



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 – 19 May 2018

President Steve Paradis called the meeting of the CCHOA Board to order at 8:40 AM on 19 May 2018 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

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

Guest: Susan Henderson

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETING:

- a. The minutes of the previous regular Board meetings held on 10 and 24 April 2018 were presented. Janice motioned that the minutes be approved. Marty seconded the motion. The minutes were approved unanimously.

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Statements for the period ending 30 April 2018 are provided in Attachments 2 and 3. Marty also provided a spreadsheet showing dues payments to date (Attachment 4).
- b. Marty reported problems with the HOA laptop. It would not accept updates, causing security issues. It would take about \$100.00 for the machine to be updated and another \$150.00 for new software. Another \$250.00 for that computer was too much investment, given the age of the computer.
- c. Steve volunteered to buy back the computer for \$250 and destroy the hard drive to ensure the confidentiality of HOA data. Steve proposed Marty purchase a new, updated computer for \$562.88. This required a Board vote. All Board members voted to approve the purchase via e-mail. The \$562.88 purchased an HP 15.6-inch Touch-Screen Laptop with 8 GB RAM and 1 TB Hard drive plus Office for Home/Student, 2016 version.
- d. Hayden has started the annual audit of the financial books. Steve asked Marty to coordinate with Hayden since, in the past, three people were needed to perform the audit.
- e. Marty reported he has received a pre-invoice of \$761 for the liability insurance. The invoice normally arrives in June.
- f. Steve asked how much is really needed in the reserve fund. He motioned that the reserve fund be frozen at \$800. Janice seconded the motion. The motion was passed unanimously.

COMMUNICATIONS REPORT

- a. Vickie stated she is waiting for updates regarding the newsletter.
- b. The next newsletter will address upcoming summer events. This will include the picnics and the Townhalls to address the proposed updated Covenants.
- c. Vickie will send out an e-mail blast announcing the picnic dates. The first picnic will be 28 July on the 2800 block of Marilyn Road. It will be a driveway party instead of a block party to minimize safety issues.
- d. Dave asked if we need to notify the City of our party since it will increase traffic on this block. Steve, Dave and Sandy will discuss this post meeting.
- e. Steve stated the next newsletter should go out 31 May, after Memorial Day.
- f. The newsletter will be three sheets folded with address label on the outside and a statement identifying the item as our HOA newsletter.
- g. Sandy will provide Steve the information on mail bulk rates for the newsletter.
- h. Steve stated we should use colored sheets for the newsletter. Vickie suggested pale yellow sheets.
- i. Dave stated the first newsletter was very good but he saw some areas for improvement. He will pass these items on to Susan.

CONO REPORT (John Cunning):

- a. John attended the CONO meeting, 10 May 2018 at 5:30 PM., at the CONO office on Cascade Avenue. Meeting notes provided as Attachment 5.
- b. Meeting attendance was by reservation.
- c. John handed out copies of the presentation presented at the meeting.
- d. John is not planning to attend the next meeting since it will address accounting. He suggested Marty might want to go in his place.
- e. John asked CONO how to get the required signatures for Covenants approval. The CONO response was door to door.
- f. CONO would like to see our proposed Covenants to see if they can identify any "red flags." Steve stated, once the Covenants are ready, the Covenants can go to CONO for their review.

HISTORY COMMITTEES (Janice Marie-Gallof):

- a. The History Committee met 12 April at 6:00 PM at 2847 Marilyn Road. Report provided as Attachment 6.
- b. Janice stated there should be a history interview in the next newsletter. The Committee has identified a primary, as well as an alternate, interview for the newsletter. The selected interview will go to Susan for incorporation into the newsletter.
- c. Janice also stated she would like to add some history program notes into the newsletter. Janice and Susan will work together to finalize the wording of these notes.
- d. Janice reported the History Committee currently has 14 approved interviews.

- e. Susan suggested deleting interviewee addresses to protect the privacy and security of the interviewees. All agreed.

