



Country Club

Homeowners' Association

Dedicated to building our community

www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 13 April 2021

President Vonney Northrop called the meeting of the CCHOA Board to order at 5:32 PM on 13 April 2021. The meeting, due to COVID-19 concerns, was held via Zoom conference.

Present: Vonney Northrop Sandy Gallof, Janice Marie-Gallof, Marty Henderson, Dorothy Hornby, and Vicki Tostanoski.

Absent: Ken Francois

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETINGS:

- a. The minutes of the previous regular Board meeting held on 9 March 2021 were presented. Dorothy motioned that the minutes be approved. Marty seconded the motion. The minutes were approved unanimously.

PRESIDENTS COMMENTS

- a. Vonney thanked Marty and Susan for the Newsletter.
- b. The rest of the discussion entailed internal Board operations and procedures.
- c. When no consensus was reached, all agreed to move on to the rest of the agenda.
- d. Vonney left the meeting after this discussion.
- e. Janice presided over the rest of the meeting

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Reports for the period ending 31 March 2021 are provided in Attachments 2-4.
- b. The HOA has \$10,077.75 available for its use. The US Bank Operating Checking account reconciled without issues. The operating checking account balance is \$25,347.32 with \$17,187.33 reserved for Waste Connections and another \$443.04 reserved for the History Fund.
- c. The HOA purchased Quickbooks version 2018 through Hayden back in Nov 2017 when Marty took the treasurer's position. We got a discount from Hayden as he is an accountant so we only paid \$206.23. This version of Quickbooks goes out of support at the end of May 2021. Hayden recommended upgrading every 3 years, so we have support from Intuit. The 2018 version is the first Quickbooks version purchase by the HOA. The new 2021 version of Quickbooks is \$399, plus tax, without a discount from Hayden. Hayden now lives in North Carolina and sold his home, so we can't really justify leveraging him. The new version is supported by Intuit for 3 years. **Marty recommends we purchase this 2021 version of Quickbooks to have support for the software and asks the board to approve this purchase.** Janice motioned we approve the purchase as

recommended by Marty. Dorothy seconded the motion. The motion was approved unanimously.

- d. Marty added a line in the Financial spreadsheet to show the status of the trash program. It makes it easier to have it there as well instead of having to find it in the minutes or the treasurer report.
- e. Marty billed all the homes that have not paid their dues either directly or via signing up for the HOA trash service. Marty mailed out about 174 voluntary invoices. The response from the voluntary invoices has been extremely positive. We received payment for dues from 34 more homes with 9 being from new people signing up for the trash service and the other 25 from people paying the dues. In addition, Marty has 5 more so far to process in April. Marty started billing for dues in 2019, so this is the 3rd year. Some people that paid this year have never paid dues before. One person who has never paid their dues, sent Marty a check for 2020 and 2021. A very impressive response from our neighbors. Marty had 1 return invoice from these mailings, so our name/addresses are up to date.
- f. This also coincided with the newsletter being sent. Marty believes our consistency with the newsletter and the valuable content, along with the History Book and trash program have been well received. Marty received several emails about how much they appreciated the newsletter and he even received a phone call. Marty also believes the use of Minuteman Press has helped with the delivery of the newsletter and quality of the printing, copying, folding and use of tabs. This is the 2nd newsletter that was done via Minuteman Press. When we did it ourselves, sometimes the copies weren't as sharp/dark as we would like, our folding wasn't precise and our use of tape on 3 sides to seal it wasn't the best. Unclear if sometimes they would get mangled in the machinery at the post office. So far, no newsletter returns.
- g. We added 9 new trash customers this month. That brings our total up to 147, or 47%. Waste Connections has been overwhelmed with the buyout of Springs Waste but we have been working together to get these new customers setup; delivery of their WC bins and the pickup of their Springs Waste bins. Most of the transitions have been fine, but there have been 2 or 3 that had some mis queues that were quickly fixed. Marty is keeping a spreadsheet of these misses and working with WC to identify when these problems happen and find solutions. Having a central person to track the problems gives WC a clearer picture of when and why there is a problem. One of the problem trends seems to be when we have a weather delay and we get a 'helper driver' to do our route. We had 2 delays in March with the storms we had.
- h. Marty had one customer cancel this month, the first one. He started up service in Jan, and WC didn't deliver his bin until 2 days later than they first expected. He cancelled his old service with no overlap. He had a missed pickup that caused him to cancel. One time WC didn't put the bin back where he had it on the street, which is important as he lives on Circle.
- i. Marty reported that one new person has purchased adds for the Newsletter. He also stated we now have 149 people signed up for trash service as of 13 April.
- j. Janice asked if the increase in paying homeowners are due to new and/or old homeowners paying dues. Marty stated he did not know but believes they are existing, not new, homeowners.
- k. Janice motioned that the Financial Reports be approved. Dorothy seconded the motion. The Reports were approved unanimously.

