



Country Club

Homeowners' Association

*Dedicated to the protection
of our property values and
quality of neighborhood living*

www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 14 July 2020

President Vonney Northrop called the meeting of the CCHOA Board to order at 5:38 PM on 14 July 2020 at 2847 Marilyn Road, Colorado Springs, Colorado.

Present: Vonney Northrop, Sandy Gallof, Dorothy Hornby, Janice Marie-Gallof, Ken Francois (via phone=in), Marty Henderson, and Vicki Tostanoski.

Absent: Dave Corrow

Guest: Susan Henderson

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 June 2020 were presented. Vicki motioned that the minutes be approved. Vonney seconded the motion. The minutes were approved unanimously.

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Reports for the period ending 30 June 2020 are provided in Attachments 2-4.
- b. The HOA has \$7,069.60 available for its use. Both accounts reconciled without issue. In addition, we have \$350.29 in the History fund, and \$8,314.46 reserved for Waste Connections future bills.
- c. We added one new trash customer in June so our total trash customers is 113. That's 36% of the homes that are able to sign up for the trash service (314).
- d. 182 homes have paid their dues for 2020, 1 more than last month. That is 58% of our HOA homes.
- e. Marty had no issues with the June bill from Waste Connections.
- f. Hayden Gregory did an audit on our 2019 records. He audited Quickbooks as well as the 2019 Fed tax form. He completed the audit and provided a signed audit report to me which is attached. He noticed Marty didn't have one item correct on the 2019 Fed tax return. Marty checked that this was the 'Final' return and he wasn't supposed to do that. We decided to not file an amended return since the IRS has not contacted Marty about it and Marty also did that for the 2018 return.
- g. As Marty filed the 2019 audit report away in the HOA files, he noticed we did not do a 2018 audit and asked Hayden to do another audit. He did a quick turnaround for the 2018 audit and the signed audit report is also attached. He found Marty made a mistake on the 2018 return as he carried the wrong number down to a line item for the HOA expenses. He created an amended return which Marty signed and mailed.
- h. Vonney motioned that the Financial Reports be approved. Janice seconded the motion. The Reports were approved unanimously.

OLD BUSINESS

- a. Methods to prove membership for additional benefits
 - 1) Sandy suggested a read-only database in the Cloud be used to confirm paid up members. Members requiring proof of membership could email Sandy who would then reply with the requested proof.
 - 2) Ken reported he talked to Cheers and they would like our members to join their membership program. Vonney thought this was no real benefit for our members since anyone can join the Cheers program.
 - 3) Vonney asked if there was a way to sort the database to show the paid members only. Marty will check.
 - 4) Marty reported that 75% of the paid members paid on time (i.e., in the November to January timeframe).
 - 5) Vonney suggested including proof of membership to paid up members in the Newsletter.
 - 6) Vonney also stated that businesses providing discounts to our members would be effectively getting free advertising.
 - 7) Vonney stated we need to know what each business will require as proof of membership.
 - 8) All agreed to keep looking for businesses that would be willing to give our members discounts
- b. Neighborhood Issues
 - 1) Sandy stated Dave had advised him that the neighbor concerned about weeds on another neighbor's front yard had reported the address to City Code Enforcement.
 - 2) Ken clarified that weeds in the front yard have to be higher than 9 inches before they can be reported to Code Enforcement.

NEW BUSINESS

- a. Newsletter
 - 1) Sandy provided recommended articles on Fire mitigation, Crime Updates, and Accessory Dwelling Unit Updates for the Newsletter.
 - 2) Dave provided an article on reducing the 1-1/2" irrigation supply line, routinely installed in the 1960's, to 1-1/4" will save \$38.00 monthly.
 - 3) Vonney suggested a short writeup on COVID-19 and how to find State and County information on virus status. Vicki agreed to do this write up.
 - 4) Janice will provide an article on the Garden Club.
 - 5) Dorothy will provide an article on what services City Forestry will provide, particularly for trees between the street and sidewalk.
 - 6) Ken suggested an article on how to talk to neighbors on issues and what are the most common issues. Susan stated Dave May had written an article for the Newsletter last year on this topic and she could check it to see if it can be updated. Vonney stated that Susan should research to see if she could find the article and then we could update as needed. She really thought this was a good idea for this newsletter.
 - 7) Janice suggested articles on neighbors helping neighbors or other good news in the neighborhood. We discussed 2 incidents.(Marty with ta neighbor's tree and the neighbor with the flower paintings on retaining walls in the alley). Susan said she knew of one incident and she would look into writing an article on this incident.
 - 8) Janice asked if pictures could be included in the Newsletter. Marty said black and white pictures could be added at no extra cost. Color picture would cost a little more.
 - 9) Vonney suggested an article on volunteer opportunities and a call for volunteers.
 - 10) Vonney asked that the dead tree issue previously identifies by Ken be added into the newsletter as well.
 - 11) Vonney asked that we add a comment area re: the newsletter to solicit advice.