WELCOME COMMITTEE (Anne Hudnall)

- a. Steve reported Anne is still trying to develop the Welcome kits and determine the best way to deliver them.
- b. Steve also reported current MLS listings for our area show there is an HOA with active Covenants and dues.

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. Trash Service:
 - 1) Marty provided handouts on Service comparisons and Waste Connections (See Attachments 7 and 8).
 - 2) Marty stated Bestway, Waste Management, and Springs Waste Systems all wanted 100% participation and would not negotiate on this.
 - 3) Rocky Mountain Disposal, after discussing their F rating with the Better Business Bureau with Marty, has taken no effort to address this issue.
 - 4) Marty stated Waste Connection was very responsive to any questions he had.
 - 5) Dave stated he has used Waste Connections for the last 2-3 years and has no problem with them. He has always found them very responsive. He did ask if Waste Connections can do the job at the quoted price.
 - 6) Steve stated we should go with a once per year billing and users will have to be HOA members to get the reduced rates.
 - 7) Marty will check if the Carry Out quoted price was a total cost or added to the curbside cost.
 - 8) Steve expressed some concern about fuel surcharges and when they might be added, given the rising costs of fuel.
 - 9) Steve motioned that we proceed with a plan for Waste Connections. Dave seconded the motion. All agreed.

- 10) Marty stated we are looking at switching over to an HOA sponsored Trash Service 1 January 2019. This gives us seven months to plan any transition.
- 11) We need to identify how to prepare for the transition. We need to ensure we have any required infrastructure and logistics in place before we implement any trash service. Steve stated we need a logistics plan by 28 July 2018. Dave suggested using Pinecliff trash service logistics/infrastructure as a template.
- 12) We may invite Waste Connections to speak at the Annual Homeowners meeting.
- 13) Steve stated we need one person in charge of this effort. Marty volunteered, for the time being, to be that person. He may want to turn the effort over to someone else later on.
- 14) Susan suggested the next newsletter discuss in general terms what we are doing with regards to Trash Service.
- 15) Waste Connections has volunteered to provide trash bins for the picnics. This might be a good opportunity to introduce them to the homeowners.
- 16) Dave asked if Waste Connections uses contracts for service. Marty replied they have contracts with District 11, the Lutheran Church and the Rustics Hills HOA. Waste Connections is working on a proposed contract for CCHOA member service.
- 17) Steve stated it is good to have things that are helping our homeowners, like cheaper trash service. He also stated, as the downtown area gets revitalized, our neighborhood will become even more attractive to home buyers.

b. Covenants Legal Counsel

- 1) Steve reported Dave and he met with Aaron Goodlock, Orten, Cavanaugh & Holmes Community Association Attorney, and asked him to review the proposed documents.
- 2) While Dave was on vacation, Aaron sent Dave a five-page memorandum, via e-mail. This memorandum only addressed procedures for writing/amending covenants, information we already had.
- 3) Dave recommended sending Aaron a memo explicitly stating what we want and expect from him.
- 4) Steve, Dave, and Sandy will plan to meet with Aaron to go over the documents.

c. Block Party Planning

- 1) Steve has talked to Tom Waugh. He, Tom, Lori Waugh, and Jenny Paradis will pick up required supplies at Costco. Tom and Steve will do the required grilling for the picnic.
- 2) The picnic will be held on Steve's, Tom's, and other volunteers' driveways.
- 3) Susan suggested clearly identifying Board members at the picnics, possibly via worn tee shirts. Steve liked this idea and will look into it but stated each Board member would have to pay for any identifying clothing.

NEW BUSINESS

- a. Rocky Mountain Disposal Presentation -Not presented (See Old Business Trash Service discussion).
- b. Communications
 - 1) May Newsletter (See Communications Committee discussion).
 - 2) Social Media Protocols - Still in progress.

