

“Dedicated to building our community.”



www.CountryClubHOA.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 20 Feb 2024

The January Board Meeting was held at Ascension Lutheran Church. President Marty Henderson called the meeting of the CCHOA Board to order at 6:30 PM on 20 Feb 2024.

Present: Marty Henderson, Kathy Poyner, Susan Henderson, Mary Lock, Victor Lock, Scott Hughes

Absent: Vicki Tostanoski, Maureen Logue

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETING (Marty):

The minutes of the Annual Board meeting held on 10 Jan 2024 were presented. The minutes were approved unanimously.

FINANCIAL REPORT (Kathy)

- 1) Kathy presented the financial reports for January 2024.
 - a. The January Operating account had a balance of \$48,037.30
 - b. The total for All Bank Accounts is \$48,037.30
 - c. There is \$32,731.18 commitment to Waste Connection for January.
 - d. There is a History Book Fund of \$595.04 (no change)
 - e. Total available funds are \$14,711.08 for January
 - f. The Treasurer’s Financial Reports for the period ending 01/31/2024 are available in Attachment 2.
 - g. The financial report for January 2024 were approved unanimously and are available in Attachment 4.

2024 Budget (Kathy)

The 2024 Annual Budget was presented and discussed. Susan mentioned there may be additional costs associated with this recycle company. She hopes to plan a community event in cooperation with the Lutheran Church to draw in more people. She is still gathering information with the recycle company. This company accepts items normally not accepted, like paint, mattresses, bicycles, etc. It tries to reuse a lot of the donations.

The 2023 budget was unanimously approved with a few changes. It is available in Attachment 5, and will be put on our website.

2023 Audit (Marty and Kathy)

Marty discussed the results of the 2023 CCHOA Audit and the success of Kathy Poyner's hard work in keeping meticulous records so the audit went smoothly. The 2023 CCHOA Audit Results are available in Attachment 6. Kathy also mentioned how the Federal and State returns for the HOA were reviewed and she will be mailing them soon. She obtained approval at the audit to delete old paper and electronic records older than 2018.

New Federal FINCEN.gov site (Marty)

Marty has created an entry for our HOA on the new federal website FINCEN.gov. He noted he had to provide his state drivers license information. Once he receives an ID for the HOA, he expects that will allow each board member to sign in and provide their information.

HOA Facebook Group (Marty)

Since sending out the email to about 1/3 of our homes, we are up to 82 members in the group. There have already been a couple of good examples of the use of the group. Victor Lock posted about wanting help on advice about gas inserts. He received information about a company that does this on Filmore, the owner lives in our neighborhood, and others that have used the company. Marty plans to send out a postcard to all homes in our HOA about the HOA group with the hope more will sign up.

Social Committee (Susan)

- 1) Susan reported that the committee has met once.
 - a) New ideas and members for 2024
 - b) Plans for 2024 Garden Tours, Bunco, Bingo, music under the stars.
 - c) Recycling program for certain items such as computers, bicycles, etc. We could request the use of the church for this event and invite church members to participate as well creating unity and goodwill to the church.

Safety (Victor)

On 3/9/24 there will be attending the "The Champions Workshop". Topics will include the chipping program which is a large part of fire mitigation. He will share information with the Board at the March meeting and then add information to the CCHOA Facebook page.

CONO/HNP (Scott)

- 1) CONO (Mandatory HOA's) - HNP Historic Neighborhood Partnership (HNP)
- 2) Scott is unable to attend the 2/21/24 meeting due to family obligations.
- 3) Will reach out to the contact for anything he may have missed so he is up to speed on the current topics.

Welcome (Maureen)

Maureen was absent but reported to Marty that she has plenty of welcome books for new residents.

TRASH SERVICE REPORT (Kathy)

- 1) We are up to 199 houses signed up for trash – 2 new homes signed up.
- 2) The January Trash Balance Report is available in Attachment 3.

Next Meeting: March 19, 2024, 6:30pm

The meeting was adjourned at 7:28 PM.

Respectfully submitted,
Mary Lock, Secretary

CCHOA BOARD

Board Positions:

- PresidentMarty Henderson
- Vice-President.....Scott Hughes
- SecretaryMary Lock
- TreasurerKathy Poyner
- At-Large.....Victor Lock (Safety)
- At Large.....Susan Henderson (Social)
- At-Large.....Maureen Logue (Welcome)
- At-Large.....Vicki Tostanoski (Website)

COMMITTEES:

- **SOCIAL:** BOARD COORDINATOR – Susan Henderson
SOCIAL MEMBERS: Heidi Spellman, Terry Fleck, Jenny Sanders, Emmalee Slimski, Craig and Tammy Phipps, and Kathy Poyner
- **WELCOME:** BOARD COORDINATOR – Maureen Logue
MEMBERS: Jennifer Williamson, Mary Corrow, Sylvia Holt, Debby Fowler

