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MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 11 January 2022

The January Board Meeting was held via Zoom. President Marty Henderson called the meeting of the CCHOA Board to order at 6:30 PM on 11 January 2022.

Present: Marty Henderson, Ken Francois, Bill Hoover, Sandy Gallof, Amanda Schneider, Vicki Tostanoski, and Dorothy Hornby.

Absent: Steve Paradis

Guests: none

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETINGS:

The board did not meet in December due to the holiday season and lack of urgent business. The Treasurer’s Financial Report for the period ending 30 November 2021 was approved unanimously by the board via email on 13 December 2021.

FINANCIAL REPORT (Ken Francois):

The Treasurer’s Financial Reports for the period ending 31 December 2021 is not yet available and will be sent to the board via email for approval.

NEW BUSINESS

- a. Opening Remarks
 - 1.) Marty opened the meeting thanking the board members for their flexibility and starting at 6:30PM instead of 5:30PM to accommodate Vicki’s work schedule. He asked if everyone was OK with continuing to meet at 6:30PM for future board meetings, and everyone agreed to change the meeting to 6:30PM.
 - 2.) Marty reminded all of the board members about confidentiality and that protected personal information shared about our neighborhood and neighbors during CCHOA board meetings should not be shared outside of the meetings. Particularly when we share information from the data base that contains phone numbers and emails.
 - 3.) Marty encouraged all board members to examine their “why” as to their reason for serving on the board. He stated that he consider serving on the HOA board as his community service. We all are volunteers and our work on the HOA is similar to volunteering for other community services like church, school, etc.
- b. 2022 CCHOA Budget

- 1.) The 2022 CCHOA Budget was prepared by Ken and Marty with input from each of the committee chairs on their respective committee requests and needs.
- 2.) Marty prepared a timeline of CCHOA Board Activities for 2022, shown in Attachment 2. All board members agreed that the timeline was very helpful to provide a visual representation of activities for the year. He also commented an important output of doing the budget is the list of planned activities for the HOA for the year.
- 3.) Ken highlighted that we expect to have 234 households participating in the HOA. Those dues along with paid Ads in the CCHOA Newsletter will bring in \$7,820.
- 4.) The total expense requests for 2022 is \$7,403.
- 5.) Vicki brought up that the annual Zoom subscription for CCHOA is coming due and that the renewal cost was not included in the original budget request.
 - a.) Vicki stated that in 2021 the board paid for an upgraded package which would allow 100+ people to attend a single zoom meeting. This was purchased with the intent that it might be used for the annual meeting, but it was not needed.
 - b.) Vicki suggested the board downgrade the annual subscription to the basic package, costing \$150, for up to 100 people.
 - c.) Marty asked the Board about continuing to use Zoom for our Board meetings and suggested we might meet in person a few times a year. All members of the board agreed that having a Zoom subscription was convenient and should be maintained, and that the basic subscription at \$150 per year would meet the board's needs.
 - d.) The budget request with the inclusion of the Zoom subscription was then updated to \$7,553.00.
- 6.) Computer/Software Expense: Ken stated a cushion was put into the budget for updating and/or replacing technology that is used by the CCHOA board as needed. In particular, it might be necessary to replace the laptop used by the Treasurer.
- 7.) Welcome Committee Expense: Dorothy explained that the \$150 requested by the welcome committee is to cover any printing needed to update the information contained in the welcome packets.
- 8.) History committee: This committee is currently on a hiatus. Sandy stated that there are currently plenty of history books still available if needed for the year.
- 9.) Social Committee: Amanda went over the social committee budget requests and stated the intent of the committee is to hold one social event every quarter. Planned events are listed in the timeline of Attachment 2, and the Proposed Budget in Attachment 3
 - a.) Unfortunately the valentine's day event will have to be postponed to March due to the fact that all members of the social committee are unavailable in February.
 - b.) Amanda explained that the amount of money requested for each event included a line item request for postcard costs to advertise the event.
 - c.) Both the Garage Sale & Fall Clean-up Events will include 2 roll-off dumpsters as well as an on-site donation truck.
- 10.) Liability Insurance: Ken inquired if the liability insurance was an accurate estimate. Marty stated that as far as he is aware the estimate is correct.
- 11.) Professional Fees: Ken stated there are currently no dues paid to CONO. The \$75 is for the HNP membership.
 - a.) Sandy confirmed that CONO will not charge a fee.
 - b.) Ken will not be able to attend the upcoming CONO education seminar but welcomes other members of the board to attend if interested.

