

***“Dedicated to building our community.”***



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### **MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 13 Sept 2023**

The September Board Meeting was held in person at the Ascension Lutheran Church. President Marty Henderson called the meeting of the CCHOA Board to order at 6:40 PM on 13 Sept 2023.

Present: Marty Henderson, Kathy Poyner, Vicki Tostanoski, Scott Hughes, and Susan Henderson.

Absent: Amanda Schneider, Maureen Logue

The agenda for this meeting is provided in Attachment 1.

#### MINUTES of the PREVIOUS MEETINGS:

- 1) The minutes of the August Board meeting held on 9 Aug 2023 were presented. The minutes were approved unanimously.

#### FINANCIAL REPORT (Kathy Poyner)

- 1) Kathy presented the financial reports for August 2023.
  - a) The Operating account had a balance of \$3,524.01.
  - b) The Reserves account had a balance of \$18,922.55
  - c) There was \$6,499.08 available to spend which includes the budgeted items.
- 2) The Treasurer's Financial Reports for the period ending 31 Aug 2023 are provided in Attachments 2-4.
- 3) The financial reports for August were approved unanimously.

#### TRASH SERVICE REPORT (Kathy Poyner)

- 1) We are holding steady with 194 trash customers.
- 2) Kathy obtained the new 2024 rates for trash and recycle and they are going up 3% per our contract. Trash - \$9.27, Recycle - \$6.96, extra bin - \$8.45. She will work with Ashlyn to send out the bills to our 194 neighbors for 2024 in October. She plans to change the due date for the bills to mid November with the hope she will have less stragglers to chase down at the end of December.

- 3) Waste Connections changed our service date from Thursday to Friday starting this week. The communications about the change has had a few problems and Kathy/Marty are picking up the pieces. They sent out post cards about the change, but unfortunately, they sent all 194 post cards to Marty's home. They had 2 robo calls on the change, one for trash and one for recycle. The recycle phone call was difficult to understand. Our recycle is normally picked up this week, but it will be skipped for next week. Our recycle service is already every other week, and their communication said it would change from weekly to every other week. A second postcard was received yesterday by many homeowners and it was well done but it was for recycle only. Consequently, Marty will revive his Trash Google Group and send out an email to explain the change. Kathy will provide Marty with new email addresses. Marty will also look into how to transfer the group to Kathy.

### NEW BUSINESS

- 1) Social Committee (Susan)
  - a) The Block Party is scheduled for 16 September 2023 from 11:00AM to 2:00PM.
    - i) It is being held at the same location as last year, on Highland Dr between Marilyn and Country Club.
    - ii) Amanda has gotten permission from neighbors and a city permit. Marty will pay the permit via HOA funds.
    - iii) Food will be provided.
- 2) HNP (Scott)
  - a) HNP has gone into a more stable state since its creation around the expansion of Constitution Ave. Many issues are repeating and ongoing but still extremely important to our HOA/neighborhood
  - b) There have been 6 city listening sessions with the new Mayor. HNP is interested in what comes out of that and what actions might be taken by the city.
  - c) HNP is trying to get individual names of responsible people from the city for issues so they know who to work with directly.
  - d) Wildfire risks for our urban and historic neighborhoods.
  - e) Still discussions on street sign changes to add historic neighborhood name.
- 3) Welcome Committee
  - a) No report
- 4) Communications/Website (Vicki)
  - a) Vicki has been super busy with work and wasn't able to get an email out about the chipping schedule for this week. She will get an email out tonight about the block party and the annual meeting.

- b) Kathy asked about the HOA Facebook account and whether we know the password as there are a lot of email notifications that should be turned off. Vicki is going to see if she has the password.

#### 5) Safety (Marty)

- a) The coordinator position for this committee is still open.
- b) The 2<sup>nd</sup> chipping for our neighborhood started this week, 11 September 2023.

