

“Dedicated to building our community.”



www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 13 Sep 2022

The September Board Meeting was held via Zoom. President Marty Henderson called the meeting of the CCHOA Board to order at 6:31 PM on 13 Sep 2022.

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

Absent: None

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETINGS:

- a. The minutes of the August Board meeting held on 9 Aug 2022 were presented. The minutes were approved unanimously.

FINANCIAL REPORT (Ken Francois):

- a. The Treasurer’s Financial Reports for the period ending 31 Aug 2022 are provided in Attachments 2-5.
- b. All three accounts, Trash, Operating and Reserve, reconciled to the bank statements.
- c. The Board currently has \$11,249.29 available for CCHOA use.
- d. August was a quiet month, and our biggest expense was paying the trash bill.
- e. Two new homeowners joined the CCHOA in August and signed up for the trash program.
- f. Ashlyn Congdon, the new bookkeeper, and Ken met a few times in August to get her familiar with the CCHOA QuickBooks structure and processes.
 - 1) Ashlyn put about 5 hours of work into reviewing how the QB tool is set up, cleaning up and consolidating the CCHOA accounts and reconciling bank statements.
 - 2) Ashlyn has also recommended a few changes to our QB structure to better utilize the efficiency and power of the tool. She's off to great start!
- g. The Financial Reports were approved unanimously.

TRASH SERVICE REPORT (Marty Henderson)

- a. The Sept trash bill reconciled, and it was \$12.80 in our favor. That brings the total \$424.77 in our favor for the year.
- b. CCHOA dropped 2 homeowners due to folks moving out of the neighborhood, and we are down to 179.

NEW BUSINESS

a. Upcoming Newsletter

- 1) Susan stated that this year's newsletter will follow a lot of last year's format.
- 2) Susan suggested the following articles:
 - a) An article about the annual meeting will take center stage and the second page will be an announcement of the annual meeting and the agenda.
 - b) There will be a page requesting volunteers and Amanda will make an electronic version for those that receive the newsletter electronically.
 - c) Susan stated it will be good to have an additional article about preventing theft from autos.
 - d) Susan will ask Heidi Spellman to provide an overview on the Garden Club.
 - e) Amanda will write up a summary of the activities from the social committee and will include details on the fall clean up.
 - f) Susan asked if we want an article on the Historical partnership relationship.
 - g) Dorothy will do an article on the number of welcome packages that have been provided to our new community members this year.
 - h) Ken will do a financial summary article for the year.
 - i) Marty will do a trash article and also an article on the new bookkeeper and the new website.
 - j) Marty and Susan will also write an article on CCHOA volunteers and recognizing those that have been vital to the organization.
 - k) Bill will write an article his experience in CONO and the need for additional members of our community to join CONO.

b. Annual Meeting

- 1) The annual meeting will be Nov 5th, 9:00-11:00AM, at the Ascension Lutheran Church.
- 2) City Council member Nancy Henjum will come to the annual meeting and give a short talk and take questions.
- 3) There are two "director at large" positions that will go on the ballot for the annual meeting:
 - a) Maureen Logue has agreed to serve as the Welcome Committee chairperson and will be on the ballot.
 - b) Vicki has agreed to serve another term as Communications Chairperson, so she will be on the ballot as well.
 - c) Both are running unopposed unless someone comes forward and volunteers or someone at the Annual Meeting adds someone to the ballot.
 - d) Sandy is resigning his position of "Director At-Large" due to his move to FL, and Steve Paradis has agreed to assume his position.
- 4) Marty will give a trash review and Ken will give a financial review.
- 5) The CCHOA will provide coffee and cookies.

- c. Bootstrap Proposal for New Website
 - 1) Information was provided from Bootstrap via email on maintenance and information migration.
 - a. It would be a \$75 monthly fee for maintenance by Bootstrap.
 - b. The current quote is for migrating information from the old website as it is currently organized. If the CCHOA wants to eliminating some of the content then that will decrease the price of the quote.
 - c. The initial proposal from Bootstrap is included in Attachment 6.
 - 2) Marty asked Vicki if we are ready to vote on the proposal.
 - a) Vicki asked Ken if he had gotten his questions answered.
 - a. Ken stated he has some reservations about going forward with the proposal because he would like additional detail about how the page will look and information that would be included.
 - b. Ken wanted to ensure that the money being spent is producing the intended outcome.
 - c. The board discussed their opinions on moving forward with the proposal and all agreed that a more modern website will help with communication and participation in the HOA.
 - 3) Marty reiterated that the CCHOA asks a lot from our board members and it would be in the board's best interest to outsource some of the functions to ensure continuity over the years and not burn-out our volunteers.
 - 4) The proposal was passed unanimously by the board.
 - 5) Vicki asked if Marty can write up a mission statement of CCHOA to share with Bootstrap to explain what we do as a volunteer HOA. Marty agreed and the write-up is included in Attachment 7.
- d. Country Club Acres (CCA)
 - 1) Marty provided an Update on the inclusion of CCA into CCHOA.
 - a) The next step is for the members of CCA to send out a petition to their 40 homes about being included in CCHOA. A majority vote is needed by the participants of CCA to move forward with the request.
 - b) If there is a majority from CCA, then the petition will be presented to the CCHOA board.
 - c) If approved by the CCHOA board, our lawyer then adds in the inclusion of CCA into the Articles of Incorporation from 1999 and files it with the city. This would cost a few hundred dollars.
 - e) Since we are already a client to the law firm, they would bill CCHOA and CCA would pay us for the amount.
 - f) Waste Connections confirmed they would offer the discounted amounts to CCA.
 - 2) Sandy brought up a concern that CCA seemed to originally want to join our HOA due to an issue with one neighbor.