- 12) The goal is to use Documart to print and fold the Newsletters and have the Newsletter out before the end of July.
- b. ADU Update
- 1) Sandy reported the City Council approved three updated ordinances regarding ADUs (Attachment 5).
- c. Annual Meeting
- 1) All agreed to hold the Annual Meeting on 17 October 2020 as a tentative date. Vonney will check with the Country Club to ensure we do not conflict with their annual member meeting. Sandy will check with Ascension Lutheran Church re: using their facilities on this date.
 - 2) Vicki motioned that a stipend be given to the Ascension Lutheran Church of \$250-\$300 for their use of facilities for our meetings. Janice seconded the motion. The motion was approved unanimously.
 - 3) Vonney stated we need to publish the Annual Meeting date in this Newsletter.
 - 4) Discussion was held on how to safely hold the meeting, if COVID-19 is still an issue in October. Both Vonney and Marty discussed using Zoom to video conference. Zoom would allow us to track who attended via registration and sign-in. Another HOA had an administrator to manage the teleconference. Vonney asked that we request a person skilled in Zoom and video conferencing to volunteer their time to help run the annual meeting virtually.
 - 5) Sandy suggested proxy and/or mail-in voting. This would allow a hardcopy record of all voting. Ballots and proxy forms could go out in the Fall Newsletter and could be turned into Sandy's and/or Marty's mailboxes (both locked) similar to Colorado Springs mail in voting drop-offs.
 - 6) Sandy stated Dorothy's and Dave's positions are up for reelection/election. If we have more At Large Board Members, they could also be added to the ballot. Dorothy agreed to run again for the At Large Board Position.
 - 7) Janice stated we need new people cultivated to join the Board. Marty suggested one on one contacts as the best way to determine peoples' interest.
 - 8) Vonney suggested each Committee develop a writeup on what they do/how they operate.
 - 9) Vonney also suggested that in the January Newsletter, we start planning for new people for the 2021 upcoming positions.
- d. Survey
- 1) Janice stated Marty had suggested a survey be conducted. Marty stated he was looking for feedback on ADUs, now that new ordinance have passed.
 - 2) All agreed not to do a survey but await feedback/concerns via the HOA web page.
- e. Lawyer Bill
- 1) Marty reported we have received a lawyer bill for the Highland Acres Block 1 issue.
 - 2) Vonney will contact the lawyer office for clarification.
 - 3) All agreed to discuss this topic at the next Board meeting.

STATUS REPORTS OF STANDING COMMITTEES

- a. Social/History (Garden Club Attachment 6): Dorothy reported Mary Corrow had distributed two Welcome packages to new neighbors.
- b. Communications: No report. Vonney thanked. Vicki for her recent email blasts and the good job she is doing.
- c. CONO

- 1) Ken stated this month's CONO Support Group Meeting, via online, was on 9 July 2020 with the subject being Code Enforcement in Colorado Springs/
 - 2) Next month's topic will be how to talk to neighbors regarding issues.
 - 3) Ken stated CONO mentioned a Good Neighbor Letter requirement for Short Term Rentals but no one was sure if this letter had to go to an HOA as well as the affected neighbors. Sandy will investigate the requirements in the new ordinance.
- d. Covenants: No report.
 - e. Safety: No report

Vonney motioned the meeting be adjourned. Marty seconded the motion. The meeting was adjourned at 7:27 PM.

