



Country Club

Homeowners' Association

Dedicated to the protection

quality of neighborhood living

www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 14 August 2018

President Steve Paradis called the meeting of the CCHOA Board to order at 5:40 PM on 14 August 2018 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

Present: John Cunning, Sandy Gallof, Janice Marie-Gallof, Marty Henderson, Anne Hudnall, Dave May Vicki Tostanoski, and Steve Paradis. Hayden Gregory were absent. Guests: Susan Henderson and Dorothy Hornby.

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETING:

- a. The minutes of the previous regular Board meeting held on 10 July 2018 were presented. Marty motioned that the minutes be approved. Anne seconded the motion. The minutes were approved unanimously.
- b. The minutes of the special Board Meetings held on 24 July 2018, 26 July 2018 and 4 August 2018 were presented. Steve recommended just adding these minutes to the record since only three Board Members were present at these meetings. All agreed.

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Statements for the period ending 31 July 2018 are provided in Attachments 2 and 3. Marty also provided a spreadsheet showing dues payments to date (Attachment 4).
- b. Dave motioned that the Financial Report be approved. Vicki seconded the motion. The Financial Report was approved unanimously.
- c. Dave stated that Trash Service funds should not be part of the budget. Marty agreed since these funds are a pass through with all received funds going to Waste Connections.
- d. Vicki reported that the Web Site annual bill was due. Marty agreed to pay this bill.

COMMUNICATIONS REPORT

- a. The next newsletter will address Trash Service Options, the Townhalls to address the proposed updated Covenants, and the Annual Meeting. There will also be a History section in the Newsletter
- b. The Newsletter should also contain a one page sign-up form for the trash service.
- c. Later email blasts will address the Townhall and Annual Homeowner Meeting dates.

CONO REPORT (John Cunning):

- a. John reported CONO will have an open house at their new facility at 1414 North Hancock (Senior Center).
- b. John will attend the 16 August 2018 CONO meeting.
- c. John did not attend the CONO meeting on Rentals but will ask CONO for material presented at this meeting.

HISTORY COMMITTEES (Janice Marie-Gallof):

- a. The History Committee report is provided as Attachment 5.
- b. The next scheduled History Committee meeting will be 20 August 2018 at 6:00 PM at 2847 Marilyn Road, Colorado Springs, CO.

WELCOME COMMITTEE (Anne Hudnall)

- a. No report.

MEMBERSHIP COMMITTEE ((Steve Paradis)

- a. No report

COVENANTS COMMITTEE (Dave May)

- a. See Old Business discussion.

SAFETY COMMITTEE (Open)

- a. No report

SOCIAL COMMITTEE (Open)

- a. No report

OLD BUSINESS

- a. Garbage Service:
 - 1) Steve reported Waste Connections is going well for our signed up residents.
 - 2) Marty stated he has drafted the Service Agreement, Frequently Asked Questions, and a Process description paper.
 - 3) Steve asked Marty if we are ready to announce the service in the upcoming Newslette. Marty said we were.
 - 4) Vicki said we must say up front that people must pay their dues if they want to use this discounted trash service..
 - 5) Marty stated people should not cancel their current service until they have received their new totes.

- 6) Steve stated it would be better to start Waste Connection service 1 October 2018 to allow people time to switch over.
- 7) All agreed not to use Pay Pal for paying for trash service. Only cash or checks will be allowed. This is because the trash service payments are a pass through with all received payments going to Waste Connections.. Pay Pal charges a fee which the HOA, not Waste Connections, would have to pay, thereby creating a loss for the HOA on every payment.

