



Country Club

Homeowners' Association

Dedicated to the protection

quality of neighborhood living

www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 11 Dec 2018

President Steve Paradis called the meeting of the CCHOA Board to order at 5:30 PM on 11 December 2018 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

Present: Janice Marie-Gallof, Sandy Gallof, Marty Henderson, Dave May, Vonney Northrop, Vicki Tostanoski, and Steve Paradis. David Corrow and Dorothy Hornby were absent.

Guest: John Baker

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 13 November 2018 were presented. Vicki motioned that the minutes be approved as amended. Marty seconded the motion. The minutes were approved unanimously.

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Statements for the period ending 30 November 2018 are provided in Attachments 2 through 5
- b. Dave motioned that the Financial Report be approved. Vicki seconded the motion. The Financial Report was approved unanimously.
- c. Marty proposed future Board meeting review just the profit/loss report. Vonney motioned that this proposal be approved. Vicki seconded the motion. The motion was approved unanimously.

HISTORY COMMITTEE REPORT (Janice Marie-Gallof): See Attachment 6

OLD BUSINESS

- a. Covenant Vote Status:
 - 1) Sandy reported preliminary results indicating three subdivisions passed the proposed new covenants (Attachment 7).
 - 2) Dave asked how long we need to keep the received ballots. Steve replied we must keep the ballots and maintain them open for examination by homeowners.
 - 3) Dave stated we learned a lot of lessons during the process and need to record them in an after-action report.
 - 4) Dave stated that in talking to owners, he found many people either did not read the proposed Covenants or did not understand them.

NEW BUSINESS

- a. 2019 Planning (See Attachment 9 for list of options): Steve stated our main goals are to build community and getting neighbors to know each other.. He mentioned garbage service, newsletters and parties as means to do this. Steve also stated we need backups/redundancies for the people working for the HOA. We also need new energy/new people. We need to reach out to people who want to volunteer. All agreed the top three areas for 2019 are 1) Social, 2) Trash Service/Membership, and 3) Safety.
 - 1) Budget
 - a) Marty presented the proposed 2019 Budget (Attachment 8)
 - b) Vonney stated the proposed budget should balance. Sandy suggested reducing the Covenants Compliance Committee budget by \$100 to balance the budget. All agreed.
 - c) Steve stated that maybe, due to efficiencies, we can reduce some costs.
 - d) Janice stated we need some funds for the History Book as proposed. Janice further stated it is up to the Board to decide the way ahead for the History Book.
 - 2) Social
 - a) Vonney suggested combining Social and Welcome. All agreed.
 - b) Steve mentioned that other communities have an annual parade (some have it on the 4th of July) to bring the community together.
 - c) Some suggested Social events were a Welcome package, a Night Out event, and Block parties.
 - d) A Garden Club was also mentioned in building community. Steve mentioned that Phelan Gardens assists communities. Utilities also advises on how to create xeriscaped yards.
 - e) Marty stated that the Board should only provide oversight, not run the committees.
 - f) Steve stated he would like all committees to report their progress at the Annual Owners Meeting.
 - g) Steve suggested working with Waste Connections as part of a Neighborhood Cleanup effort.
 - 3) Trash Service/Membership
 - a) This effort will include trash service signup maintaining the Owner database and increasing the number of dues paying Owners.
 - b) Marty will take the current database and identify who we need information from.
 - 4) Safety
 - a) Steve stated this needs to include Crime Awareness (i.e., what criminal activities are occurring in our neighborhood and what we can do to mitigate them).
 - b) Safety efforts also include Fire Mitigation and helping seniors (e.g., snow removal and fire mitigation).
 - c) Steve suggested working with Utilities to promote LED bulbs for dusk to dawn lighting. He stated many areas are dark with no lighting and porch lights would mitigate the darkness issue.
 - 5) Marketing Materials
 - a) Includes the History information, Welcome Package, the neighborhood/HOA story, and possibly a neighborhood Cookbook (as a fundraiser).
 - b) Steve stated the History Committee needs to figure out how to publish the information they have gathered.
 - c) Vicki suggested the Welcome Page be a pdf file that we can send to new owners rather than a hard copy document.