OLD BUSINESS

- a. Board Succession:
 - 1) Sandy asked if there was anything new to report.
 - 2) Janice stated she had not contacted one Garden Club member to see if she is willing to serve but will do so before the next Board meeting.
 - 3) Sandy mentioned that Amanda Schneider could not attend this Board meeting but might be interested in future volunteering.
 - 4) Janice asked if Vicki was willing to serve again. Vicki replied she would be willing to serve for one more year.
 - 5) Sandy asked all Board members to ask their friends and neighbors about volunteering.
- b. Annual Fire Mitigation Meeting Review
 - 1) Sandy stated 13 neighbors attended. He is not sure why the poor attendance.
 - 2) Marty thought the low attendance might be due to people having attended previous meetings. Sandy added that to qualify to participate in the free Chipping program, people have to either attend a Fire Mitigation meeting or have an on-site consultation in the last 5 years.
 - 3) Janice stated the briefing content has stayed pretty much the same over the years and did not emphasize the drought conditions we are experiencing or the conditions in Palmer Park.
 - 4) Janice suggested an email blast next month reminding people of the drought conditions and increasing fire dangers in our region.
- c. Spending options
 - 1) Sandy stated that any funds expended should be for benefit of the neighborhood and its residents.
 - 2) Marty will check with Waste Connections on the cost for two dumpsters for trash during the Garage Sale weekend.
 - 3) Sandy mentioned that Ken will check with CONO to determine the availability and type of support for neighborhood cleanup efforts.
 - 4) Marty suggested maybe booking a restaurant or the Country Club near the end of the year with a lunch buffet for a neighborhood fun event. The event, Marty suggested, could also be used to gather dues and trash money for the next calendar year,
 - 5) Marty also suggested maybe expending some funds to improve the web site. Vicki stated she has several ideas. Sandy asked that she bring them to the next Board meeting for consideration. Sandy also suggested Board members look at other HOA web pages for improvement ideas.
 - 6) Marty suggested hiring a shredder company to shred documents for the neighborhood as part of identity protection efforts.
 - 7) Marty also suggested donating to Guardians of Palmer Park to assist their efforts in the park.
- d. 2710 N. Chelton Complaint
 - 1) Janice stated the neighbor behind this property complained about the back yard storage of machinery and inoperable vehicles in a neighbor's backyard.
 - 2) Sandy's research showed City Code states "It is unlawful to park or store any unlicensed or inoperable vehicle outside of an enclosed building on private property" and therefore, this situation appears to be a City Code violation.
 - 3) The applicable covenants reflect City Code.
 - 4) Vonney had talked to the complaining neighbor and explained it appeared to be a City Code violation and recommended he contact City Code Enforcement.
 - 5) The complaining neighbor still thought the HOA should resolve the issue but that is beyond our authority.
- e. 3104 Leslie
 - 1) The complaining neighbor is complaining about trash and paint cans in front of the garage.
 - 2) This appears to be a City Code violation.
 - 3) The applicable covenants for this area only address new development.
 - 4) Janice mentioned that the recent Newsletter addressed what the HOA can and cannot do with regards to neighbor issues.

- 5) Janice suggested we develop a form letter/response to these type of issues. Vicki motioned that such a form be developed. Marty seconded the motion. The motion was approved unanimously. Sandy volunteered to develop the form by the next meeting.