- 3) Rules for HOA Information/Records Requests - Still in progress.
- c. Fire Mitigation
- 1) Results of Chipping Effort
 - a) Steve asked Sandy to email Ashley Whitworth to get this information so we can document the effort on the Firewise webpage.
 - 2) Community Wildfire Strategic Plan -No progress to date.
 - 3) Status of Fire Mitigation Support for Elderly
 - a) Steve reported we have 10 volunteers to help elderly homeowners who need assistance with Fire Mitigation.
 - b) The Fire Department will, at a date to be determined, first walk the lot to identify suggested Fire Mitigation items. Then the volunteers will set up a date with the homeowner to perform the Fire Mitigation. This effort should be addressed in the newsletter
 - c) Vickie will also send out an e-mail blast on this subject. She will coordinate with Susan on the proposed wording.
 - 4) Steve stated the worst area in the state for wildfires is now the Canon City area. With prevailing winds driving fires northward, the areas around Cheyenne Mountain are in most danger.
 - 5) Steve is working with the St Andrews HOA and the Country Club Golf Course to address fire issues. He is also working with other HOAs around Palmer Park. The Greencrest area, in particular, has vey wooded areas and many houses identified as high risk.
 - 6) Steve reported the City Parks budget is only 2/3 what it used to be.
 - 7) Steve stated no one can currently force a homeowner to perform fire mitigation.
 - 8) Steve is working with Jeremy Taylor, looking at Paseo to the Grandview Overlook for scrub oak mitigation.
 - 9) Dave asked if, once the covenants are approved, we should approach the homeowners on the east side of Chelton Road about joining the HOA. Steve stated we should do this.

The meeting was adjourned at 10:20 PM.

The next regularly scheduled meeting will be: **Tues, 12 June 2018 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 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 CuningCONO Representative

At-Large Dave MayCovenants
 At-Large (open).....Safety Committee
 At-Large Vicki Tostanoski.....Chief Information Officer - Communications
 At-Large (open).....Social Committee
 At-LargeAnne Hudnall.....Welcome Committee

COMMITTEES:

- **COVENANTS/ARCHITECTURE:** BOARD COORDINATOR - Dave May
 MEMBERS: Peter Ashby, David Corrow, Ivan Davidson, Sandy Gallof, Eugenia Nelson, Vonney Northrop, Curt Torrence, Bob Werschky
- **SAFETY: BOARD COORDINATOR - OPEN**
 MEMBERS: Butch Bancroft, Sandy Gallof, Marty Henderson, Joe Adducci
- **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: Patty Pettus, Michelle Secor, Eugenia Nelson
- **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**

19 May 2018

**Ascension Lutheran Church, 2505 North Circle Drive,
Colorado Springs, CO 80909**

1. Convene **8:30 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
 - d) History
 - e) Welcome
6. Old Business (matters previously introduced which have come over from the preceding meeting)
 - a) Garbage Service
 - b) Covenants Legal Counsel
 - c) Block Party Planning
7. New Business (matters initiated in the present meeting)
 - a) Rocky Mountain Disposal Presentation
 - b) Communications

- 1) May Newsletter
 - 2) Social Media Protocol
 - 3) Rules for HOA Information/Records Requests
- c) Fire Mitigation
- 1) Results of Chipping Effort
 - 2) Community Wildfire Strategic Plan
 - 3) Status of Fire Mitigation Support for Elderly
8. Adjourn

ATTACHMENT 2 TREASURER'S REPORT: RECONCILIATION SUMMARY

7:26 AM
05/02/18

Country Club Homeowners Association Reconciliation Summary US Bank - Operating, Period Ending 04/30/2018

	Apr 30, 18
Beginning Balance	5,030.55
Cleared Transactions	
Checks and Payments - 10 items	-368.61
Deposits and Credits - 14 items	2,697.98
Total Cleared Transactions	2,329.37
Cleared Balance	7,359.92
Register Balance as of 04/30/2018	7,359.92
New Transactions	
Checks and Payments - 1 item	-6.00
Total New Transactions	-6.00
Ending Balance	7,353.92

ATTACHMENT 3

TREASURER'S REPORT: RECONCILIATION SUMMARY-RESERVES

7:29 AM
05/02/18

Country Club Homeowners Association Reconciliation Summary US Bank - Reserve, Period Ending 04/30/2018