- d) Vicki suggested making the History Book a pdf file and notifying Owners of its availability via the Web page and Newsletters. Owners could then request to receive the History Book via email or, for those without email, a printed copy. This could significantly save printing costs.
 - e) Steve asked the History Committee to, within 60 days, figure out how to produce the History Book.
- b. Covenants Way Ahead
- 1) Ballot Validation Process: Steve will look at Aaron Goodlock's (our lawyer) email on this subject for guidance.
 - 2) Covenants Compliance Committee
 - i. Steve stated the Non-Profit Act says HOAs should support Covenants.
 - ii. Committee membership discussion was deferred to next Board meeting.
 - 3) Operating Instructions/Bylaws -Deferred to next Board meeting

The meeting was adjourned at 7:15 PM.

The next regularly scheduled meeting will be: **Tues, 8 January 2019 at 5:30 pm at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.**

Respectfully submitted,
Sanford Gallof, Secretary

CCHOA BOARD

Board Positions as of Nov 2018:

President Steve Paradis
 Vice President ..Janice Marie-Gallof
 Treasurer..... Marty Henderson
 Secretary..... Sandy Gallof
 At-Large Hayden Gregory.....Assistant Treasurer
 At-Large Dorothy Hornby
 At-Large David Corrow
 At-Large Dave MayCovenants
 At-Large (open).....Safety Committee
 At-Large Vicki Tostanoski.....Chief Information Officer - Communications
 At-Large (open).....Social Committee
 At-Large Vonney Northrop

COMMITTEES:

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

MEMBERS: Bruce Hanson, Dorothy Hornby, Kim Lieder, Mary Masters

- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski
- CONO: BOARD COORDINATOR - Open

ATTACHMENT 1 – AGENDA FOR THE MEETING
Board Meeting Agenda
13 November 2018
Ascension Lutheran Church, 2505 North Circle Drive,
Colorado Springs, CO 80909

1. Convene **5:30 pm**
2. Roll Call
3. Reading and Approval of Minutes of Previous Meeting
4. Approval of Financial Report
5. Old Business (matters previously introduced which have come over from the preceding meeting)
 - a) Covenants Vote Status
6. New Business
 - a) 2019 Planning
 - 1) Budget
 - 2) Social
 - 3) Safety
 - 4) History
 - 5) Other
 - b) Covenants Way Ahead
 - 1) Validate ballots
 - 2) Covenants Compliance Committee members
7. Adjourn

**ATTACHMENT 2
TREASURER'S REPORT: CCHOA FINANCIAL STATUS**

As of November 30 2018			
Sources	Number	\$ Amount	
2018 Dues paid in 2017	7	\$210.00	
2018 Dues paid via PayPal with credit card	28	\$807.24	Fee of \$1.17 per transaction
2018 Dues Paid via PayPal via checking account	1	\$30.00	No transaction fee
2018 Dues Paid via USPS	147	\$4,410.00	
2018 Dues Paid Via USPS odd amount	2	\$52.18	
2018 Dues Paid via cash	1	\$30.00	
Totals for 2018	186	\$5,539.42	
% of 315 Homes that Paid 2018 Dues	59.05%		
2019 Dues Paid USPS	59	\$1,770.00	
2019 Dues Paid via PayPal	2	\$57.66	
2019 Dues Paid Extra	1	\$14.00	
Totals for 2019	44	\$1,841.66	
% of 316 Homes that Paid 2018 Dues	13.92%		
Total Dues received in 2018	230	\$7,381.08	
Operating Checking Account Balance		\$9,745.15	
Commitment to Waste Connection		\$8,665.50	
Operating Balance		\$1,079.65	
Reserve Account Balance		\$360.80	
Total Available HOA Funds		\$1,440.45	Minus \$200 for mailing 2nd Ballot

