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

The December Board Meeting was held via Zoom. President Marty Henderson called the meeting of the CCHOA Board to order at 6:31 PM on 14 Dec 2022.

Present: Marty Henderson, Kathy Poyner, Maureen Logue, Amanda Schneider, Bill Hoover, Vicki Tostanoski and Scott Hughes

Absent: None

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETINGS:

- a. The minutes of the November Board meeting held on 8 Nov 2022 were presented. The minutes were approved unanimously.

FINANCIAL REPORT (Kathy Poyner)

- a. There is \$19,194.87 in the Operating Account which includes deposits for 2023 trash and dues.
- b. There is \$595.04 in the history book fund after selling two books in November.
- c. Total available funds to spend is \$8,770.94.
- d. The Treasurer’s Financial Reports for the period ending 30 Nov 2022 are provided in Attachments 2-5.
- e. All three accounts, Trash, Operating and Reserve, reconciled to the bank statements.
- f. The Financial Reports were approved unanimously.

TRASH SERVICE REPORT (Kathy Poyner)

- a. Five new customers joined the trash program last month.
- b. An unneeded bank account for the HOA was closed.
- c. GFL has increased their rates so there is a potential more people in the neighborhood will want to be a part of the trash program.
- d. Five addresses in the neighborhood still have outstanding trash invoices for 2023.
 - 1) Reminders emailed on 12/4/22
 - 2) Copies put in mailboxes on 12/6/22
 - 3) Phone calls made on 12/10/22

NEW BUSINESS

- a. Role of Steve Paradis
 - 1) There has been some confusion on his role with the board.
 - 2) He wanted to head up the safety committee, but his company will not allow him to serve on the board since he has clients that are in the neighborhood.
 - 3) There is currently a gap to fill on the board for role of Safety Chairperson.

- b. Use of PayPal
 - 1) Originally the use of paypal was offered to make it easier when paying HOA dues, but now that trash is included, the fee charged by PayPal has become too costly.
 - a) The HOA is charged approximately a \$7 fee for everyone that pays via PayPal and the expense starts to eat away at the HOA funds.
 - b) There is no guaranteed way to have the customer pay the fee, charged by PayPal, so often times the HOA is stuck paying the fee.
 - c) The board agreed to continue to accept PayPal as a method of payment for the trash service and dues while Kathy investigates other options. The issue will be revisited in February.

- c. 2022 Budget Review
 - 1) The HOA brought in less dues for 2022 than originally estimated.
 - 2) More money (\$6928.06) was budgeted for in 2022 than was estimated to be received (\$6287.68).
 - a) The social committee overspent on their fall activity, however, they under spent on several activities prior in the year so overall the committee came in under budget.
 - b) The HOA came in under the budget by \$1,311.13 for 2022.
 - 3) Overall the HOA spent \$2467.54 more than the income it brought in for 2022. This overage was covered by the excess money from the previous year.
 - a) Overhauling of the website, at a cost of \$2442, was not budgeted for at the beginning of 2022, but was approved by the board later in the year.
 - b) Likewise, hiring a bookkeeper was also not budgeted for, but was approved by the board later.
 - 4) A full breakdown of the HOA budget and actual expenditure is listed in attachment 6

- d. 2023 Budget Review
 - 1) Kathy had some questions on this year's budget compared to last year's budget which will be answered respectively by each committee chair.
 - a) The 2023 budget will be approved at the February meeting to allow the committee chairs to get Kathy her requested information.
 - 2) Amanda reviewed with the board the social committee's budget requests and activities planned for the year.

- a. Upon discussion, the board decided to decrease the amount of marketing money spent on postcards to advertise social committee events.
 - b. Instead of a sending postcards for each event to those who have opted out of electronic communication, the social committee will rely on the newsletter to get information out, and send out 2 postcards throughout the year advertising the events.
- 3) Since the HOA is not voting on the 2023 budget until February, the board voted to approve \$220 for the social committee event in January.