The next regularly scheduled meeting will be: **Tuesday, 11 August 2020 at 5:30 pm, at 2847 Marilyn Road (Social distancing and masks will be used to ensure safety).**

Respectfully submitted,
 Sanford Gallof, Secretary
CCHOA BOARD

Board Positions as of Nov 2019:

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

COMMITTEES:

- COVENANTS/ARCHITECTURE: CHAIRMAN - Dave Corrow
 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: Open
- MEMBERSHIP: BOARD COORDINATOR – Marty Henderson (maintains database)
 MEMBERS: Open
- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski
 MEMBERS: Susan Henderson (Newsletter),

ATTACHMENT 1
Board Meeting Agenda
14 July 2020

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) Methods to prove membership for additional benefits
 - b) Neighborhood Issues
6. New Business
 - f. Newsletter
 - g. ADU Update
 - h. Annual Meeting
7. 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) Social/Welcome (Including Garden Club)
 - b) Communications
 - c) CONO
 - d) Covenants
 - e) History
 - f) Safety
8. Adjourn

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

As of June 30 2020			
Sources	Number	\$ Amount	
2020 Dues Paid USPS	175	\$5,250.00	1 more since last month
2020 Dues Paid via PayPal	7	\$201.81	same as last month
2020 Dues Prorated	0	\$0.00	
2020 Dues Paid Extra	1	\$20.00	same as last month
Totals for 2020	182	\$5,471.81	
% of 314 Homes that Paid 2020 Dues	57.96%		
2021 Dues Paid USPS	0	\$0.00	
2021 Dues Paid via PayPal	0	\$0.00	
2021 Dues Paid Extra	0	\$0.00	
Totals for 2021	0	\$0.00	
% of 314 Homes that Paid 2021 Dues	0.00%		
Operating Checking Account Balance		\$15,373.55	
Commitment to Waste Connection		\$8,314.46	
History Book Fund		\$350.29	
Operating Balance		\$6,708.80	
Reserve Account Balance		\$360.80	
Total Available HOA Funds		\$7,069.60	

**ATTACHMENT 3
TREASURER'S REPORT: RECONCILIATION Detail**

2:59 PM
07/01/20

**Country Club Homeowners Association
Reconciliation Detail
US Bank - Operating, Period Ending 06/30/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						16,629.41
Cleared Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	06/01/2020	EFT	Waste Connections	X	-1,386.80	-1,386.80
Total Checks and Payments					-1,386.80	-1,386.80
Deposits and Credits - 2 items						
Deposit	06/03/2020			X	30.00	30.00
Deposit	06/09/2020			X	100.94	130.94
Total Deposits and Credits					130.94	130.94
Total Cleared Transactions					-1,255.86	-1,255.86
Cleared Balance					-1,255.86	15,373.55
Uncleared Transactions						
Checks and Payments - 1 item						
Check	03/13/2020	441	Enderson Betty		-43.26	-43.26
Total Checks and Payments					-43.26	-43.26
Total Uncleared Transactions					-43.26	-43.26
Register Balance as of 06/30/2020					-1,299.12	15,330.29
Ending Balance					-1,299.12	15,330.29

ATTACHMENT 4
Reconciliation Summary

3:01 PM
07/01/20

Country Club Homeowners Association
Reconciliation Summary
US Bank - Reserve, Period Ending 06/30/2020

	<u>Jun 30, 20</u>
Beginning Balance	360.80
Cleared Balance	360.80
Register Balance as of 06/30/2020	360.80
Ending Balance	360.80

**ATTACHMENT 5
ADU UPDATE**

The City Council, on 9 June 2020, approved three changes to City ordinances regarding Accessory Dwelling Units (ADUs). Second reading was on 23 June 2020 with no vote change. The three ordinance changes now go to the Mayor for his approval.

The first measure will allow accessory family suites as secondary living areas integrated within and with a connection to the principal residence. An accessory family suite shall form a single habitable area with facilities for living, sleeping, cooking, and sanitation, and is located within a principal single-family detached unit. The total number of individuals collectively occupying both the principal dwelling unit and the accessory family suite can be no more than one family as defined by City Code.

The second measure will allow homeowners to add an apartment for a second family if they receive approval from the city's planning commission. In single-family zones, only integrated ADUs will be permitted. The owner of the home is also required to live in one of the two units.

The third measure that would allow developers to apply for the right for future homeowners to add apartments to their homes to rent out to second families.