	Apr 30, 18
Beginning Balance	582.00
Cleared Transactions	
Deposits and Credits - 9 items	263.80
Total Cleared Transactions	263.80
Cleared Balance	845.80
Register Balance as of 04/30/2018	845.80
New Transactions	
Deposits and Credits - 1 item	6.00
Total New Transactions	6.00
Ending Balance	851.80

ATTACHMENT 4
TREASURER'S REPORT: DUES COLLECTION

As of April 30 2018			
Sources	Number	\$ Amount	
2018 Dues paid in 2017	7	\$210.00	
2018 Dues paid via PayPal with credit card	24	\$691.92	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	113	\$3,390.00	
2018 Dues Paid Via USPS odd amount	1	\$35.00	
2018 Dues Paid via cash	1	\$30.00	
Totals for 2018	147	\$4,386.92	
% of 315 Homes that Paid 2018 Dues	46.67%		
2019 Dues Paid USPS	1	\$30.00	
Totals for 2019	1	\$30.00	
Total Dues received in 2018	148	\$4,416.92	
Operating Account Balance		\$7,359.92	
Reserve Account Balance		\$845.80	
Total HOA Funds		\$8,205.72	

ATTACHMENT 5 CONO COMMITTEE REPORT

**CONO Meeting 5-10--2018---Summary
309 S. Cascade Ave, Colorado Springs, CO 80903
5:30—6:30 pm**

Brief Summary: This is the second monthly **HOA Support Group Meeting**: The Attendance included 11 registered HOAs listed below:

- Canis Homer's Association (Denis and Jean) 23 units self-managed
- Colonial Park HOA 77 units self-managed
- Centennial Heights HOA (Rene and Dennis) Diversified Property Management
- Country Club HOA (John) 317 units self-managed
- La Posada HOA 83 units self-managed
- Georgetown Square Homeowners Association (Linda) 133 units self-managed
- Red Rock Ranch HOA (Beth) by phone 220 units Self-managed
- Pinion Bluffs HOA 64 units Warren management
- The Peregrine Master Association (Jim) 1006 homes Z & R management
- Valley Hi Owners Association (Linda) Condominiums 48 units Management-- Dorman
- Windjammer Homeowners Association 272 units (Dale) self-managed

The program was conducted by **Max Cupp** a full-time employee of CONO—719-471-3105, and **Robert Davis**, an active volunteer for the CONO Office—719-471-3105. Max Cupp presented a Power point for discussion of the Principles of CONO which provide help and support for the HOAs.

I will hand out a copy of this power Point to each board member at the May 19, 2018 meeting for discussion.

Next month's meeting will cover the subject of accounting.

John E Cunning, CONO rep.

ATTACHMENT 6 HISTORY COMMITTEE REPORT

Minutes of the committee meeting held on April 12, 2018 at 6 p.m. at 2847 Marilyn Rd.

Present: Janice Marie-Gallof, Chair, Deb Berwick, Judie Werschky

Absent: Mary Corrow, John Potterat (unavoidable)

Actions taken:

The members agreed to revise the interview release consent form by removing the “legalese” wording and focus on the two primary uses for the interview: that is to publish their interview in the HOA newsletter and to include it in a history booklet about the HOA. The committee members believe the revised form will encourage interviewees to give their consent more willingly. A revised version has been sent to the HOA Communications Chair, Vickie Tostanoski for review.

Sharon Young and her daughter Kim Spinelli were unable to attend as planned but will be invited to attend the next meeting in June. The committee members hoped that they would provide information, especially regarding some structures in the in early pictures of the HOA area.

Discussion:

Judy has determined that houses in our HOA area started appearing in the city directory 1959. She has also found that previous homeowners have included three different electric company owners; this category of business owners adds to the list of other entrepreneurial businessmen who have resided in our neighborhood, along with military personnel and doctors

It was mentioned that The Independent newspaper likes local history information. This may provide another means of conveying our HOA history with the exception of the interviews.

Lyman Dewell was mentioned as a previous builder of homes in our HOA.

Meeting adjourned 8 pm.

