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quality of neighborhood living

www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 11 June 2019

Vice President Janice Marie-Gallof called the meeting of the CCHOA Board to order at 5:35 PM on 11 June 2019 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

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

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 14 May 2019 were presented. Vonney motioned that the minutes be approved. Marty seconded the motion. The minutes were approved unanimously.

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Statement for the period ending 31 May 2019 are provided in Attachment 2. Marty reported we had 5 more homes pay their dues. CCHOA is once again a paid up member of CONO for those that want to participate for the ADU issue. Marty bought stamps for mailing the newsletter, and he issued a refund for trash services to Dean Arnold who moved out of his home on Austin due to health reasons and sold his home. That leaves us \$2,150.60 available funds to the board.
- b. Marty invoiced the ~200 folks that haven't paid their dues. As of 11 June, he has received 41 payments.
- c. We picked up 1 more trash customer to start 6/1 since the last report for May's board meeting. That brings our total to 82 customers. Marty had 2 additional customers that paid after 31 May. Waste Connections had a billing issue for June and their bill was almost \$300 less than it should be. Marty is working that out with them.
- d. Marty also reported the Mail Merge is working smoothly for producing the mailing addresses for the newsletter. Marty suggested next time we add text "or current resident" so it is still delivered even if the name isn't accurate.
- e. Marty reported the Insurance and web site payments are due next month.
- f. Steve was unavailable to do the copy this time due to his office move. Marty was able to get it done at UPS for \$90, but the lady said she forgot to charge for each side, so it should have been \$180. This shows how much money Steve has been saving the HOA by copying the newsletter for us. Also, we should expect to pay for this copy service, and we need to continue to get people to sign up for Email Only preference.
- g. Marty also reported he has received many compliments over the past couple of days about the content of the Newsletter and all the work we are doing. One neighbor on Country Club stopped by and said he called all the council members about the ADU issue, and one council member said he is against it, and said he thought it was a vote of 4-1 against. Another mentioned the mine subsidence and commented they had participated in it as well.

- h. Marty had a few database updates. One from Dorothy and another from Sandy. A few more from new people moving in, returned mailings, etc. Process is working well. We only have 2 homes that we don't know the mailing address/name as we are waiting on the El Paso Assessor office to be updated with correct information.
- i. Dorothy motioned that the Financial Report be approved. Dave May seconded the motion. The Financial Report was approved unanimously.
- j. Marty stated the 2020 trash invoices will go out in November 2019 and the 2020 dues invoices will go out in January 2020

OLD BUSINESS

- a. Social Activities
 - 1) Garage Sale
 - a) Vonney reported 10 people have signed up for the Garage Sale, 3 of which are on Marilyn Road.
 - b) Vicki agreed to do another E-mail blast on 15 June for the Garage Sale.
 - c) Vonney still plans to post announcements on Craigslist and Nextdoor.
 - d) Vonney contacted a pickup service regarding picking up unwanted items after the Garage Sale. She is still waiting to hear if they want to pick up items from a central location or go to each house separately to pick up the items.
 - e) Dorothy said this event could be a learning experience and Dave May suggested we ask for feedback so as to improve the next Garage Sale.
 - 2) Block Party
 - a) Dave May and Sandy will meet with Steve on 13 June to discuss Block Party requirements.
 - b) All agreed we need to discuss HOA liability in driving people to/from the party.
 - c) Janice suggested promoting the idea of neighbors helping neighbors to get to the party rather than organizing transportation. Vicki stated this would avoid the HOA liability issue.
- b. History Update
 - 1) Janice reported \$1325 was paid to the publisher as a 50% down payment. The funds came from two donors and did not impact the HOA budget.
 - 2) Janice and Sandy met with the publisher on 7 June to go over the first chapter layout and content. All agreed good progress was being made and the delivery in early October was on schedule.
 - 3) Dave asked how will the books be distributed. Vicky suggested have one pickup at the Annual meeting and, for those not attending the Annual meeting, they can request a delivery to their homes.
 - 4) Sandy mentioned the Old North End Bookstore offered free delivery in the Old North End for their history book. They charge \$21.60 per book and have an e-mail address where people can request copies by supplying their address and telephone number (and/or e-mail). The Bookstore then contacts the homeowner to set up a time to deliver the book. Sandy suggested we could either deliver the book or set up a central location for pickup. The undelivered books should also be stored in a central location.
- c. Operating Instructions signing
 - 1) The Operating Instructions were signed by all present. Sandy will get Steve's signature on 13 June.
- d. Proposed Accessory Dwelling Unit Ordinance
 - 1) Sandy provided information on the City Council 10 June meeting.

- 2) Both Sandy and Vicky have emailed City Council members regarding concerns about the ADU proposal. Sandy will provide the other Board members a copy of his email and the bullet points developed by Jan Doran, past El Paso County Commissioner and President Emeritus of CONO.
- 3) Dave May suggested sending emails to all Council members and the Mayor, since the Mayor can either approve or veto the ADU proposed ordinance.