- 12.) Firewise Program. Sandy stated that the requested \$50 is for refreshments in the case there are any in person meetings.
 - a.) The next Firewise meeting will be in March, most likely via Zoom.
 - 13.) Annual corporate report: Marty stated that this expense is for the state's annual periodic report which must be filed yearly. After the meeting, Marty verified he paid the \$10 on Dec 23rd for 2022 for the HOA organization with the state.
 - 14.) Office Supplies, Printing and Postage: Ken explained that this expense is for the CCHOA Board to print, copy, and mail yearly invoicing for HOA dues.
 - 15.) Ken stated that with the added \$150 cost of an annual subscription to Zoom, the budget surplus is \$267 for 2022.
 - 16.) Marty reminded the board members that once the budget is approved, committees do not need to come to the board to use the funds. Committees only need to make a future request to the board if additional money is needed for the year.
 - 17.) Vicki motioned that the CCHOA 2022 Budget be approved. Dorothy seconded the motion. The Budget was approved unanimously.
- c. Pikes Peak Prepared App. Sandy explained that this is an app developed by the Colorado Springs Office of Emergency Management.
- 1.) The app is free to downloaded and there is also a website for those that prefer not to download an app (link to website will be included in upcoming newsletter)
 - 2.) The app has lots of useful information to help the community prepare ahead in case of disaster or emergencies such as floods, winter weather and fires.
 - 3.) Sandy has drafted an article about the app for the February newsletter.
 - 4.) Marty stated that the fire in Boulder has brought to light the need for preparedness and evacuation plans. This app will be a great service to the neighborhood to help with preparedness. In particular, Marty is concerned about the potential bottleneck of traffic in the case of evacuation, especially around Circle Drive. Planning for effective and efficient evacuation is an item he would like us to work on later in the year.
- d. Income 65. Sandy informed the board that individuals may claim a subtraction on their Colorado income tax return for fire mitigation measures. The total subtraction a taxpayer can claim per tax year is \$2500.
- e. HNP Update. Sandy stated that there were no meetings over the holiday season. The next meeting is Jan 12 and Sara Vaas will be there to talk about CONO.
- 1.) Sandy also stated that CONO is forming committees by neighborhood and in order to serve on the committee you have to take their course. The course is currently free, but there may be a charge in the future.
- f. The rules and approval for communicating neighborhood events was approved via email on 30 December 2021 by everyone except for no response from Steve.
- 1.) These rules will be incorporated into the bi-laws in the future.
 - 2.) Vicki has put the key points of these rules on the website under Community Events.
- g. The focus of the next CCHOA Board meeting will be the CCHOA newsletter to be delivered in February. Members of the board will be providing articles for the newsletter.

- 1.) Susan Henderson organizes the newsletter and prefers that the font for submitted articles be in Times New Roman. Susan will do a calendar of events based on the timeline.
- 2.) Amanda will do an article on the social events planned for 2022.
- 3.) Sandy will do a safety update to include where to buy dusk to dawn lightbulbs and how to report on city street lights that are out. He will also provide a list of simple things people can do to make sure they are not victims of crime.
- 4.) Sandy will have an article on Pikes Peak Prepared App.
- 5.) Sandy will have an article on Income 65 as well.
- 6.) Marty will give a trash update.
- 7.) Ken will do a financial article.
- 8.) Marty stated that David Corrow might have an article on working with the city to get speed limit signs added to Country Club Dr to help reduce the speeders.
 - i. Dorothy brought up that there is also a speed limit sign at Paseo near the golf cart crossing that was knocked down and needs to be replaced.
- 9.) Marty stated that it would be great to have all of the articles for the newsletter by the next CCHOA meeting in February.

Dorothy motioned the meeting be adjourned. Vicki seconded the motion. The meeting was adjourned at 7:27 PM.

The next regularly scheduled meeting will be: **Tuesday, 8 February 2022 at 6:30 pm.** The next meeting will be via Zoom.

Respectfully submitted,
Amanda Schneider, Secretary

CCHOA BOARD

Board Positions as of Nov 2021:

President..... Marty Henderson
 Vice President.. Bill Hoover
 Treasurer..... Ken Francois
 Secretary Amanda Schneider
 At-Large..... Sandy Gallof
 At-Large..... Dorothy Hornby
 At-Large..... Steve Paradis
 At-Large..... Vicki Tostanoski

COMMITTEES:

- **COVENANTS COMPLIANCE:** CHAIRPERSON - Open
MEMBERS: Dave May, Rich Northrop
- **SAFETY:** BOARD COORDINATOR - Sandy Gallof
MEMBERS: Bob Frye, Steve Paradis, Dave May, Jason Carter

- HISTORY: Currently inactive
- SOCIAL: BOARD COORDINATOR – Amanda Schneider
SOCIAL MEMBERS: Susan Henderson, Bill Hoover, Kala Loptien, Janice Marie-Gallof
- WELCOME: BOARD COORDINATOR –Dorothy Hornby
MEMBERS: Jennifer Williamson, Mary Corrow, Maureen Logue, Sylvia Holt
- MEMBERSHIP: BOARD COORDINATOR – Marty Henderson (maintains database)
MEMBERS: Open
- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski (chief information officer)
MEMBERS: Susan Henderson (Newsletter)