NEW BUSINESS

- a. Upcoming Social Events (Garage Sale-June, Neighborhood Walks-May, Garden Club-April)
 - 1) Janice stated the Social Committee will meet in mid-April to work the upcoming social events.
 - 2) The Garage Sale is the next scheduled social event.
 - a) Vonney was the lead last year and we need to see if she wants to lead again this year.
 - b) Vicki thought Vonney still has the Garage Sale signs from last year.
 - c) Vonney still has last year's information regarding the garage sale setup.
 - 3) Neighborhood Walk
 - a) This event is scheduled to kick off in May.
 - b) Janice asked the Board for any thoughts on how to organize and participate.
 - 4) Garden Club
 - a) Janice stated the Garden Club's first 2021 meeting will be on 25 April. It will have a guest speaker who will discuss native plants.
 - b) Janice stated participation is still currently limited to 10 people due to COVID-19 restrictions. Participation may be increased when the restrictions are eased.
- b. Software Upgrade: See Financial Report, Paragraph c.
- c. 3205 Leslie Land Use Application
 - 1) This application asks for an increase in residents from 8 to 16 people.
 - 2) Dorothy asked how many people are there now. Marty replied he was unsure. Vicki stated a web page showed no vacancies.
 - 3) Janice asked how they could have 8 residents in a property zoned R1-6000 (limit is 5 unrelated people). She suggested sending a query to the Zoning Department.
 - 4) Sandy suggested waiting until the application is processed by City Planning. All agreed.

STATUS REPORTS OF STANDING COMMITTEES

- a. Social/Welcome/History
 - 1) Dorothy reported she is still waiting for remodeling efforts to be completed before delivering the Welcome packages.
 - 2) Janice reported nothing new with the History effort.
- b. Communications: Vicki reported nothing new.
- c. CONO:
 - 1) Ken did not attend the 8 April HOA Support Meeting which discussed "Dealing with Difficult Neighbors." He will try to get the presentations from Bruce Barron.
- d. Covenants:
 - 1) Sandy reported nothing new over and above the two complaints mentioned earlier.
- e. Safety:
 - 1) Sandy reported two incidents of fraud on the 3100 block of Lees Lane (April 4-5), one Subject with a Weapon incident on the 3000 block of North Chelton Road (March 30) and a Disturbance on the 3100 block of Lees Lane (April 8) requiring 4 police cars. There are no additional details available.

Dorothy motioned the meeting be adjourned. Janice seconded the motion. The meeting was adjourned at 7:00 PM.

The next regularly scheduled meeting will be: **Tuesday, 11 May 2021 at 5:30 pm. Due to COVID-19 restrictions, the next meeting will be via Zoom.**

Respectfully submitted,
Sanford Gallof, Secretary

CCHOA BOARD

Board Positions as of Nov 2020:

President Vonney Northrop
Vice President . Janice Marie-Gallof
Treasurer..... Marty Henderson
Secretary..... Sandy Gallof
At-Large Dorothy Hornby
At-Large Ken FrancoisCONO Representative
At-Large Vicki Tostanoski.....Chief Information Officer - Communications

COMMITTEES:

- COVENANTS/ARCHITECTURE: CHAIRMAN - Open
MEMBERS: Dave May, Rich Northrop
- SAFETY: BOARD COORDINATOR Sandy Gallof
MEMBERS: Bob Frye, Steve Paradis, Dave May
- HISTORY: BOARD COORDINATOR- Janice Marie-Gallof
MEMBERS: Deb Berwick, John Potterat, Judie Werschkey
- SOCIAL/WELCOME: BOARD COORDINATOR – Janice Marie-Gallof/Dorothy Hornby (Welcome)
SOCIAL MEMBERS: Bill Hoover
- MEMBERSHIP: BOARD COORDINATOR – Marty Henderson (maintains database)
MEMBERS: Open
- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski
MEMBERS: Susan Henderson (Newsletter),