#### 6) Newsletter (Susan)

- a) Susan reviewed the fall 2022 newsletter with the board. She needs corresponding articles from each of us. She will have an article about changing the newsletter to be an email and postcard with “headlines” and links to the articles on the website. We thought we would try this format since some people like all the detail and others just read headlines. We will receive feedback on how this new format works.
- b) An important part of the newsletter will be the Annual meeting and the mail in ballot.
- c) The Henderson’s are going to be out of town from Sept 23<sup>rd</sup> through Oct 9<sup>th</sup>. We plan to get the newsletter out toward the end of Oct. The sooner you can get your article to Susan, the more time she has to organize, edit and compile the newsletter.
- d) This newsletter will be printed for all homes per HOA by-laws since it will announce the HOA annual meeting and have an mail-in ballot.

#### 7) Annual Meeting (Marty)

- a) The church wasn’t available until Nov 18<sup>th</sup> at 9:00AM. I know this is the weekend before Thanksgiving and I hope we have adequate attendance.
- b) Nancy Nenjum, our city council representative, has agreed to speak again. She was well received last year. She has asked about what topics she should address and she might try to bring specific people to address those. Amanda might be able to do an Evite to get some feedback and Susan can put something in the newsletter.
- c) Potential topics
  - i) What came out of the city-wide listening sessions?
  - ii) There is a city owned lot within our HOA. Can the city do something with this lot to benefit our neighborhood?
  - iii) Safety and upkeep of Palmer Park
  - iv) Invite Guardians of Palmer Park to speak
- d) Board Positions

- i) President – Marty Henderson – Up for reelection for 2 year term
- ii) Vice President – Scott Hughes – to be elected for 2 year term
- iii) Treasurer – Kathy Poyner – up for reelection for 2 year term
- iv) Secretary – Open. Please bring suggestions. Marty will call new neighbor that Kathy provided info for who is interested in several areas.
- v) Directors at Large –
  - (1) Vicki Tostanoski – 1 more year in 2 year term
  - (2) Maureen Logue – 1 more year in 2 year term
  - (3) Safety – Open

8) Next Board meeting & Closing Comments

- a) The next board meeting will be held 11 October at 6:30PM at the Ascension Church.
- b) Fall Clean-up
- c) Trash Billing for 2024
- d) Annual Meeting Prep

The meeting was adjourned at 7:25PM.

Respectfully submitted, Marty Henderson, President

**CCHOA BOARD**

**Board Positions as of July 2023:**

President .....Marty Henderson

Vice President.....Vacant

Treasurer.....Kathy Poyner

Secretary .....Amanda Schneider

At-Large.....Maureen Logue

At-Large.....Vicki Tostanoski

At-Large.....Scott Hughes

## COMMITTEES:

- ❑ SOCIAL: BOARD COORDINATOR – Amanda Schneider  
SOCIAL MEMBERS: Susan Henderson, Kala Loptien, Heidi Spellman, Terry Fleck
- ❑ WELCOME: BOARD COORDINATOR – Maureen Logue  
MEMBERS: Jennifer Williamson, Mary Corrow, Sylvia Holt, Debby Fowler
- ❑ CONO - BOARD COORDINATOR – Open MEMBERS: Open
- ❑ HNP - BOARD COORDINATOR – Scott Hughes MEMBERS: Open
- ❑ MEMBERSHIP: BOARD COORDINATOR – Kathy Poyner (maintains database) MEMBERS:  
Open
  
- ❑ TRASH COORDINATOR: Kathy Poyner MEMBERS: Open
- ❑ COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski MEMBERS: Susan  
Henderson (Newsletter)
- ❑ COVENANTS COMPLIANCE: Inactive
- ❑ SAFETY: BOARD COORDINATOR - Open  
  
