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MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 10 Jan 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 10 Jan 2024.

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

Absent: Vicki Tostanoski

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETING:

- a. The minutes of the Annual Board meeting held on 18 Nov 2023 were presented. The minutes were approved unanimously.

Introduction of New and Existing Board Members

OPENING – Marty Henderson

Review the Purpose and Responsibility of the HOA Board

Roles & Responsibilities

Meeting Rules: Zoom and Discussion Etiquette, Voting Rules

New topic: Marty received an email from the Federal Government regarding Board Members asking for personal information from Board Members.. Website: www.Fincen.gov. The CCHOA Lawyer recommends we comply and have one year to give this information.

Meeting Time Discussion

Meeting Time Change: 3rd Tuesday of the Month: 6:30pm

Next Meeting: February 20, 2024 6:30pm

FINANCIAL REPORT (Kathy Poyner)

- a. Kathy presented the financial reports for November 11/30/23 and 12/31/23
 1. The November Operating account had a balance of \$41,790.87
 2. The December Operating account had a balance of \$50,037.04
 3. The Reserves account had a balance of \$0 – Acct was closed in November
 4. There is \$4,379.21 commitment to Waste Connection for November.
 5. There is a \$1,381.05 commitment to Waste Connection for December. There was a separate reconciliation which shows \$1,037.35 but was started mid year to confirm accuracy of Trash Report so may not be accurate due to QB entry errors.
 6. Total available funds are \$11,434.06 for November
 7. Total available funds are \$13,286.63 for December.
- b. The Treasurer's Financial Reports for the period ending 30 Nov 2023 and December 31, 2023 are provided in Attachments 2-6.
- c. The financial reports for November and December were approved unanimously.
- d. The 2023 Annual Budget is provided in Attachment 8.

TRASH SERVICE REPORT (Kathy Poyner)

- a. Kathy will send out the trash invoices for 2024 next week for non-trash customers.
- b. We are up to 197 houses signed up for trash
- c. December Trash Service Balance is provided in Attachment 7.

ANNUAL MEETING DISCUSSION:

Park & Recreation attendees were positive; attendance was excellent.

NEW BUSINESS

- a. Social Committee
 1. Susan reported that the committee has not met yet.
 - a) The pet pictures of 2023 were successful.
 - b) New idea: Having food trucks
 - c) Utilizing the church for more future events. Possibly donating more to the church for the use
 - d) Possibly utilize the empty lot on Chelton or Leslie for group events
 - e) The book club has 11 members – just started in April. Next club is Monday, January 15th.
- b. CONO (Mandatory HOA's) - HNP Historic Neighborhood Partnership (HNP)
 1. Scott will be attending both meetings.
 2. There is a 5 page agenda for the HNP meeting.

- 3. Parking spaces – dropping the minimum parking spaces requirement.
- c. Welcome Committee
 - 1. Maureen has nothing new to report
- d. Communications/Website
 - 1. Vic emphasized the CCHOA Facebook page to communicate what is happening in the neighborhood, such as the recent sighting of a bobcat.
 - 2. Scott mentioned coyote sightings in the neighborhood. The statues on the golf course are to keep the Canadian Geese away. Feb-March is the mating season and April-May is an aggressive season for food. Warn residents of unleashed dogs getting attacked by coyotes. Suggested we put this information on the Facebook page.
- e. Safety – Victor Lock
 - 1. Vic attended a meeting regarding the Palmer Park Wildfire Mitigation Project. There has been \$520,000 to the County to clean up debris/shrubbery and reduce wildfire risk. Some area related directly to Palmer Park brush clearing. Some heavy duty equipment is going to be used and visitors should stay away. December 22nd was the start date and the completion date is July 31, 2024. Workdays only.
 - 2. On 3/9/24 there will be a presentation of the chipping “The Champions Workshop”, which Vic will attend.

The meeting was adjourned at 7:55 PM.

