in HOA

Janie also is willing to help with the HOA garage sale by providing more signs, banners, goodie bags for participants with a "funded by" label); a newsletter article "home helper column" related to buying and selling homes; and a Facebook Neighborhood Group which she has already started.

GARDEN/LANDSCAPING GROUP

Thirteen homeowners have expressed an interest in the group. Our first meeting will be held at my house 3/15 at 3 pm; seven plan to attend. A few who are unable to attend have provided ideas on the location and frequency of meetings and activities.

HISTORY BOOK DELIVERY

AS of 3/10/20 27 books remain to be delivered.

27 books are "on hold". Note: recently a house on Holiday Place refused the book.

ATTACHMENT 6
Safety Committee Report

Safety Committee Report, 9 March 2020

The annual Fire Mitigation meeting, held on 7 March 2020, was attended by 38 neighbors, much better attendance than last year. Several attendees were recent newcomers to the neighborhood and 2-3 were actually from outside our HOA.

The presentation by Ashley Whitworth, CSFD Fire Mitigation Team, was very well received and many questions were asked and answered. Ashley provided us a copy of her presentation which will be posted on our web site for those who could not attend or want to review the presentation.

Ashley also stated that several people called her before the meeting saying they could not attend but wanted to set up on-site consultations.

We spent approximately \$43 for food, well below the budgeted \$75, and still had food left over. Selecting multiple types of pastries, rather than just one type, proved to be popular with the attendees.

Overall, the meeting proved to be a success and provided valuable information that will help protect our neighborhood.

Recommendations:

Reach out next year to the entire Country Club area (Paseo to Maizeland) via flyers, emails, and personal contacts.

Advertise meeting will be only 1-1.5 hours vs the two hours we stated this year (since Ashley's presentation was only one hour long).

Send out flyers for chipping program signup and CSFD on-site consultations.