ATTACHMENT 3 TREASURER'S REPORT: RECONCILIATION DETAIL-OPERATING

3:49 PM
12/01/18

Country Club Homeowners Association Reconciliation Detail US Bank –Operating, Period Ending 11/30/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,880.03
Cleared Transactions						
Checks and Payments –7 items						
Check	10/10/2018	411	Ascension Lutheran ...	X	-250.00	-250.00
Bill Pmt -Check	11/01/2018	EFT	Waste Connections	X	-830.50	-1,080.50
Check	11/07/2018	412	Orten Cavanagh &H...	X	-66.00	-1,146.50
Check	11/09/2018	413	Hanssen Seth	X	-72.00	-1,218.50
Check	11/09/2018	414	Hanssen Seth	X	-6.00	-1,224.50
Check	11/11/2018	Debit	Colorado Sec of State	X	-10.00	-1,234.50
Check	11/13/2018	415	Steve Paradis	X	-945.21	-2,179.71
Total Checks and Payments					-2,179.71	-2,179.71
Deposits and Credits –7 items						
Deposit	11/03/2018			X	140.00	140.00
Deposit	11/13/2018			X	4,154.00	4,294.00
Deposit	11/16/2018			X	1,098.00	5,392.00
Deposit	11/20/2018			X	1,026.00	6,418.00
Deposit	11/26/2018			X	28.83	6,446.83
Deposit	11/26/2018			X	1,314.00	7,760.83
Deposit	11/29/2018			X	1,284.00	9,044.83
Total Deposits and Credits					9,044.83	9,044.83
Total Cleared Transactions					6,865.12	6,865.12
Cleared Balance					6,865.12	9,745.15
Register Balance as of 11/30/2018					6,865.12	9,745.15
Ending Balance					6,865.12	9,745.15

ATTACHMENT 4
TREASURER'S REPORT: RECONCILIATION SUMMARY

7:10 AM
12/01/18

Country Club Homeowners Association
Reconciliation Summary
US Bank -Reserve, Period Ending 11/30/2018

	Nov 30, 18
Beginning Balance	360.80
Cleared Balance	360.80
Register Balance as of 11/30/2018	360.80
Ending Balance	360.80

ATTACHMENT 5 PROFIT/LOSS REPORT

Jan 1 - Nov 30, 18

Income		
HOA Dues Income		
Dues 2018-12/31	5,329.42	
Total HOA Dues Income	<u>5,329.42</u>	
Total Income	<u>5,329.42</u>	
Gross Profit	5,329.42	
Expense		
Communications		
Covenants Mailings	1,591.82	
Newsletter	556.06	
Website		
Web-stie Access	184.22	
Total Website	<u>184.22</u>	
Total Communications	2,332.10	
Computer & Software	562.88	
Covenants Printing	1,000.79	
HOA Meetings		
Block Party	314.53	
Meeting Mailers	208.23	
Meeting Rental and Services	305.20	
Refreshments	157.27	
Total HOA Meetings	<u>985.23</u>	
Insurance-Bus Key-317, D&O-11	879.00	
Office Supplies	79.74	
Professional Fees		
Annual Corp Report	10.00	
Bank Fees	0.50	
Legal Services-Covenants	4,312.00	
Total Professional Fees	<u>4,322.50</u>	
Total Expense	<u>10,162.24</u>	
Net Income	<u><u>-4,832.82</u></u>	
Open 2018 balance	4,133.61	
Net for 2018	-699.21	
Bill for 2nd mailing of Ballots	-200.00	
Dues 2019 collected so far	2,231.66	
2019 Dues After 2018 Shortfall	1,332.45	

ATTACHMENT 6

HISTORY COMMITTEE REPORT

The History Committee met November 26, 2018 at 7 pm at 2847 Marilyn Rd.
Present: Janice Marie-Gallof, Chair; Deb Berwick; and Judie Werschky
Absent: John Potterat (unavoidable)

Janice reported that at the CCHOA Board Meeting on 10/9/18 she asked whether the Committee's final document should be published online at the HOA's web site or in paper copy. Board members expressed concern for the personal identity of single elderly homeowners being exposed, especially if their address is included. After a very brief discussion, the Board president requested that this decision be delayed until the December Board meeting at which time the Board will be establishing the HOA goals for 2019.

Deb suggested that that a small number of the final document be printed and made available at a minimum charge to determine homeowners' interest. Perhaps this would avoid the major expense of printing 316 documents for all homeowners.

Deb agreed to contact Sharon Young to obtain a signed release form. She also agreed to try to obtain Elsie Gonsholt's final interview which Elsie preferred to rewrite.