- e. Social Committee
 - 1) The social committee is planning a card making activity at the end of January, which will be held in the basement of the church.
 - 2) Amanda will produce an Evite for RSVP's, and will also send out the first post card of the year announcing the social events prior to the event.

- f. CONO
 - 1) Bill had no updates for CONO.

- g. HNP
 - 1) Scott reported there were 3 major discussion points at the last HNP meeting.
 - a) ReToolCOS has been approved by city council. R-1 and R-2 residential zones have been retained without changes.
 - b) SmartCOS was the biggest concern to the North End with towers, metal boxes and underground vaults showing up in the neighborhoods that are not of historical standards. (see Gazette Article dated December 11, 2022, pg. A13)
 - c) ConnectCOS is a 20-year transportation plan for the city. There are 175 projects and the HNP wants to have approval on the whole bunch by April 2023.
 - 2) Scott stated that each of the above three points have concerns from the HNP. The city has a way of rushing things through the public approval process and HNP is trying to be careful and aware of the processes so far.

- h. Welcome
 - 1) A new neighbor was welcomed to the HOA.
 - 2) There is currently 1 house under contract and 2 houses for sale in the neighborhood.

- i. Safety
 - 1) This position on the board is still open
 - 2) Chipping is currently scheduled for June 12 and Sept 12.

- j. Next Board meeting & Closing comments
 - 1) Marty proposed skipping the January meeting. The next HOA board meeting is scheduled for February 15th 2023 via zoom.

- 2) Topics for next board meeting include discussing articles for the February newsletter.
- 3) Scott brought up concerns about individuals that have been camping on Paseo Road. Marty stated the best thing to do is utilize the GoCOS app to report issues like these.

The meeting was adjourned at 7:41 PM.

Respectfully submitted,
Amanda Schneider, Secretary

CCHOA BOARD

Board Positions as of Nov 2022:

PresidentMarty Henderson
Vice President Bill Hoover
TreasurerKathy Poyner
SecretaryAmanda Schneider
At-LargeMaureen Logue
At-LargeVicki Tostanoski
At-LargeScott Hughes

COMMITTEES:

- SOCIAL: BOARD COORDINATOR – Amanda Schneider
SOCIAL MEMBERS: Susan Henderson, Kala Loptien, Heidi Spellman
- WELCOME: BOARD COORDINATOR – Maureen Logue
MEMBERS: Jennifer Williamson, Mary Corrow, Sylvia Holt
- CONO - BOARD COORDINATOR – Bill Hoover
MEMBERS: Open
- HNP - BOARD COORDINATOR – Scott Hughes
MEMBERS: Open
- MEMBERSHIP: BOARD COORDINATOR – Marty Henderson (maintains database)
MEMBERS: Open
- TRASH COORDINATOR: Kathy Poyner
MEMBERS: Open
- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski (chief information officer)
MEMBERS: Susan Henderson (Newsletter)

- COVENANTS COMPLIANCE: CHAIRPERSON - Open
MEMBERS: Rich Northrop
- SAFETY: BOARD COORDINATOR - Open
MEMBERS: Bob Frye, Jason Carter
- HISTORY: Currently inactive

ATTACHMENT 1
Board Meeting Agenda
14 Dec 2022

1. Convene 6:30PM via Zoom
2. Approval of Minutes of Previous Meeting (Marty – 5 mins)
3. Approval of Nov Financial Report (Kathy – 5 mins)
4. New Board Meeting date/time – the 2nd Wednesday of the month at 6:30PM
5. Role of Steve Paradis (Marty – 5 mins)
6. Trash – (Kathy – 5 mins)
7. Use of PayPal (Marty/Kathy – 5 mins)
8. 2022 Budget Review, how did our spend match to our budget for 2022 (Kathy – 10 mins)
9. 2023 Budget Review (Kathy – 20 mins)
10. Social - Amanda
11. CONO - Bill
12. HNP - Scott
13. Welcome – Maureen
14. Safety – Open
 - a) Chipping Schedule (Marty – 2 mins) June 12 and September 12.
15. Expectations for Feb 15, 2023 Board Meeting – Marty (2 mins)
 - a) Let’s skip having a January meeting.
 - b) Articles for Feb Newsletter
16. Adjourn