b. Covenants Legal Counsel Status

- 1) Steve reported that lots of work has been done on the Governing Documents
- 2) Based upon the legal counsel review, we found we are covered under the Colorado Non-Profit act rather than the Colorado Common Interest Ownership Act (CCIOA).
- 3) Steve stated the HOA job is to enforce either the old or new Covenants per the Non-Profit Act.
- 4) Steve stated there was nothing overreaching in the new Covenants.
- 5) Dave stated the Covenants were completed in January 2018 and were updated based upon legal counsel review.
- 6) Dave reported the Bylaws have been finalized based upon legal counsel review.
- 7) Dave reported the Operating Procedures are new, based upon other HOA Operating Procedures but tailored to our HOA. These Operating Procedures were also updated based upon legal counsel review.
- 8) These three documents are the Governing Documents and will be printed, bound and sent, via US Postal Service, to all Owners.
- 9) Dave will reconvene the Covenants Committee 23 August 2018 at 7 PM to discuss the way ahead.
- 10) Steve stated we need to roll out these documents to support the Town Hall meeting of 8 September 2018 and 20 September 2018, as well as the Annual General Membership Meeting on 13 October 2018.
- 11) Sandy addressed some of the differences between the current and new Covenants (Attachment 6).
- 12) Steve stated the printing and mailing of the Governing Document packages should cost about \$2000.
- 13) Steve stated we may, due to the costs incurred for legal counsel review, have to ask for contributions. He noted that we originally estimated legal counsel support would cost up to \$10,000 but due to our hard work, legal counsel costs should be less than \$5,000.
- 14) Marty stated he was in favor of raising dues. Steve asked Marty to develop a spreadsheet showing dues ranging from \$30 to \$40 a year and participation rates ranging from 50% to 60% and present this information at the next Board Meeting.
- 15) Both Vicki and Susan stated we need some words on why we are having the Town Hall meetings. Sandy agreed to develop and sent Vicki and Susan 3-4 bullet points on the purpose of the Town Hall meeting.
- 16) Sandy presented cost estimates from Centennial Reproduction, Documart, and District 11 for producing the Governing Documents package (Attachment 7).
- 17) Sandy will contact Documart to see what the cost would be for the package if we used a simpler cover and back.

c. Block Party Planning

- 1) Steve estimated 100-150 people attended the Block Party. Seventy hamburgers and about 130 hot dogs were consumed.
- 2) All agreed the party went well.

- 3) Dave suggested the food line and the food dish table(s) needed to be better organized.
- 4) Dave also stated that quite a few neighbors from Chelton Drive, Highland Drive, and Austin Drive attended.
- 5) Age-wise, attendees were across the board.
- 6) Sandy recommended earlier notices would allow Owners to better schedule their attendance.
- 7) Steve said better postcard notices were also required.

NEW BUSINESS

- a. Covered in Old Business.

The meeting was adjourned at 7:10 PM.

The next regularly scheduled meeting will be: **Tues, 11 September 2018 at 5:30 pm at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909. There may be special meetings prior to 11 September to discuss the Townhall meetings and rehearse the presentations.**

Respectfully submitted,
Sanford Gallof, Secretary
CCHOA BOARD

Board Positions as of Nov 2017:

President Steve Paradis
Vice President .. Janice Marie-Gallof
Treasurer Marty Henderson
Secretary Sandy Gallof

Chairman Architectural Control Committee (open) (Committee presently merged with Covenants for time being)

At-Large Hayden Gregory.....Assistant Treasurer
At-Large John Cunning.....CONO Representative
At-Large Dave May.....Covenants
At-Large (open).....Safety Committee
At-Large Vicki Tostanoski.....Chief Information Officer - Communications
At-Large (open).....Social Committee
At-Large Anne Hudnall.....Welcome Committee

COMMITTEES:

- **COVENANTS/ARCHITECTURE:** BOARD COORDINATOR - Dave May
MEMBERS: Peter Ashby, David Corrow, Sandy Gallof, Vonney Northrop, Curt Torrence,
- **SAFETY:** BOARD COORDINATOR - OPEN
MEMBERS: Open
- **WELCOME:** BOARD COORDINATOR – Anne Hudnall
MEMBERS: Deb Berwick, Mary Corrow, Grace Yenne, Dorothy Hornby, Jen Williamson, Shari Walker, Mary Masters
- **HISTORY:** BOARD COORDINATOR- Janice Marie-Gallof
MEMBERS: Mary Corrow, Deb Berwick, John Potterat, Judie Werschkey
- **SOCIAL:** CHAIRPERSON - OPEN
SOCIAL MEMBERS: Open

- MEMBERSHIP: BOARD COORDINATOR – Marty Henderson (maintains database)
MEMBERS: Bruce Hanson, Susan Henderson, Dorothy Hornby, Kim Lieder, Mary Masters
- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski
MEMBERS: Susan Bancroft
- CONO: BOARD COORDINATOR - John Cunning
MEMBERS: **it was suggested Board members should rotate attendance**