Judie mentioned that she just learned of a state organization, Territorial Daughters of Colorado, to which anyone may belong if any of their relatives lived in Colorado before statehood was achieved. She wondered if anyone in our area might qualify for this distinction.

Committee members decided that a December meeting would not be held but we would meet in January; the specific date would be determined after John's input.

Judie will not be available to meet in January or February due to planned trips. However, she could be contacted via email in December and February.

The meeting adjourned at 8:15 pm.

ATTACHMENT 7

PRELIMINARY BALLOT REPORT

Subdivision	Yes	No	Total Votes Cast	Total Lots	% who voted	% For
Bruington Sub 1	0	0	0	1	0.00%	0.00%
Century Heights Add 3	21	10	31	61	50.82%	34.43%
Country Club 1	13	6	19	24	79.17%	54.17%
Country Club 2	10	5	15	29	51.72%	34.48%
Country Club 3 Fil 1	7	1	8	13	61.54%	53.85%
Country Club 3 Fil 2	14	6	20	29	68.97%	48.28%
Country Club 3 Fil 3	2	1	3	5	60.00%	40.00%
Highland Acres Sub Refill	8	3	11	16	68.75%	50.00%
Highland Acres	8	0	8	13	61.54%	61.54%
Highland Hills Sub 1	11	6	17	30	56.67%	36.67%
Highland Hills Sub 2	18	38	56	94	59.57%	19.15%
Holiday Circle Sub	0	0	0	2	0.00%	0.00%
	112	76	188	317	59.31%	35.33%

ATTACHMENT 9

2019 PLAN OPTIONS

Board:

- Conduct more efficiently run meetings
- Work 2019 budget
- Work with Guardians of Palmer Park to improve the park (Palmer Park Master Plan inputs)
- Succession Planning for Board Members

Covenants:

- Establish CCC and operations
- Teach Members how to use CCC

Communications:

- Web Site Enhancements
- Newsletter 3 times a year
- E Blasts
- Face Book
- We need to touch our members 7 to 10 times a year with information

History:

- Research history of our neighborhood
- Develop ways to document history of our neighborhood
- How to publish interviews
- Develop ways to inform Owners of our history
- Develop approximately three paragraph summary of neighborhood history for Web page
- Develop history section in proposed HOA Newsletter
- Develop history section for Welcome package

Social:

- Make our neighborhood a friendly/fun place
- Plan and implement at least two social events
- Block Party
- National Night Out
- Neighborhood Parade?

Welcome:

- Make each owner welcome
- Develop welcome packages
- Meet each new neighbor

Safety

- Keep our neighborhood safe
- Identify safety issues
- Support Neighborhood Watch
- Develop Snow Angel Program (assist elderly Owners in clearing sidewalks and driveways)
- Develop ways to inform Owners about safety issues
- Fire-Wise Meeting
- Fire Mitigation
- Neighborhood Chipping Program last week in April 2019
- Fall Chipping Program
- Mitigation Meeting in Mid-June during Fire Season
- Palmer Park Mitigation

Membership

- Grow participation in HOA
- Maintain Owner database
- Identify Owners who we can electronically communicate with
- Identify Owners who we have to mail information to
- Identify Owners who we do not have complete information for
- Get complete information on all Owners
- Identify what Owners would like to see in neighborhood, neighborhood security
- Identify ways to grow membership

CONO

- Maintain participation in CONO activities as they relate to our HOA

Garden Club

- How to create a garden club

Neighborhood Clean Up

- Dumpsters in neighborhood in conjunction with Chipping Program

Trash Service

- How to get Trash Service up to 50% participation

Meetings and Speakers

- Police Department
- Fire Department
- Utilities
- City Council
- State Rep Larry Liston
- Parks Department
- Fish and Wildlife
- **Community / Business Involvement**

- Colorado Springs Charter Academy
- Audubon Elementary
- Ascension Lutheran Church
- Colorado Springs Country Club
- Mark Ryner Stables

- **Outreach to outside our neighborhood**

- Along Chelton to Palmer Park,
- St Andrews HOA
- Greencrest
- For Trash Service and Fire Mitigation

- **Neighborhood Identity**

- Monument Signs
- Fire Wise Signs