ATTACHMENT 1
Board Meeting Agenda
January 11, 2022

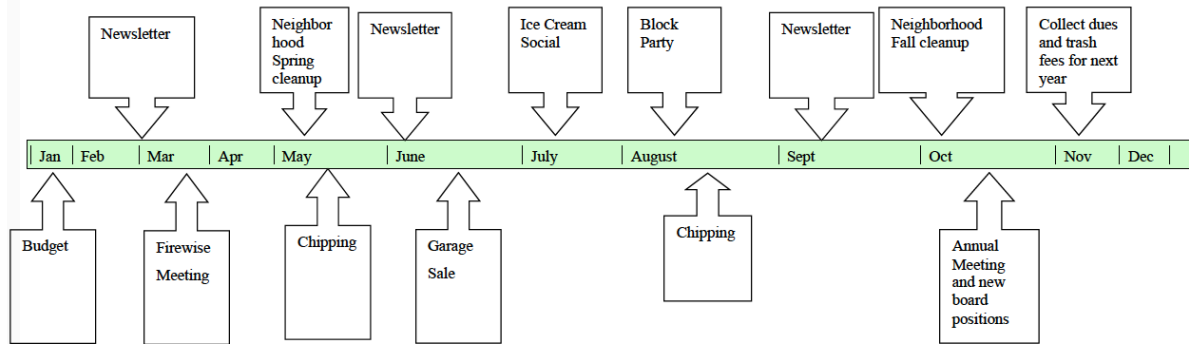
1. Convene **5:30PM via Zoom**
2. Roll Call
3. Confidentiality (1 min)
4. Why serve for the HOA (5 mins)
5. Approval of Minutes of Previous Meeting – December’s minutes already approved via email
6. Approval of December’s Financial Report
7. 2022 Budget Review and Discussion – Ken (20 mins)
8. Future Board meetings, to Zoom or not to Zoom – Marty (5 mins)
9. Pikes Peak Prepared App - Sandy
10. Additional Committee Updates – Email updates before Board Meeting? (10 Mins)
 - a. Social – Amanda
 - b. Safety – Sandy
 - c. HNP – Sandy
 - d. CONO – Ken
 - e. Communications – Vicki
 - f. Welcome – Dorothy
11. Rules and approval for communicating neighborhood events – Approved via email by everyone except no response from Ken & Steve.
 - a. We should limit this communication to only neighborhood organizations; Country Club, the horse stables, Guardians of Palmer Park, the 2 schools and the 2 churches.
 - b. It must be a community event. That eliminates any possibility of advertising anything that is only for the benefit of that organization.
 - c. The organization must ask us to share the information. It’s not our responsibility to be sure we find every event that qualifies.
 - d. The organization must provide the exact wording of the information for the event. We don’t want to be responsible for the wording. The Board has the authority to approve/disapprove the wording/communication.

- e. We put a disclaimer that we aren't supporting the organization but want the neighborhood to be aware of this local public event.
 - f. We include it at the bottom of an email blast with HOA information otherwise it would be SPAM.
 - g. We create an area on our website for community events. (Already completed)
12. Expectations for February Board Meeting, First Newsletter for 2022 – Marty (5 mins)
- a. Firewise meeting & update on Firewise – Sandy
 - i. Income 65
 - ii. <http://elpasoteller911.org/> and Everbridge App
 - b. Article on the Pikes Peak Prepared App for evacuation planning - Sandy
 - c. Social 2022 Agenda and info on next event - Amanda
 - d. Safety Update - Sandy
 - e. Trash Update - Marty
 - f. CCHOA Calendar - Susan
 - g. Volunteer - Susan
 - h. Financial – Ken
 - i. Speeding issue on Country Club Dr – David Corrow might have an article on working with the City to get speed limit signs added to Country Club Dr to help reduce the speeders.

13. Adjourn

ATTACHMENT 2
CCHOA Board Activities 2022

CCHOA Board Activities 2022



ATTACHMENT 3
CCHOA Proposed 2022 Budget

Country Club Homeowners Association

Proposed 2022 Budget
January through December 2022

INCOME	\$ 7,820.00
Estimated Dues (234 households x \$30)	7,020.00
CCHOA Newsletter Ads	800.00
EXPENSES	\$ 7,403.00
Communications	\$ 1,893.00
Newsletter	1,200.00
Website (WIX)	193.00
Computer/Software	500.00
Welcome Committee	\$ 150.00
History Committee	No Input
Social Committee Events	\$ 3,700.00
Valentine's Day	405.00
Garage Sale	880.00
Ice Cream Social	855.00
Block Party	730.00
Fall Clean-Up	830.00
Annual Homeowners Meeting	\$ 375.00
Room Rental and Services	300.00
Refreshments	75.00
Insurance	\$ 900.00
Professional Fees	\$ 135.00
CONO/HNP Memberships	75.00
Firewise Program	50.00
Annual Corp Report	10.00
Invoicing Expenses	\$ 250.00
Office Supplies (paper, envelopes, etc.)	50.00
Printing (ink cartridges, copy services, etc.)	50.00
Postage	150.00
BUDGET SURPLUS	\$ 417.00