The next meeting of the History Committee will be Tuesday, June 19, 2018 at 6 P.M. at 2847 Marilyn Rd.

ATTACHMENT 7 TRASH SERVICE COMPARISON

Company	Individual Billing	Trash Only	Trash and Recycle	Carry Out Trash Only	Carry Out Trash and recycle	Comments	BBB Rating
Bestway	No						A+
Waste Management	No						A+
Springs Waste Systems	No						A+
Rocky Mtn Disposal	Yes	\$16.00	\$5.00	\$4.00	\$6.00	Recycle twice a month, 1st and 3rd Monday. Trash and recycle totes are 96 gallon	F
Waste Connection	Yes	\$11.00	\$9.00	\$15.00	\$15.00	Recycle Every Other Week Pickup \$7.50 for an additional Tote Trash is 96 Gallon Tote Plus 3 bags Pay 1 year in advance 13 month is free	A+
Waste Connection	Bill HOA Option	\$8.00	\$6.00	\$15.00	\$15.00	Recycle Every Other Week Pickup \$7.50 for an additional Tote Trash is 96 Gallon Tote Plus 3 bags Pay 1 year in advance 13 month is free	A+
Waste Connection	Bill HOA Option Cost based upon paying annually	\$7.38	\$5.54	\$13.85	\$13.85	Recycle Every Other Week Pickup \$7.50 for an additional Tote Trash is 96 Gallon Tote Plus 3 bags Pay 1 year in advance 13 month is free	A+

**ATTACHMENT 8
WASTE CONNECTIONS**

Waste Connections

5/15/18

Waste Connections proposal is outlined below.

1. Waste Connections has an A+ rating on BBB.
2. They are very flexible and willing to work with us. Not like Waste Management, Bestway Disposal, or Springs Waste Management.
3. Trash service is on Thursday
4. Recycle is every other Thursday
5. Totes (Trash bins) are 96 Gallon for both trash and recycle. 96 is the large size
6. Waste Connections already has a contract with all D11 schools. I haven't verified but they probably already have a contract with CSCA on Chelton.
7. Waste Connections already has a contract with Ascension Church
8. They will bill the HOA with a single bill or bill each home owner individually. However, a single bill is a lower rate.
9. If you pay an annual amount, you will get a 13-month free which is a credit on your account for year 2 and beyond.
10. With 1 billing to the HOA, Trash service is \$8 per month for the first year. For year 2 and beyond, you get a credit for 1 month, so it's 7.33 per month. So, \$96 for first year and \$88 after that.
11. With 1 billing to the HOA, Recycle service is \$6 per month for the first year. For year 2 and beyond, you get a credit for 1 month, so it's \$5.5 per month. \$72 for the first year and \$66 after that.
12. If you need 'pack out' service, it's \$15 per month for the first year. For year 2 and beyond, you get a credit for 1 month, so it's \$13.75.
13. If you have to cancel your service during the year, you get a prorated return for the unpaid months.
14. There is a \$300 flat rate charge for supplying the new totes. I propose the HOA pay this, and it's \$300 whether 50 or 300 people sign up. Normally they charge \$20 per customer.
15. New customers in our HOA would obviously get a better rate by going through the HOA and paying the HOA fee. That will be a big incentive for existing customers to come on board. However, Waste Connections will work with us to ensure new customers are aware of the HOA and the better rate.

16. They are willing to help out with the Block party and provide trans/recycle boxes or Totes.
17. They have a contact for supplying port-a-potties. I haven't asked for a price at this point.

Communication and Transition Strategy

1. If the board approves, then board members need to switch over to Waste Connections.
2. Newsletter out at end of May to communicate this information along with an email blast
3. Newsletter would also have an information page about the trash service with a questionnaire about whether they would sign up and for what type of service.
4. Block party at end of July would have information about Waste Connections including their waste boxes or totes.
5. More communication at the annual meeting in October. At this time, we can also communicate the experiences of the Board with using Waste Connections.
6. Maybe one more newsletter in the fall
7. Switch over would be December with new service starting in January.