ATTACHMENT 1 – AGENDA FOR THE MEETING
Board Meeting Agenda
14 August 2018

1. Convene **5:30 am**
2. Roll Call
3. Reading and Approval of Minutes of Previous Meeting
4. Approval of Financial Report
5. Status Reports of Standing (permanently established) Committees
(Reports to be provided prior to Board Meeting. Time allocated at Board Meeting only if committees have issues for Board consideration)
 - a) Communications
 - b) CONO
 - c) Covenants/Architecture (Defer to Old Business)
 - d) History
 - e) Welcome
6. Old Business (matters previously introduced which have come over from the preceding meeting)
 - a) Garbage Service
 - b) Governing Documents Status
7. New Business
 - a) Block Party Lessons Learned
 - b) Town Hall Meetings
 - c) Annual Meeting
8. Adjourn

ATTACHMENT 2 TREASURER'S REPORT: RECONCILIATION SUMMARY

7:12 AM
08/01/18

Country Club Homeowners Association
Reconciliation Detail
US Bank -Operating, Period Ending 07/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,329.13
Cleared Transactions						
Checks and Payments -2 items						
Check	07/01/2018	402	American Family Ins	X	-879.00	-879.00
Bill Pmt -Check	07/08/2018		Waste Connections	X	-74.00	-953.00
Total Checks and Payments					-953.00	-953.00
Deposits and Credits -3 items						
Deposit	07/08/2018			X	48.00	48.00
Deposit	07/10/2018			X	30.00	78.00
Deposit	07/11/2018			X	48.00	126.00
Total Deposits and Credits					126.00	126.00
Total Cleared Transactions					-827.00	-827.00
Cleared Balance					-827.00	6,502.13
Uncleared Transactions						
Checks and Payments -1 item						
Bill Pmt -Check	07/09/2018	404	Orten Cavanagh &H...		-2,112.00	-2,112.00
Total Checks and Payments					-2,112.00	-2,112.00
Total Uncleared Transactions					-2,112.00	-2,112.00
Register Balance as of 07/31/2018					-2,939.00	4,390.13
New Transactions						
Checks and Payments -1 item						
Bill Pmt -Check	08/01/2018	EFT	Waste Connections		-74.00	-74.00
Total Checks and Payments					-74.00	-74.00
Deposits and Credits -2 items						
Deposit	08/01/2018				30.00	30.00
Deposit	08/01/2018				70.00	100.00
Total Deposits and Credits					100.00	100.00
Total New Transactions					26.00	26.00
Ending Balance					-2,913.00	4,416.13

ATTACHMENT 3 TREASURER'S REPORT: RECONCILIATION SUMMARY-RESERVES

7:16 AM
08/01/18

Country Club Homeowners Association
Reconciliation Detail
US Bank -Reserve, Period Ending 07/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						860.80
Cleared Balance						860.80
Register Balance as of 07/31/2018						860.80
Ending Balance						860.80

ATTACHMENT 4
TREASURER'S REPORT: DUES COLLECTION

As of July 31 2018		
Sources	Number	\$ Amount
2018 Dues paid in 2017	7	\$210.00
2018 Dues paid via PayPal with credit card	25	\$720.75
2018 Dues Paid via PayPal via checking account	1	\$30.00
2018 Dues Paid via USPS	123	\$3,690.00
2018 Dues Paid Via USPS odd amount	1	\$35.00
2018 Dues Paid via cash	1	\$30.00
Totals for 2018	158	\$4,715.75
% of 315 Homes that Paid 2018 Dues	50.16%	
2019 Dues Paid USPS	1	\$30.00
Totals for 2019	1	\$30.00
Total Dues received in 2018	159	\$4,745.75
Operating Account Balance		\$4,416.13
Reserve Account Balance		\$860.80
Total HOA Funds		\$5,276.93

ATTACHMENT 5

HISTORY COMMITTEE REPORT

CCHOA History Committee

A History Committee Meeting was held July 16, 2018 7 p.m. at 2847 Marilyn Rd.