MEMBERS: Bob Frye, Jason Carter
  
- ❑ HISTORY: Currently inactive

**ATTACHMENT 1**  
**Board Meeting Agenda**  
**13 Sept 2023**

1. Convene **6:30PM in person at Ascension Lutheran Church**
2. Approval of Minutes of Previous Meeting, August, (Marty – 5 mins)
  1. Approval of August Financial Reports (Kathy – 10 mins)
  2. Trash – (Kathy – 10 mins)
  3. Social – (Amanda – 5 mins)
    - a) Block Party Sat. September 16th.
  4. HNP – (Scott – 5 mins)
  5. Welcome – (Maureen – 5 mins)
  6. Communications/Website – (Vicki – 5 mins)
  7. Safety – Open
    - a) Chipping Schedule (Marty – 2 mins) September 11.
  8. Newsletter (Susan - 15 mins)
  9. Annual Meeting Saturday November 18<sup>th</sup> at 9:00AM at Ascension Lutheran Church (Marty – 10 mins)
    - a) Nancy Henjum agreed to speak again. She asked for topics so she can invite approval department heads to join.
      - i. One lot in our neighborhood on Paseo belongs to the city. Can we do something with it? Playground? Dog Park?
      - ii. Safety and upkeep of Palmer Park?
      - iii. Invite Guardians of Palmer Park to Speak?
    - b) Board Positions
      - i. President- Marty Henderson – Up for reelection for 2 year term
      - ii. Vice President – Open
      - iii. Treasurer – Kathy Poyner – up for reelection for 2 year term
      - iv. Secretary – Open
      - v. Directors at Large –
        1. Vicki Tostanoski – 1 more year in 2 year term

2. Maureen Logue – 1 more year in 2 year term

3. ?

10. Expectations for October 11th Board Meeting – Marty (2 mins)

a) Fall Clean-up

b) Billing for 2024 for trash customers

c) Annual Meeting Prep

11. Adjourn

**ATTACHMENT 2**  
**August CCHOA Financial Status**

As of Aug 31, 2023		
Sources	\$ Amount	
Operating Account Balance	\$3,524.01	
Reserves Money Market Account Balance	\$18,922.55	
<b>Total for all bank accounts</b>	<b>\$22,446.56</b>	
Commitment to Waste Connection	\$15,352.44	Trash balance report
History Book Fund	\$595.04	no change
Total Available HOA Funds	\$6,499.08	



# ATTACHMENT 3

## August Operating Reconciliation Detail

2:52 PM  
09/06/23

### Country Club Homeowners Association Reconciliation Detail US Bank - Operating, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,988.69
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	08/31/2023		Waste Connections	X	-2,754.28	-2,754.28
Bill Pmt -Check	08/31/2023	499	Costco	X	-175.52	-2,929.80
Bill Pmt -Check	08/31/2023	498	AEC Bookkeeping	X	-100.00	-3,029.80
Total Checks and Payments					-3,029.80	-3,029.80
<b>Deposits and Credits - 1 item</b>						
Transfer	08/31/2023			X	2,600.00	2,600.00
Total Deposits and Credits					2,600.00	2,600.00
Total Cleared Transactions					-429.80	-429.80
Cleared Balance					-429.80	3,558.89
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	08/31/2023		Amazon		-34.88	-34.88
Total Checks and Payments					-34.88	-34.88
Total Uncleared Transactions					-34.88	-34.88
Register Balance as of 08/31/2023					-464.68	3,524.01
<b>Ending Balance</b>					<b>-464.68</b>	<b>3,524.01</b>

# ATTACHMENT 4

## August Reserve Reconciliation Detail

9:44 AM  
09/05/23

### Country Club Homeowners Association Reconciliation Detail US Bank - Reserve, Period Ending 08/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						21,521.64
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	08/31/2023			X	-2,600.00	-2,600.00
Total Checks and Payments					-2,600.00	-2,600.00
<b>Deposits and Credits - 1 item</b>						
Deposit	08/31/2023			X	0.91	0.91
Total Deposits and Credits					0.91	0.91
Total Cleared Transactions					-2,599.09	-2,599.09
Cleared Balance					-2,599.09	18,922.55
Register Balance as of 08/31/2023					-2,599.09	18,922.55
<b>Ending Balance</b>					<b>-2,599.09</b>	<b>18,922.55</b>