NEW BUSINESS

- a. Succession Plan
 - 1) Vonney asked what happens when an Executive Board member (President, Vice-President, Treasurer and Secretary) is not available. She specifically was concerned as to who assumed responsibility for the position's functions.
 - 2) All agreed the immediate issue was what happens when Marty is not available to sign checks.
 - 3) Dave May suggested having up to three people authorized to sign checks with two people required if the check exceeds a specified amount.
 - 4) Sandy suggested we only needed two people authorized.
 - 5) Dave Corrow motioned that Janice become the second person authorized for check signing. Vicki seconded the motion. All agreed to the motion. Janice will get together with Marty on 12 June to get the proper forms signed at US Bank.
- b. Welcome Package
 - 1) Dorothy reported the only open issue with the Welcome Package was if and how should it address Neighborhood Watch.
 - 2) Vonney suggested adding only Neighborhood Watch Contact information to the section where Police and Fire Department contact information was provided.
 - 3) Dorothy reported Linda Kittiel, Susan Hoover, and she are the only Block Captains attending the monthly CSPD meetings regarding Neighborhood Watch.
 - 4) Vonney asked how other HOAs interface with Neighborhood Watch.
 - 5) Dorothy will contact the CSPD and see if a representative can address HOA/Neighborhood watch separation requirements with the Board at the next Board meeting.
 - 6) Marty asked if all homeowner should receive the new Welcome Package. The consensus was only new homeowners should, since the information is readily available to current homeowners on the HOA Web page.
- c. Tree damage Cleanup
 - 1) Dave Corrow asked if he should contact the City Forester and ask when they will be in our neighborhood to pick up city tree debris. All agreed he should.
- d. New Issues
 - 1) Dave Corrow reported a house on Country Club is being remodeled but no permit for the remodel has been posted at Regional.
 - 2) Dave Corrow asked if a Welcome Package, including the appropriate set of Covenants be sent to the new owner.
 - 3) Vicki stated we have received no complaints regarding the remodel.
 - 4) The question was raised how to answer other owner issues that get sent to the HOA Web page.
 - 5) Another new issue was an email received regarding 2711 Grandview Lane. It appears that, before the December 2018 vote on the new Covenants, this address was not covered by a set of Covenants. Dave May will research, with the Records Office, all applicable past Covenants and he and Sandy will draft a response to the email query.

- 6) Dave Corrow suggested, if an issue cannot be readily resolved by the Board, having Steve invite the homeowner to a Board meeting to express their concerns. The process for this is already included in the Operating Instructions. This will be further addressed at the next Board Meeting.

The meeting was adjourned at 7:15 PM.

The next regularly scheduled meeting will be: **Tues, 9 July 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 Vicki TostanoskiChief Information Officer - Communications
At-Large Vonney Northrop

COMMITTEES:

- COVENANTS/ARCHITECTURE: BOARD COORDINATOR - Dave Corrow
MEMBERS: **Open**
- SAFETY: BOARD COORDINATOR – Dave May
MEMBERS: **Open**
- 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), Susan Hoover (Facebook)

ATTACHMENT 2
Board Meeting Agenda
11 June 2019
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) Social Activities
 - 1) Garage Sale
 - 2) Block Part
 - b) History Update
 - c) Operating Instructions Signing
 - d) Proposed Accessory Dwelling Unit Law
6. New Business
 - a) Succession Plan
 - b) Welcome Package
 - c) Tree Damage Cleanup
7. Adjourn

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

As of May 31 2019			
Sources	Number	\$ Amount	
2019 Dues Paid USPS	97	\$2,910.00	3 more than April
2019 Dues Paid via PayPal	7	\$201.81	2 more than April
2019 Dues Paid Extra	0	\$14.00	
Totals for 2019	104	\$3,125.81	
% of 315 Homes that Paid 2019 Dues	33.02%		
2020 Dues Paid USPS	0	\$0.00	
2020 Dues Paid via PayPal	0	\$0.00	
Totals for 2020	0	\$0.00	
% of 315 Homes that Paid 2020 Dues	0.00%		
Operating Cheeking Account Balance		\$8,828.80	
Commitment to Waste Connection		\$7,039.00	
Operating Balance		\$1,789.80	
Reserve Account Balance		\$360.80	
Total Available HOA Funds		\$2,150.60	

ATTACHMENT 3
TREASURER'S REPORT: RESERVE RECONCILIATION SUMMARY

3:59 PM
06/01/19

Country Club Homeowners Association
Reconciliation Summary
US Bank –Reserve, Period Ending 05/31/2019

	<u>May 31, 19</u>
Beginning Balance	360.80
Cleared Balance	360.80
Register Balance as of 05/31/2019	360.80
Ending Balance	360.80

**ATTACHMENT 4
TREASURER'S REPORT: OPERATING RECONCILIATION DETAIL**

3:56 PM

06/01/19

Country Club Homeowners Association
Reconciliation Detail
US Bank –Operating, Period Ending 05/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,081.64
Cleared Transactions						
Checks and Payments –5 items						
Bill Pmt -Check	05/01/2019	EFT	Waste Connections	X	-1,019.50	-1,019.50
Check	05/01/2019	420	Arnold Dean W	X	-232.00	-1,251.50
Bill Pmt -Check	05/16/2019	421	Rhyolite Press LLC	X	-1,325.00	-2,576.50
Check	05/28/2019	Debit	USPS	X	-220.00	-2,796.50
Bill Pmt -Check	05/28/2019	EFT	C O N O	X	-125.00	-2,921.50
Total Checks and Payments					-2,921.50	-2,921.50
Deposits and Credits –7 items						
Deposit	05/06/2019			X	30.00	30.00
Deposit	05/06/2019			X	98.00	128.00
Deposit	05/13/2019			X	128.00	256.00
Deposit	05/16/2019			X	1,325.00	1,581.00
Deposit	05/18/2019			X	30.00	1,611.00
Deposit	05/28/2019			X	28.83	1,639.83
Deposit	05/28/2019			X	28.83	1,668.66
Total Deposits and Credits					1,668.66	1,668.66
Total Cleared Transactions					-1,252.84	-1,252.84
Cleared Balance					-1,252.84	8,828.80
Register Balance as of 05/31/2019					-1,252.84	8,828.80
Ending Balance					-1,252.84	8,828.80