The impact to our neighborhood appears to be:

- **Accessory family suites allowed in all filings since internal to dwelling and only one family per dwelling.**
- **The second measure, allowing integrated ADUs for up to two families, could impact certain filings.**

Filing	Covenants	Impact
Bruington Sub 1, Holiday Circle Sub, Highland Acres Block 1	None	ADUs allowed
Century Heights, Country Club Add 2, Highland Hills Sub 1 and 2	No building shall be erected, placed, or altered on any lot other than a single family dwelling	Open to interpretation
Country Club Add 1 and 3, Highland Acres Block 2	Other than one Single-Family Dwelling (and a private garage. no additional structures, shall be erected, altered, placed, or permitted to remain on any lot	ADUs not allowed
Country Club 3 Filing 2, 3, Highland Acres Sub Refil	No building shall be erected, placed, added to, or altered on any lot other than one detached single family dwelling	ADUs not allowed

- **Since we are not a new development, we are not affected by the third measure.**

Detailed information on these measures can be found at:

<https://coloradosprings.legistar.com/View.ashx?M=M&ID=724713&GUID=C558683C-549D-4121-AE7B-093E6827E5CE> Items 11.A, B, C. of City Council 9 June 2020 Meeting Minutes or <https://coloradosprings.gov/adu>

ATTACHMENT 6
GARDEN CLUB 28 JUNE 2020 MEETING NOTES

Six people attended (Barbara Schiff, Janice Marie-Gallof, Susan Henderson, Shelley Frye, Jenine Ebersohl, , and Juliet Hutchcraft) and we all were careful about COVID-19 precautions. We shared interesting stories of our backgrounds and gardening histories. It was really good to get to know some of our neighbors better! Janice brought poppy head seeds for everyone to share and Heidi gave us each a gift of a hand-painted garden rock.

Our group's official name is now, "The Grateful Deadheaders."

We decided that the person hosting the monthly meeting would send out a summary of that meeting. That way, no one person always has the task.

Here is a web link that Janice mentioned: For all things gardening, including insect identification, books, cartoons, making planters, apparel and, of course, plants: <https://davesgarden.com/>

For local purchase of trees and shrubs, Barbara recommended: Harding Nursery, <https://hardingnursery.com/> She had a good experience there, buying a type of Smokebrush bush that was not available elsewhere in the Springs. Harding's inventory is huge, mostly locally grown, and even the planting information is specific to Colorado. Juliette added that she's worked with a very knowledgeable lady there, whose name is Camilla.

Some small local / seasonal nurseries are about to have close out sales on their perennials. Two that were mentioned by Susan and Heidi are Sunset Greenhouse (near Cheer's Liquor Store) and Dutch Heritage Gardens(on Templeton Gap). They are a branch of the large wholesale shop in Larkspur.

Susan suggested two types of hardy rose bushes for Colorado that do not need much attention or water: Harrison's Gold and Austrian Copper. I hope you can see these pictures; they're beautiful! If not, you can just search for those two varieties by name.



THINGS THAT USUALLY HAPPEN, BUT ARE NOT HAPPENING THIS YEAR BECAUSE OF COVID-19:

1. Western Landscape Symposium in Pueblo. This is held in March every year, so we'll need to look for it next season. \$20.00 tickets go on sale in January and you can register for workshops and guest speakers.

“The Western Landscape Symposium is an educational forum to promote the creation of appealing and sustainable landscapes in southeastern Colorado, incorporating water wise garden practices and plants adapted to local climate and soil conditions.”

2. Colorado Springs garden tours, sponsored by Friends of Extension
(FOX) <https://extensionfriends.org/>

Even though this year’s tour is cancelled, their web site has many useful links to the Colorado State Extension for plant selection, growing tips, classes and high-altitude gardening. Also \$20.00 admission.

3. The Pikes Peak Water Garden Society also offers annual tours.
4. The Elmohr Iris Society usually has an iris tuber fundraising sale at Spencer’s Lawn and Garden Center on South Tejon Street at the end of July (but not this year). The Elmohr Iris society maintains an iris garden at East Library on Union. The gardens offer many different varieties, so their sale might be worth putting on your calendars for next year.

In other words, our group will have plenty of interesting events to attend after the current health crisis is tamped down.

NEXT MEETING:

The next meeting of The Grateful Deadheaders will be on the last Sunday of the month, July 26, 2020 at 2:00 p.m. at Susan’s house (Susan will send contact info when we get closer to the end of July. Thank you.) This meeting will include an iris exchange! Please bring your LABELED plants and be prepared to take home some new colors!