Respectfully submitted,
Mary Lock, Secretary

CCHOA BOARD

Board Positions as of July 2024:

President Marty Henderson
 Treasurer Kathy Poyner
 Safety.....Victor Lock
 Secretary..... Mary Lock
 At Large.....Susan Henderson
 At-Large Maureen Logue
 At-Large Vicki Tostanoski
 At-Large Scott Hughes

COMMITTEES:

- **SOCIAL**: BOARD COORDINATOR – Susan Henderson
 - SOCIAL MEMBERS: Kala Loptien, Heidi Spellman, Terry Fleck
- **WELCOME**: BOARD COORDINATOR – Maureen Logue
 - MEMBERS: Jennifer Williamson, Mary Corrow, Sylvia Holt, Debby Fowler
- **CONO** - BOARD COORDINATOR – Scott Hughes
 - MEMBERS: Open
- **SAFETY** - BOARD COORDINATOR – Victor Lock
 - MEMBERS: Rich Northrop, Jason Carter

ATTACHMENT 1
Board Meeting Agenda
January 10, 2024

1. Convene 6:30PM at Ascension Lutheran Church
2. Get to know the new Board (Marty - 10 mins)
3. Purpose of the Board, Bylaws (Marty - 5 mins)
4. Roles and Responsibilities (Marty - 5 mins)
5. Meeting Rules (Marty - 5 mins)
6. Expectations of Board Contact Information (Marty - 2 mins)
7. Meeting time for future Board meetings (Marty – 2 mins)
8. Approval of Minutes of Previous Meeting - Nov 2023 (Marty – 2 mins)
9. Approval of Nov & December Financial Reports (Kathy – 5 mins)
10. Annual Meeting Review (Marty – 5 mins)
11. 2023 Actual to Budget review and 2024 Budget (Kathy – 15 mins)
12. Social (Susan - 5 mins)
13. Safety (Victor – 5 mins)
14. CONO/HNP (Scott – 5 mins)
15. Welcome – Maureen
16. Trash – Kathy
17. Expectations for February Board Meeting – Marty (2 mins)
 - a) Bill non trash customers for 2024 dues
 - b) Email/mail info out to neighbors on new safety/HOA Facebook Group.
 - c) Prepare your 2024 budgets for Kathy for February Board meeting
 - d) Organize audit of financial records.
18. Adjourn

ATTACHMENT 2

November Operating Reconciliation Summary

2:03 PM
12/04/23

**Country Club Homeowners Association
Reconciliation Detail
US Bank - Operating, Period Ending 11/30/2023**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,795.94
Cleared Transactions						
Checks and Payments - 8 items						
Bill Pmt -Check	11/03/2023	505	Waste Connections	X	-2,785.19	-2,785.19
Bill Pmt -Check	11/03/2023	DC 11...	Squarespace	X	-192.00	-2,977.19
Bill Pmt -Check	11/03/2023	506	AEC Bookkeeping	X	-150.00	-3,127.19
Bill Pmt -Check	11/11/2023	DC11-...	UPS	X	-10.29	-3,137.48
Bill Pmt -Check	11/14/2023	507	Kala Loptien	X	-100.00	-3,237.48
Bill Pmt -Check	11/17/2023	DC1117	Walgreens	X	-17.30	-3,254.78
Bill Pmt -Check	11/18/2023	508	Ascension Lutheran ...	X	-300.00	-3,554.78
Bill Pmt -Check	11/20/2023	510	Kent Kearney (vendor)	X	-170.00	-3,724.78
Total Checks and Payments					-3,724.78	-3,724.78
Deposits and Credits - 11 items						
Deposit	11/02/2023			X	224.76	224.76
Deposit	11/06/2023			X	7,552.44	7,777.20
Deposit	11/08/2023			X	1,322.76	9,099.96
Deposit	11/14/2023			X	2,023.68	11,123.64
Deposit	11/15/2023			X	507.24	11,630.88
Deposit	11/20/2023			X	224.76	11,855.64
Deposit	11/20/2023			X	1,914.56	13,770.20
Deposit	11/21/2023			X	1,449.96	15,220.16
Deposit	11/28/2023			X	1,083.40	16,303.56
Transfer	11/28/2023			X	12,723.99	29,027.55
Deposit	11/29/2023			X	692.16	29,719.71
Total Deposits and Credits					29,719.71	29,719.71
Total Cleared Transactions					25,994.93	25,994.93
Cleared Balance					25,994.93	41,790.87
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	11/20/2023	509	Historic Neighborho...		-75.00	-75.00
Bill Pmt -Check	11/29/2023	511	Amanda Schenider		-170.31	-245.31
Total Checks and Payments					-245.31	-245.31
Total Uncleared Transactions					-245.31	-245.31
Register Balance as of 11/30/2023					25,749.62	41,545.56
Ending Balance					25,749.62	41,545.56