ATTACHMENT 2
Operating Reconciliation Summary

2:22 PM
12/08/22

Country Club Homeowners Association
Reconciliation Detail
US Bank - Operating, Period Ending 11/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,897.38
Cleared Transactions						
Checks and Payments - 5 items						
Check	11/01/2022	478	Ascension Lutheran ...	X	-300.00	-300.00
Check	11/04/2022		King Soopers	X	-9.13	-309.13
Bill Pmt -Check	11/09/2022		Bootstrap Branding	X	-2,442.00	-2,751.13
Bill Pmt -Check	11/10/2022		Safeway	X	-48.00	-2,799.13
Check	11/25/2022	480	Ashlyn Congdon	X	-350.00	-3,149.13
Total Checks and Payments					-3,149.13	-3,149.13
Deposits and Credits - 10 items						
Deposit	11/04/2022			X	219.12	219.12
Deposit	11/07/2022		Aldrich Richard	X	138.00	357.12
Deposit	11/07/2022			X	219.12	576.24
Deposit	11/07/2022			X	455.52	1,031.76
Deposit	11/07/2022			X	11,081.92	12,113.68
Transfer	11/09/2022			X	2,442.00	14,555.68
Deposit	11/22/2022			X	7.50	14,563.18
Deposit	11/22/2022			X	495.12	15,058.30
Deposit	11/22/2022			X	1,169.78	16,228.08
Deposit	11/22/2022			X	4,270.08	20,498.14
Total Deposits and Credits					20,498.14	20,498.14
Total Cleared Transactions					17,349.01	17,349.01
Cleared Balance					17,349.01	19,246.37
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	10/11/2022		Orten Cavanagh &H...		-81.00	-81.00
Bill Pmt -Check	10/11/2022		Amazon		-20.50	-81.50
Transfer	11/04/2022				-219.12	-300.62
Total Checks and Payments					-300.62	-300.62
Deposits and Credits - 1 item						
Deposit	11/10/2022				249.12	249.12
Total Deposits and Credits					249.12	249.12
Total Uncleared Transactions					-51.50	-51.50
Register Balance as of 11/30/2022					17,297.51	19,194.87
New Transactions						
Deposits and Credits - 4 items						
Deposit	12/02/2022				30.00	30.00
Deposit	12/06/2022				651.29	681.29
Deposit	12/06/2022				2,114.64	2,795.93
Deposit	12/06/2022				10,150.80	12,946.73
Total Deposits and Credits					12,946.73	12,946.73
Total New Transactions					12,946.73	12,946.73
Ending Balance					30,244.24	32,141.60

ATTACHMENT 3
Reserve Reconciliation Summary

8:31 PM

12/02/22

Country Club Homeowners Association
Reconciliation Detail
US Bank - Reserve, Period Ending 11/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,500.34
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	11/09/2022			X	-2,442.00	-2,442.00
Total Checks and Payments					-2,442.00	-2,442.00
Deposits and Credits - 5 items						
Deposit	11/04/2022			X	30.00	30.00
Deposit	11/04/2022			X	30.00	60.00
Transfer	11/04/2022			X	219.12	279.12
Deposit	11/07/2022			X	7.50	286.62
Deposit	11/30/2022			X	0.07	286.69
Total Deposits and Credits					286.69	286.69
Total Cleared Transactions					-2,155.31	-2,155.31
Cleared Balance					-2,155.31	8,345.03
Register Balance as of 11/30/2022					-2,155.31	8,345.03
Ending Balance					-2,155.31	8,345.03

ATTACHMENT 4
Trash/Recycle Reconciliation Summary

8:36 PM

12/02/22

Country Club Homeowners Association
Reconciliation Detail
CCHOA Trash-Recycle, Period Ending 11/30/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,046.15
Cleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	11/01/2022		Waste Connections	X	-2,483.40	-2,483.40
Total Checks and Payments					-2,483.40	-2,483.40
Total Cleared Transactions					-2,483.40	-2,483.40
Cleared Balance					-2,483.40	562.75
Register Balance as of 11/30/2022					-2,483.40	562.75
Ending Balance					-2,483.40	562.75