- CONO - BOARD COORDINATOR – Scott Hughes
MEMBERS: Open
- HNP - BOARD COORDINATOR – Scott Hughes
MEMBERS: Open

ATTACHMENT 1

Board Meeting Agenda Revised 2/17/2024

February 20, 2024

1. Convene 6:30PM at Ascension Lutheran Church
2. Approval of Minutes of Previous Meeting - Jan 2024 (Marty – 2 mins)
3. Approval of January Financial Reports (Kathy – 5 mins)
4. 2024 Budget (Kathy – 10 mins)
5. Audit results of 2023 Audit (Marty/Kathy – 5 mins)
6. New Federal law to register our HOA and board members on a new federal website FINCEN.gov - Financial Crimes Enforcement Network (Marty – 2 mins).
7. HOA Facebook group – Country Club HOA Neighborhood Talk (Marty – 5 mins)
8. Social (Susan - 5 mins)
9. Safety (Victor – 5 mins)
10. CONO/HNP (Scott – 5 mins)
11. Welcome – Maureen
12. Trash – Kathy
13. Expectations for March Board Meeting – Marty (2 mins)
 - a) Email/mail info out to neighbors on new safety/HOA Facebook Group.
14. Adjourn

ATTACHMENT 2
 January CCHOA Financial Status
 ATTACHMENT 2

As of Jan 31, 2024		
Sources	\$ Amount	
Operating Account Balance	\$48,037.30	
Total for all bank accounts	\$48,037.30	
Commitment to Waste Connection	\$32,731.18	
History Book Fund	\$595.04	no change
Total Available HOA Funds	\$14,711.08	

ATTACHMENT 3
December Trash Service Balance

11:47 AM
02/03/24
Cash Basis

Country Club Homeowners Association
Trash Service Balance
January 2023 through December 2024

	<u>Jan '23 - Dec 24</u>
Income	
Trash Service	
Extra Bin 2024	1,216.80
Packout Service 2024	507.00
Recycle Service 2024	11,685.84
Trash Service 2024	<u>22,127.49</u>
Total Trash Service	<u>35,537.13</u>
Total Income	<u>35,537.13</u>
Expense	
HOA Trash Service	
HOA Extra Bin 2024	92.95
HOA Packout 2024	42.25
HOA Recycle 2024	918.72
HOA Trash Service 2024	<u>1,752.03</u>
Total HOA Trash Service	<u>2,805.95</u>
Total Expense	<u>2,805.95</u>
Net Income	<u><u>32,731.18</u></u>

Attachment 4 Operating Account Balance

11:40 AM
02/03/24

Country Club Homeowners Association Reconciliation Detail US Bank - Operating, Period Ending 01/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50,037.04
Cleared Transactions						
Checks and Payments - 4 items						
Bill Pmt -Check	11/20/2023	509	Historic Neighborho...	X	-75.00	-75.00
Check	01/02/2024	Debit ...	Colorado Sec of State	X	-10.00	-85.00
Bill Pmt -Check	01/03/2024	auto pay	Waste Connections	X	-2,805.95	-2,890.95
Check	01/25/2024	Debit ...	USPS	X	-81.60	-2,972.55
Total Checks and Payments					-2,972.55	-2,972.55
Deposits and Credits - 4 items						
Deposit	01/03/2024			X	644.28	644.28
Deposit	01/27/2024			X	208.53	852.81
Deposit	01/28/2024			X	30.00	882.81
Deposit	01/30/2024			X	90.00	972.81
Total Deposits and Credits					972.81	972.81
Total Cleared Transactions					-1,999.74	-1,999.74
Cleared Balance					-1,999.74	48,037.30
Uncleared Transactions						
Checks and Payments - 1 item						
Check	12/22/2023	512	Ligman Jeanie		-83.76	-83.76
Total Checks and Payments					-83.76	-83.76
Total Uncleared Transactions					-83.76	-83.76
Register Balance as of 01/31/2024					-2,083.50	47,953.54
Ending Balance					-2,083.50	47,953.54

**Attachment 5
Approved 2024 Budget**

**Attachment 6
2023 CCHOA Annual Audit Checklist**

Country Club Homeowners Association
Proposed 2024 Budget
January - December 2024
Approved in Board meeting 02/20/2024

Income

Estimated Dues (217 households x \$30)	\$	6,510.00
CCHOA Newsletter Ads	\$	600.00
Total Income	\$	7,110.00