- a) Marty stated that he spoke with the representatives of CCA and reiterated that this is not an issue that CCHOA will get involved with. As a voluntary HOA we do not have the authority in matters such as these.
 - b) Marty was assured by the CCA representatives that this is not why they wish to join CCHOA.
- e. Social Committee Update
- 1) The block party is set for 24 Sept, 11a.m.-2p.m., along Grandview Lane, between Marilyn Rd and Country Club Drive.
 - a) At the time of the meeting there were 33 adults and 3 kids who had RSVP'd yes to attending.
 - 2) Amanda has applied for and received a permit from the city for blocking off the street. She has also coordinated for traffic barriers day of the event.
 - 3) Fall Clean Up is scheduled for 14-15 October. Amanda will coordinate reserving dumpsters. Locations for the dumpsters needs to be determined to best serve the community.
- f. Safety Committee
- 1) Sandy reported that there was a car that was broken into on Marilyn Rd last month.
- g. Historic Partnership Agreement
- 1) Sandy stated that people in the HNP are expressing concern about the way the 5G towers look that the city is putting up for the 5G network.
 - 2) There will be a big turn over on city council since many terms are up and other members are running for other positions.
- h. CONO Update
- 1) Bill had to leave early, so no update was provided on CONO.
- i. Welcome Committee
- 1) Dorothy will not be continuing as the Welcome Committee Chair and has asked Maureen Loge to take over as chair after the November annual meeting.
 - 2) Dorothy stated that there were about 4-5 houses that sold in the neighborhood last month.
- j. Next Board meeting
- 1) The next HOA board meeting is scheduled for October 11th 2022 via zoom.
 - 2) The following items will be discussed:
 - a) Finalize agenda for Annual Meeting
 - b) Review of the Block Party
 - c) October Fall Cleanup

The meeting was adjourned at 6:35 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-Large.....Sandy 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
13 Sep, 2022

1. Convene 5:30PM via Zoom
2. Join Zoom Meeting
3. Approval of Minutes of Previous Meeting.
4. Approval of August Financial Report (Ken – 5 mins)
5. October Newsletter (Susan – 20 mins)
 - a) Annual Meeting – Nov 5th 9:00AM through 11:00AM at the Ascension Lutheran Church
 - i. Bill Hoover is checking to see if City Council Member Nancy Henjum can come to our Annual meeting and give a short talk and take questions. If she agrees, she will fill a slot after the Opening, and we will adjust the times for the rest of the meeting to keep to the 11:00AM adjournment.
 - ii. Agenda
 1. 9:00 – 9:30 Check in and time to meet your neighbors
 2. 9:30 – 9:40 – Opening/Introductions
 3. 9:40 – 9:55 – 2022 in Review
 4. 9:55 – 10:10 – Board Nominations and Vote
 5. 10:10 – 10:25 – Collect/count Ballots, Trash Service and Financial Status Review during Ballot Count
 6. 10:25 – 10:30 Announce Voting Results and Seat New Board
 7. 10:30 – Adjourn
 - iii. Ballot – only 2 positions to fill, Welcome and Communications
 - iv. Volunteer Sheet
 - v. Safety Article
 - vi. Article on Social activities
 - vii. HNP
 - viii. Trash Billing for 2023
 - ix. 2022 Trash Review
 - x. 2022 Financial Review
 - xi. ?
6. Communications, Review of attached proposal by Bootstrap to modernize our website to Squarespace technology (Vicki/Marty – 10 mins)
7. Update on Country Club Acres (Marty – 5 mins)
 - a) Lawyer’s response indicated a straightforward path
 - b) Country Club Acres needs to send out a petition to join our HOA and have a majority approval from the homeowners. I have drafted a petition for them that

will be reviewed by Susan and Steve before sending to our CCA contact. CCA is currently focused on 1 homeowner who is openly violating city code and their covenants.