ATTACHMENT 3
November Reserve Reconciliation Summary

1:52 PM
 12/04/23

Country Club Homeowners Association
Reconciliation Detail
 US Bank - Reserve, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,723.99
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	11/28/2023			X	-12,723.99	-12,723.99
Total Checks and Payments					-12,723.99	-12,723.99
Total Cleared Transactions					-12,723.99	-12,723.99
Cleared Balance					-12,723.99	0.00
Register Balance as of 11/30/2023					-12,723.99	0.00
Ending Balance					-12,723.99	0.00

ATTACHMENT 4
Nov CCHOA Financial Status

1	As of Nov 30, 2023		
2	Sources	\$ Amount	
3	Operating Account Balance	\$41,790.87	
4	Reserves Money Market Account Balance	\$0.00	acct closed in Nov
5	Total for all bank accounts	\$41,790.87	
6	Commitment to Waste Connection	\$4,379.21	Trash balance report
7	History Book Fund	\$595.04	no change
8	2024 Trash Payments received to date	\$25,382.56	Excludes \$4320 of Dues
9	Total Available HOA Funds	\$11,434.06	Includes the \$4320 of 2024 Dues

ATTACHMENT 5

December Operating Reconciliation Summary

11:08 AM

01/01/24

Country Club Homeowners Association Reconciliation Detail US Bank - Operating, Period Ending 12/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						41,790.87
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	11/29/2023	511	Amanda Schenider	X	-170.31	-170.31
Bill Pmt -Check	12/05/2023		Waste Connections	X	-2,779.04	-2,949.35
Total Checks and Payments					-2,949.35	-2,949.35
Deposits and Credits - 7 items						
Deposit	12/04/2023			X	1,348.56	1,348.56
Deposit	12/05/2023			X	5,258.04	6,606.60
Deposit	12/11/2023			X	224.76	6,831.36
Deposit	12/11/2023			X	3,548.40	10,379.76
Deposit	12/12/2023			X	366.00	10,745.76
Deposit	12/18/2023			X	224.76	10,970.52
Deposit	12/21/2023			X	225.00	11,195.52
Total Deposits and Credits					11,195.52	11,195.52
Total Cleared Transactions					8,246.17	8,246.17
Cleared Balance					8,246.17	50,037.04
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	11/20/2023	509	Historic Neighborho...		-75.00	-75.00
Check	12/22/2023	512	Ligman Jeanie		-83.76	-158.76
Total Checks and Payments					-158.76	-158.76
Total Uncleared Transactions					-158.76	-158.76
Register Balance as of 12/31/2023					8,087.41	49,878.28
Ending Balance					8,087.41	49,878.28

ATTACHMENT 6
December CCHOA Financial Status

As of Dec 31, 2023		
Sources	\$ Amount	
Operating Account Balance	\$50,037.04	
Total for all bank accounts	\$50,037.04	
Commitment to Waste Connection	\$1,381.05	My separate reconciliation shows \$1073.35 but was started mid year to confirm accuracy of Trash Report so may not be accurate due to QB entry errors.
History Book Fund	\$595.04	no change
2024 Trash Payments received to date	\$34,774.32	Excludes \$5850 of Dues
Total Available HOA Funds	\$13,286.63	Includes \$5880 of 2024 Dues (Dues from trash + early Dues payment Lesnick)

ATTACHMENT 7
December Trash Service Balance

11:32 AM
 01/01/24
 Cash Basis

Country Club Homeowners Association
Trash Service Balance
 January 2022 through December 2023