Expenses

Communications	\$	1,655.00
Newsletter	\$	1,200.00
Website	\$	192.00
Zoom Renewal	\$	163.00
Welcome Committee	\$	100.00
Social Committee	\$	5,110.00
Bunco & Pizza - March	\$	90.00
Bingo & Pizza - April	\$	90.00
Spring Cleanup/Garage Sale - June	\$	850.00
Bunco & Pizza - June	\$	90.00
Music Under the Stars - July	\$	495.00
Bingo & Pizza - July	\$	90.00
IC Social & Book Swap - Aug	\$	165.00
End of Summer Block Party - Sept	\$	640.00
Bunco & Pizza - Sept	\$	90.00
Bingo & Pizza - Oct	\$	90.00
Fall Cleanup - Oct	\$	1,150.00
Humane Society Fundraiser - Pet Pics	\$	220.00
Misc Requests (Book club, Garden, Marketing)	\$	1,050.00
Safety Committee	\$	300.00
Annual Homeowner Meeting	\$	475.00
Room Rental	\$	400.00
Refreshments	\$	75.00
Insurance	\$	950.00
Professional Fees	\$	233.00
CONO/HNP Fees	\$	150.00
Firewise Program	\$	-
Legal Services	\$	73.00
Annual Corp Report	\$	10.00
Treasurer	\$	400.00
Computer	\$	400.00
		QB upgrade
Invoicing Expenses	\$	200.00
Office Supplies (paper, envelopes, postage)	\$	150.00
Printing (ink cartridges, copy services, etc)	\$	50.00
Total Expenses	\$	9,323.00
Budget Deficit	\$	(2,213.00)

Date of Audit: Feb 18, 2024

Period of Audit: Jan – Dec 2023

Participants: Marty Henderson

Victor Sestokas

Randy Chappell ✓

Kathy Poyner

Audit Checklist:

- QB Beg & Ending ✓ Beg Bal '23 ✓ QB = B/S = P/L & B/L agree ✓ Incom*
 ✓ 1. Reconcile checkbook balance with bank statements
 ✓ 2. Review Dues receipts for accuracy *317 Homes only 217 pay dues*
 ✓ 3. Review disbursements posting to appropriate accounts
 ✓ 4. Examine reimbursements to Board Members
 ✓ 5. Examine invoices for approval & corrections *Ans Am Family*
 ✓ 6. Examine annual budget for excess charges
 7. Prepare a written statement to the Board upon completion of the audit.

Article VII of Bylaws – Treasurer’s Duties

1. Receive & Deposit all funds to Board authorized bank account
2. Sign all checks. One signature required.
3. Sign promissory notes with President
4. Cause an annual audit
5. Prepare annual budget
6. Prepare annual report & present at annual meeting

Article IX of Bylaws – Books & Records

The financial records of the corporation shall be maintained by the Treasurer at the officer’s place of residence.

Article VIII of Bylaws – Committees

The president shall appoint the following standing committees:

A three person Audit Committee from the general membership or the Board of Directors to audit the accounts of the corporation. A director will be chair of the committee, assisted by other directors of qualified individuals from the general membership as required by the complexity of the undertaking. If the services of a professional accountant are required, it shall be the duty of the board of directors to employ such an individual.

Documents:

1. Balance Sheet	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>
2. P&L/Income Expense	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>
3. Chart of Accounts	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>
4. Bank Statements	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>
5. General Ledger	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>
6. Register (US Bank)	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>
7. Deposit Detail	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>
8. Exp/Vendor Summary	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>
9. Vendor Transaction	<u>—</u>	<u> </u>	<u> </u>
10. Account Quick Report	<u>—</u>	<u> </u>	<u> </u>

Steps:

1. Follow Review Guidelines
2. Validate Document detail
3. Verify documents classified properly, entered according to purpose, recorded properly.

Verify Reports are filed or prepared to file:

1. Federal Tax Return Prepared/Filed	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>
2. State Tax Return Prepared/Filed	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>
3. Financial Statements Presented on Website	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>
4. Annual Periodic Report 19991018177	<u>REC</u>	<u>[Signature]</u>	<u>mtH</u>

State ✓

5. DORA registration #27048-Realestate Comm

Reyn ~~Sub~~

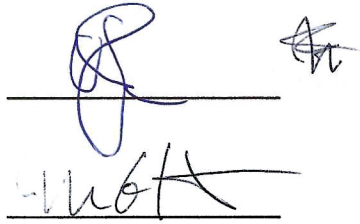
Findings: *N/A*

Exceptions: *N/A*

Recommendations: *N/A*

Completed & Approved:

Reyn ~~Sub~~

Handwritten signature and initials in blue ink. The signature is written over a horizontal line. To the right of the signature are the initials "KP". Below the signature is another horizontal line with the initials "KP" written below it.

A copy of this document to be made of record with the audit file and minutes of the BOD.

Kathy Poyner, Treasurer, CCHOA dated KP 2/18/2024