- c) If they get that approval, they will present the results to the CCHOA Board, and we vote on whether to accept them into our HOA.
 - d) The lawyer will then amend our Articles of Incorporation to include CCA subdivision and file with the Secretary of State. This would cost a few hundred \$.
 - e) Since we are already a client to the law firm, they would bill us and CCA would pay us for the amount
 - f) Waste Connections confirmed they would offer the discounted amounts to CCA as well.
- 8. Social Committee (Amanda 10 mins)
 - a) September Block Party
 - b) Oct Fall Cleanup
 - 9. Safety (Sandy 5 mins)
 - 10. HNP - Sandy
 - 11. CONO (Bill Hoover)
 - 12. Welcome – Dorothy
 - 13. Trash - Marty
 - 14. Expectations for October 11th Board Meeting – Marty (2 mins)
 - a) Finalize Annual Meeting Planning
 - b) Review of Block Party
 - c) Fall Cleanup
 - 15. Adjourn

ATTACHMENT 2
Operating Reconciliation Detail

12:27 PM
09/01/22

Country Club Homeowners Association
Reconciliation Detail
US Bank - Operating, Period Ending 08/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						389.00
Cleared Transactions						
Checks and Payments - 6 items						
Check	07/29/2022	468	Culp Family Trust	X	-43.70	-43.70
Check	07/31/2022	469	Henderson Martin G	X	-31.29	-74.99
Check	08/03/2022	470	Hettinger Chris	X	-44.16	-119.15
Check	08/10/2022	471	Gilmore Nathaniel	X	-43.70	-162.85
Check	08/12/2022		US Bank	X	-2.00	-164.85
Check	08/22/2022		GoDaddy.com	X	-15.45	-180.30
Total Checks and Payments					<u>-180.30</u>	<u>-180.30</u>
Deposits and Credits - 3 items						
Transfer	08/01/2022			X	1,426.46	1,426.46
Deposit	08/02/2022			X	184.86	1,611.32
Deposit	08/04/2022		US Bank	X	150.66	1,761.98
Total Deposits and Credits					<u>1,761.98</u>	<u>1,761.98</u>
Total Cleared Transactions					<u>1,581.68</u>	<u>1,581.68</u>
Cleared Balance					<u>1,581.68</u>	<u>1,970.68</u>
Register Balance as of 08/31/2022					1,581.68	1,970.68
New Transactions						
Checks and Payments - 1 item						
Check	09/01/2022	472	Ashlyn Congdon		-125.00	-125.00
Total Checks and Payments					<u>-125.00</u>	<u>-125.00</u>
Total New Transactions					<u>-125.00</u>	<u>-125.00</u>
Ending Balance					<u><u>1,456.68</u></u>	<u><u>1,845.68</u></u>

ATTACHMENT 3
Reserve Reconciliation Summary

11:54 AM
09/01/22

Country Club Homeowners Association
Reconciliation Detail
US Bank - Reserve, Period Ending 08/31/2022

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						20,426.46
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	08/01/2022			X	-1,426.46	-1,426.46
Transfer	08/04/2022			X	-4,000.00	-5,426.46
Total Checks and Payments					-5,426.46	-5,426.46
Deposits and Credits - 1 item						
Deposit	08/31/2022			X	0.13	0.13
Total Deposits and Credits					0.13	0.13
Total Cleared Transactions					-5,426.33	-5,426.33
Cleared Balance					-5,426.33	15,000.13
Register Balance as of 08/31/2022					-5,426.33	15,000.13
Ending Balance					-5,426.33	15,000.13

**ATTACHMENT 4
Trash/Recycle Reconciliation Summary**

12:22 PM
09/01/22

**Country Club Homeowners Association
Reconciliation Detail
CCHOA Trash-Recycle, Period Ending 08/31/2022**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						3,947.17
Cleared Transactions						
Checks and Payments - 1 item						
Check	08/02/2022	EFT	Waste Connections	X	-2,494.32	-2,494.32
Total Checks and Payments					-2,494.32	-2,494.32
Deposits and Credits - 1 item						
Transfer	08/04/2022			X	4,000.00	4,000.00
Total Deposits and Credits					4,000.00	4,000.00
Total Cleared Transactions					1,505.68	1,505.68
Cleared Balance					1,505.68	5,452.85
Register Balance as of 08/31/2022					1,505.68	5,452.85
Ending Balance					1,505.68	5,452.85