	Jan '22 - Dec 23
Income	
Trash Service	
Extra Bin 2023	1,320.20
Packout Service 2023	403.20
Recycle Service 2023	9,237.54
Trash Service 2023	18,995.75
Total Trash Service	29,956.69
Total Income	29,956.69
Expense	
HOA Trash Service	
HOA Extra Trash Bin 2023	1,156.20
HOA Packout 2023	397.70
HOA Recycle 2023	8,831.86
HOA Trash Service 2023	18,189.88
Total HOA Trash Service	28,575.64
Total Expense	28,575.64
Net Income	1,381.05

ATTACHMENT 8
2023 Budget vs Actual

	<u>Jan - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Ads Income				
Sponsor-Non-Res Website	0.00	0.00	0.00	0.0%
Sponsor-Res Both	650.00	500.00	150.00	130.0%
Sponsor-Res Website	0.00	0.00	0.00	0.0%
Sponsor Non-Res Both	<u>250.00</u>	<u>250.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Ads Income	900.00	750.00	150.00	120.0%
HOA Dues Income				
Dues 2022	0.00	0.00	0.00	0.0%
Dues 2023 (includes Dues rec'd with Trash pymts in 2022)	6,686.93	7,020.00	-333.07	95.26%
Total HOA Dues Income	6,686.93	7,020.00	-333.07	95.26%
Interest Earned	6.47	1.77	4.70	365.54%
Miscellaneous Income				
Donations	11.39	0.00	11.39	100.0%
History Book Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Miscellaneous Income	11.39	0.00	11.39	100.0%
Total Income	7,604.79	7,771.77	-166.98	97.85%
Expense				
Bank Service Charges	0.00	0.00	0.00	0.0%
Board Activity				
Meetings	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Board Activity	0.00	0.00	0.00	0.0%
Communications				
Newsletter	1,152.30	1,200.00	-47.70	96.03%
Website				
Website Access	213.17	193.00	20.17	110.45%
Website - Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Website	213.17	193.00	20.17	110.45%
Welcome Committee	<u>0.00</u>	<u>100.00</u>	<u>-100.00</u>	<u>0.0%</u>
Total Communications	1,365.47	1,493.00	-127.53	91.46%
Computer & Software	138.09	200.00	-61.91	69.05%
HOA Meetings				
Block Party	89.14	890.00	-800.86	10.02%
Fall Activity	700.00	770.00	-70.00	90.91%
Garage Sale	162.55	0.00	162.55	100.0%
Holiday Card Making	83.24	110.00	-26.76	75.67%

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Humane Society Fundaiser	185.03	220.00	-34.97	84.11%
Meeting Mailers	106.30	325.00	-218.70	32.71%
Meeting Rental and Services	300.00	300.00	0.00	100.0%
Refreshments Annual meetings	180.29	175.00	5.29	103.02%
Spring Activity	859.26	850.00	9.26	101.09%
Summer Event	<u>134.00</u>	<u>165.00</u>	<u>-31.00</u>	<u>81.21%</u>
Total HOA Meetings	2,799.81	3,805.00	-1,005.19	73.58%
Insurance	906.00	906.00	0.00	100.0%
Office Supplies	38.66	100.00	-61.34	38.66%
Postage & Mail	100.80	50.00	50.80	201.6%
Professional Fees				
Annual Corp Report	0.00	10.00	-10.00	0.0%
Bank Fees	36.00	0.00	36.00	100.0%
CONO/HNP Dues	75.00	150.00	-75.00	50.0%
Legal Services-Covenants	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Professional Fees	111.00	160.00	-49.00	69.38%
Treasurer				
Bookkeeping	1,150.00	1,300.00	-150.00	88.46%
Dues Invoicing Postage	<u>0.00</u>	<u>100.00</u>	<u>-100.00</u>	<u>0.0%</u>
Total Treasurer	<u>1,150.00</u>	<u>1,400.00</u>	<u>-250.00</u>	<u>82.14%</u>
Total Expense	<u>6,609.83</u>	<u>8,114.00</u>	<u>-1,504.17</u>	<u>81.46%</u>
Net Income	<u>994.96</u>	<u>-342.23</u>	<u>1,337.19</u>	<u>-290.73%</u>