**ATTACHMENT 5
CCHOA Financial Status**

As of November 30, 2022		
Sources	\$ Amount	
Trash Account Balance	\$562.75	
Operating Account Balance	\$19,194.87	Includes deposits for 2023 trash/dues
Reserves Money Market Account Balance	\$8,345.03	
Total for all bank accounts	\$28,102.65	
Commitment to Waste Connection	\$18,736.67	from trash balance report
History Book Fund	\$595.04	Sold 2 books in November
Total Available HOA Funds	\$8,770.94	

**ATTACHMENT 6
2022 BUDGET VS ACTUAL**

		Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Income					
	Ads Income				
	Sponsor-Res Both	350.00	800.00	-450.00	43.75%
	Sponsor Non-Res Both	250.00			
	Total Ads Income	600.00	800.00	-200.00	75.0%
	HOA Dues Income				
	Dues 2022	6,287.68	7,020.00	-732.32	89.57%
	Total HOA Dues Income	6,287.68	7,020.00	-732.32	89.57%
	Interest Earned	1.53			
	Miscellaneous Income				
	Donations	8.35	0.00	8.35	100.0%
	History Book Fund	30.50	0.00	30.50	100.0%
	Total Miscellaneous Income	38.85	0.00	38.85	100.0%
	Total Income	6,928.06	7,820.00	-891.94	88.59%
Expense					
	Bank Service Charges	0.00			
	Board Activity				
	Meetings	157.59	160.00	-2.41	98.49%
	Total Board Activity	157.59	160.00	-2.41	98.49%
	Communications				
	Newsletter	1,100.73	1,200.00	-99.27	91.73%
	Website				
	Website Access	54.24	193.00	-138.76	28.1%
	Website - Other	2,442.00	2,693.00	-251.00	90.68%
	Total Website	2,496.24	2,886.00	-389.76	86.5%
	Welcome Committee	0.00	150.00	-150.00	0.0%
	Total Communications	3,596.97	4,136.73	-539.76	86.95%
	Computer & Software	399.00	500.00	-101.00	79.8%
	HOA Meetings				
	Block Party	334.80	730.00	-395.20	45.86%

**ATTACHMENT 6
2022 BUDGET VS ACTUAL (CONTINUED)**

		Jan - Dec 22	Budget	\$ Over Budget	% of Budget
	Fall Activity	1,514.44	830.00	684.44	182.46%
	Garage Sale	796.63	880.00	-83.37	90.53%
	Meeting Rental and Serv	300.00	300.00	0.00	100.00%
	Refreshments Annual m	9.13	75.00	-65.87	12.17%
	Spring Activity	387.02	405.00	-17.98	95.56%
	Summer Event	392.02	855.00	-462.98	45.85%
	Total HOA Meetings	3,734.04	4,075.00	-340.96	91.63%
	Insurance	906.00	900.00	6.00	100.67%
	Office Supplies	0.00	50.00	-50.00	0.00%
	Postage & Mail	48.00			
	Printing & Copying	0.00	50.00	-50.00	0.00%
	Professional Fees				
	Annual Corp Report	0.00	10.00	-10.00	0.00%
	Bank Fees	4.00	0.00	4.00	100.00%
	CONO/HNP Dues	75.00	75.00	0.00	100.00%
	Firewise Program	0.00	50.00	-50.00	0.00%
	Legal Services-Covenar	0.00			
	Total Professional Fees	79.00	135.00	-56.00	58.52%
	Treasurer				
	Bookkeeping	475.00	550.00	-75.00	86.36%
	Dues Invoicing Postage	0.00	150.00	-150.00	0.00%
	Total Treasurer	475.00	700.00	-225.00	67.86%
	Total Expense	9,395.60	10,706.73	-1,311.13	87.75%
	Net Income	-2,467.54	-2,886.73	419.19	85.48%