**ATTACHMENT 5
CCHOA Financial Status**

As of August 31 2022		
Sources	\$ Amount	
Total Dues Received for 2022	\$6,287.68	Increased \$60...2 new members
Trash Account Balance	\$5,452.85	
Operating Account Balance	\$1,970.68	
Reserves Money Market Account Balance	\$15,000.13	
Total for all bank accounts	\$22,423.66	
Commitment to Waste Connection	\$10,594.33	Need to verify w/Marty
History Book Fund	\$580.04	No change since last month
Total Available HOA Funds	\$11,249.29	

ATTACHMENT 6 Quote & Timeline from Bootstrap

BOOTSTRAP QUOTE

BUILD & CONTENT MIGRATION OF 23 PAGES

1. Home (Complex)
2. HOA Info (Basic Text)
3. Social Events (Photo Gallery)
4. Pay Your Dues (PayPal Button)
5. Trash Service (Text with Documents)
6. Join Mailing List (Subscriber Form)
7. Volunteer (Basic Text)
8. Community Events (Basic Text)
9. Map (Google Integration + Picture)
10. HOA Documents (Documents)
11. Board of Directors (Image)
12. Realtor Info (Basic Text)
13. Safety (Basic Text)
14. COVID 19 (Basic Text)
15. Evacuation Plan (Basic Text)
16. Fires (Text, Documents, Video)
17. Home Crime Prevention (Documents & Text)
18. Mail Theft (Basic Text)
19. Outdoor Fires (Basic Text)
20. Sidewalk Snow Removal (Basic Text)
21. Wood Chipping (Basic Text)
22. Contact (Form)
23. Alerts (Basic Text)

FUNCTIONALITY

- Site Search
- Mobile Optimization

PROJECT MANAGEMENT

- Project Milestone Check-Ins (Two 30 min calls)
- Coordination of Site Launch
- Site Use Training Documentation

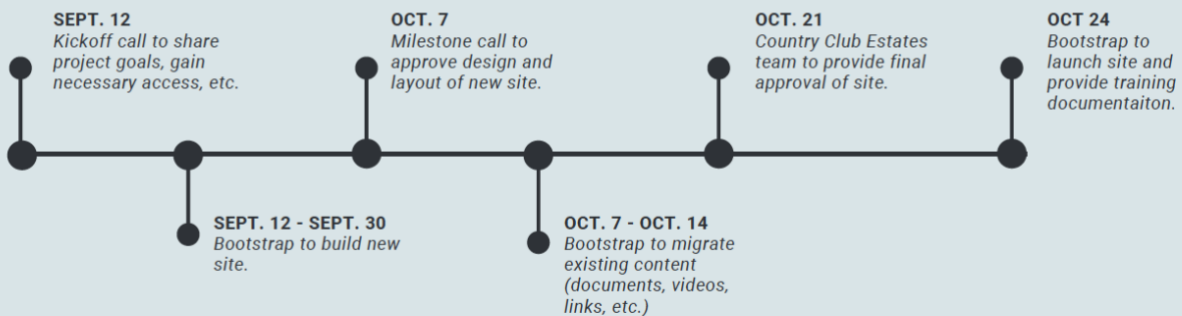
INVESTMENT

- Bootstrap's Services: \$2250
- Initial Squarespace Charges: \$192 (See next slide for details)

TOTAL INVESTMENT: \$2442



EXAMPLE TIMELINE



ATTACHMENT 7 CCHOA Write-Up

The Country Club HOA (CCHOA) was created in 1999 with the goal to protect and preserve our unique architectural and custom neighborhood. We are nestled along the boundaries of Palmer Park and the Colorado Springs Country Club and most homes were originally built in the 60's. Our neighborhood consists of individual custom homes along with lots that are larger than normal lots in Colorado Springs. CCHOA includes 9 subdivisions which total 315 homes along with two nearby District 11 schools and two churches. Our central location provides us easy access to medical, educational, entertainment and commercial services including our vibrant downtown area.

The CCHOA is a voluntary HOA which continues to be active and managed by a board of neighborhood volunteers. The HOA provides a website, 3 newsletters a year, an annual meeting, 3 social events, and 2 neighborhood cleanup events. We also provide a discounted trash service with Waste Connections.

Our mission is to have an active voluntary HOA to help maintain the current architectural characteristics of our homes as well as a neighborhood community with a focus on safety including fire mitigation. One of the most effective ways to accomplish these goals is through being good neighbors and building community. We build community through social events and communication via a website, newsletters, and an annual meeting. Our neighborhood is strongly committed to neighbors communicating with each other.

Though all 9 subdivisions have covenants, it's not reasonable to expect a volunteer neighbor to enforce covenants on their neighbors. Our focus on being good neighbors and communication between neighbors helps resolve questions and issues without escalation to covenants and city code. If a problem is of a serious issue that impacts the safety of the neighborhood, legal action can always be taken by neighbors to enforce covenants or city code.