ATTACHMENT 1
Board Meeting Agenda
13 April 2021

1. Convene **5:30 pm**
2. Roll Call
3. Reading and Approval of Minutes of Previous Meeting
4. President Comments
5. Approval of Financial Report
6. Old Business (matters previously introduced which have come over from the preceding meeting)
 - a. Board Succession/Volunteers
 - b. Annual Fire Mitigation Meeting Review
 - c. Spending Options
 - d. 2710 N. Chelton Complaint
 - e. 3104 Leslie
7. New Business
 - a. Upcoming Social Events (Garage Sale-June, Neighborhood Walks-May, Garden Club-April)
 - a. Software Upgrade (Quickbooks)
 - b. 3205 Leslie Land Use Application
8. Status Reports of Standing (permanently established) Committees (Reports to be provided prior to Board Meeting. Social/Welcome
 - a) Communications
 - b) CONO
 - c) Covenants
 - d) History
 - e) Safety
9. Adjourn

**ATTACHMENT 2
TREASURER'S REPORT: CCHOA FINANCIAL STATUS 1/31/2021**

As of March 31 2021			
Sources	Number	\$ Amount	
2021 Dues Paid USPS	177	\$5,310.00	34 more than last month
2021 Dues Paid via PayPal	3	\$86.49	1 more than last month
2021 Dues Prorated	0	\$0.00	
2021 Dues Paid Extra	0	\$0.00	
Totals for 2021	180	\$5,396.49	
% of 314 Homes that Paid 2021 Dues	57.32%		
2022 Dues Paid USPS	0	\$0.00	
2022 Dues Paid via PayPal	0	\$0.00	
2022 Dues Paid Extra	0	\$0.00	
Totals for 2022	0	\$0.00	
% of 314 Homes that Paid 2022 Dues	0.00%		
Number of Trash Customers	147		9 more than last month
% of 314 Homes that have signed up for trash	46.82%		
Operating Checking Account Balance		\$25,347.32	
Commitment to Waste Connection		\$17,187.33	
History Book Fund		\$443.04	
Operating Balance		\$7,716.95	

ATTACHMENT 3
TREASURER'S REPORT: RECONCILIATION Detail 1/31/2021

8:19 AM
04/01/21

Country Club Homeowners Association
Reconciliation Detail
US Bank - Operating, Period Ending 03/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,960.16
Cleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	02/26/2021	Debit	Minuteman Press	X	-61.22	-61.22
Bill Pmt -Check	03/01/2021	EFT	Waste Connections	X	-1,853.17	-1,914.39
Bill Pmt -Check	03/11/2021	Debit	Minuteman Press	X	-260.68	-2,175.07
Total Checks and Payments					-2,175.07	-2,175.07
Deposits and Credits - 7 items						
Deposit	03/10/2021			X	106.41	106.41
Deposit	03/13/2021			X	28.83	135.24
Deposit	03/23/2021			X	30.00	165.24
Deposit	03/23/2021			X	747.76	913.00
Check	03/25/2021	447	Bryant John D	X	0.00	913.00
Deposit	03/26/2021			X	422.82	1,335.82
Deposit	03/29/2021			X	226.41	1,562.23
Total Deposits and Credits					1,562.23	1,562.23
Total Cleared Transactions					-612.84	-612.84
Cleared Balance					-612.84	25,347.32
Uncleared Transactions						
Checks and Payments - 3 items						
Check	12/10/2020	445	Rains Carrie		-43.26	-43.26
Check	03/25/2021	448	Bryant John D		-84.90	-128.16
Check	03/25/2021	448	Bryant John D		-0.12	-128.28
Total Checks and Payments					-128.28	-128.28
Total Uncleared Transactions					-128.28	-128.28
Register Balance as of 03/31/2021					-741.12	25,219.04
Ending Balance					-741.12	25,219.04

ATTACHMENT 4
Reconciliation Summary 1/310/2021

8:20 AM
04/01/21

Country Club Homeowners Association
Reconciliation Summary
US Bank - Reserve, Period Ending 03/31/2021

	<u>Mar 31, 21</u>
Beginning Balance	2,360.80
Cleared Balance	2,360.80
Register Balance as of 03/31/2021	2,360.80
Ending Balance	2,360.80