Present: Janice Marie-Gallof, Chair; Deb Berwick; John Potterat

Absent: Judie Werschky

Actions Taken:

Committee members reviewed the status of the list of interviews assigned at the April 12, 2018 meeting. These were: Deb to interview B. Pattee and C. Ross; Janice to interview M. Duncan, Dr. H. Hansen, C. Willenbrock; John to interview E. Nirk; Judie to interview B. Greer, E. Stark's son, M. Westbay. To date all of these need to be completed.

Janice proposed that for the seven interviews that do not have signed release forms, since some of these were requested over six months ago, the committee should not pursue or expect to receive the interviewee's release. Therefore, these interviews cannot be used in the final published document. However, some of the person's comments which are distinctive could be published without divulging the source.

Committee members approved this approach.

Homeowners who still need to be interviewed (in addition to the list above) are:

Sam Blattspieler, Charlotte Trusskey, Robert Hughes, Dean Arnold,
Louis Meyer, Peter Ashby, Ralph Kendall.

Phillp Kleinsmith, who was to be interviewed, passed away in June 2018.

John will interview former homeowners Dr. Beyer, Marge Murray and Ruby Sherwood. He recently interviewed Louise Deberney.

John proposed that the final document of interviews be completed by this fall/early winter. Janice emphasized that the document should include a section which describes the historical significance of the area prior to the development of our HOA area and includes relevant information which Judie has obtained from her city directory research.

The committee agreed to meet in August and monthly thereafter. No date was established for the August meeting.

Meeting adjourned at 8:15 p.m.

ATTACHMENT 6 CURRENT VS. NEW COVENANTS COMPARISON

Topic	Current	Proposed
Enforcement	Owner vs Owner	HOA enforces for Owners
Applicability	By Filing (10)	One for all filings
RVs and Campers	None w/o written approval	Allowed if behind fence or in garage
RV parking in driveway	Prohibited w/o written approval	temporarily (i.e., for less than one month). Must meet City Code limitations (i.e., no closer than 10 feet from street/sidewalk)
Renters	Whole house only	One Room mate allowed or whole house
Rental duration	Any	Not less than 6 months
Dogs/Cats	Unlimited	Limited to 4 each (City Code)
Property Repair	Six months	One year
Fences	All require approval	No fence parallel to the front Lot Line shall be in excess of six feet high nor located nearer than 25 feet to front lot line, unless approved by the Covenants Compliance Committee.
Walls	All require approval	No wall parallel to the front lot line shall be in excess of six feet high nor located nearer than 25 feet to front lot line, unless approved by the Covenants Compliance Committee. Only exceptions are Retaining Walls in the front yard
Signs	None with exception of one for sale/rent	Limitations per City Code
Chickens	None	Limited to 10
Plans for construction	Detailed (location of all buildings, drives, walks, other structures) in duplicate	Building permits shall be required in accordance with the Colorado Springs Building Code and shall, for external projects that change the appearance of the lot or associated structures, be coordinated with the Covenants Compliance Committee, to ensure compliance with these covenants prior to submittal to the Pikes Peak Regional Building Department
Fees	Fees for review of plans	No fees
Variance	If disapproved, must wait 1 year for resubmittal	Resubmit as soon as submittal corrections made
Compliance Committee	Appointed by Board	Approved by Owners
Complaints	Neighbor against neighbor	Two Neighbors must complain in writing to Covenants Compliance Committee to initiate formal process
Enforcement procedues	Limited description	Detailed (Operating Procedures)

**ATTACHMENT 7
COST QUOTES FOR GOVERNING DOCUMENT PACKAGE**

Centennial Reproduction	\$1,250.00	Printing \$775, Binding \$475. No Taxes?
Documart	\$1,479.69	Homeowner Packets (60 pages) Inside Pages, 8.5 x 11 White 20# Bond Vector Smooth, 29 originals, copied on 2 sides Dividers, 8.5 x 11 Colors 60# Astrobrights Text Smooth, 2 originals Colation (Print total-\$545.32), Coil Binding (\$347.60), Clear front & vinyl back covers (\$474). Tax \$112.77
Documart (w/o covers)	\$1,005.69	
District 11	\$1,171.85	b/w copies, coil bound, double sided, color paper separator sheets between sections. No Taxes?