

***Dedicated to building our community.”***



[www.countryclubestateshoa.org](http://www.countryclubestateshoa.org)

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 9 November 2021

The November Board Meeting was held via Zoom. President Marty Henderson called the meeting of the CCHOA Board to order at 5:50 PM on 9 November 2021.

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:

- a. The minutes of the annual board meeting held on 23 October 2021 and minutes from the 12 October 2021 board meeting were presented. Vicki motioned that the minutes be approved. Dorothy seconded the motion. The minutes from both meetings were approved unanimously.

FINANCIAL REPORT (Ken Francois):

- a. The Treasurer's Financial Reports for the period ending 31 October 2021 are provided in Attachments 2-4.
- b. The HOA has \$8,365.57 available for its use with an operating balance of \$6004.77 and a reserve account balance of \$2,360.80.
- c. The October 2021 US Bank statement reconciled without issues. The operating checking account balance is currently \$11121.48 with \$4,552.17 reserved for Waste Connections and another \$564.54 reserved for the History Fund.
- d. Ken and Marty decided that moving forward the trash service reporting will be separated from the monthly Treasurer's report to provide the board a clearer picture of the financial status. A separate report on the Waste Connections service will be prepared and sent to the board in the near future.
- e. Two more neighbors paid their CCHOA 2021 dues in October moving us close to 69% of our community's homeowners who have voluntarily chosen to pay their dues.
- f. Vicki motioned that the Financial Reports be approved. Sandy seconded the motion. The Financial Reports were approved unanimously.

## NEW BUSINESS

- a. First meeting of the new board members
  - 1) All members of the board went around and answered 3 questions to get to know each other better:
    - a) How Many Years have You Lived in the HOA?
    - b) Why Did You Choose to Live in the HOA Area?
    - c) Why Did You Decide to Serve on the Board?
  - 2) Marty went over the Purpose and Responsibility of the HOA Board
    - a) The Affairs of CCHOA shall be managed by the Board.
    - b) Set policy for CCHOA for the guidance of its Members, Directors and Officers.
    - c) Supervise the execution of the duties assigned to the Officers (President, Vice President, Secretary, Treasure) of the CCHOA.
    - d) Create standing committees and supervise the operation of these committees.
  - 3) Roles & Responsibilities
    - a) The Board oversees the operations of the HOA.
    - b) Committees manage their work and decisions related to their purpose and within their Board approved budget.
    - c) Committees do not need to come to the board for approval or discussion over details of their operation.
    - d) Committees report to the board on their work/progress.
    - e) As the overseer, the Board ensures the committee is operating in the best interest of the HOA.
  - 4) Meeting Rules
    - a) One person talks at a time.
    - b) Limit topic to HOA business to help keep meetings to 1 hour.
    - c) Email can serve to accomplish a lot outside of meetings, but it has its limits.
    - d) Voting Rules
      - i. Discussion on an issue.
      - ii. Board member makes a motion.
      - iii. Another Board member seconds the motion.
      - iv. Opportunity for more discussion.
      - v. Vote.
  - 5) Marty thanked everyone in the board for providing and updating their contact information.
- b. Neighborhood Character Overlay
  - 1) Sandy brought up that the city is redoing their zoning.
  - 2) Sandy put together a list of characteristics of the neighborhood, provided in Attachment 5, that our neighborhood will submit for approval, with HNP assistance, if the City approves the Neighborhood Characteristics Overlay process.
  - 3) Sandy stated he did leave out one home in the neighborhood, so the list of characteristics will be updated with the information.
  - 4) HNP will be meet on 16 November to discuss these characteristics.
- c. New Logo
  - 1) Vicki presented the new CCHOA logo created by Kala Loptien with design suggestions from Vicki and Susan Henderson, Attachment 6.

- 2) All board member agreed that it is a great representation of who we are as an HOA, and it will be easier than the old logo to use on the website.
  - 3) Vicki made a motion to start using the new logo, Sandy seconded the motion. The new logo was approved unanimously.
- d. Promoting Community Events
- 1) Marty was contacted by Ascension Lutheran Church who is having a German festival on December 14th and asked if the HOA would pass along information about the event.
  - 2) Marty stated that this has been a topic of discussion in the past of how to promote activities in our community not sponsored by the CCHOA.
  - 3) Marty proposed a new set of rules for the CCHOA to promote community events, shown in Attachment 7.
  - 4) Vicki brought up a few concerns on the proposed rules.
    - a) She stated there is another church in the neighborhood that should be included but couldn't remember the name.
    - b) She is concerned that by including the Colorado Springs Country Club we may be asked by them to promote several events that do not have anything to do with the neighborhood.
    - c) If we promote community events via email, then members of our email distro may feel we are spamming them with too much information. We have to evaluate if this information may be unwanted by some in the community.
    - d) Vicki as also concerned about the language in the proposed set of rules that the organization must provide the exact wording. Vicki suggested the board have absolute yes/no voting power as to the wording.
  - 5) Vicki suggested we have a section of the website and in the newsletter which lists "upcoming events." Sandy supported having the info on the website and newsletter rather than sending out emails.
  - 6) Marty was concerned that the information would not be timely or as far reaching if we only did the website and newsletter, especially for the upcoming German festival.
  - 7) Vicki suggested that we send out an email announcing the new board members and in that email we include an "upcoming events" section below the information.
  - 8) Marty motioned to include the information on the German Festival in an upcoming email that will also announce new board members. Ken seconded the motion. The board approved the motion unanimously.
  - 9) Marty stated the board will further discuss incorporating a set of rules for community events at a later time.
- e. CCHOA Budget for 2022
- 1) Marty stated that Ken will be working on a budget for 2022 over this next month.
  - 2) Committees should provide budgeting requests to Ken by Dec 6<sup>th</sup>.
    - a) Marty stated the point of granting a budget to the committees is so they do not have to ask the board for funding of individual events.
    - b) Marty would prefer that committees submit an itemized budget that lists out events they are requesting funds for.

- c) Marty stated that the chairperson position for the Social Committee was open and Sandy asked if a volunteer had been decided.
  - d) Amanda Schneider volunteered to head the Social Committee.
  - 3) Vicki stated that if the CCHOA has funds in reserve that we should consider upgrading the website to a platform with more functionality, such as Wix.
- f. Neighborhood Real Estate Statistics
- 1) Dorothy provided the following information:
    - a) In 2020 the CCHOA had 17 homes that sold.
    - b) So far in 2021 the CCHOA has had 19 homes sold.
    - c) She could not find any homes that were currently pending sale.
    - d) 3 houses are currently for sale:
      - i. 2477 N. Circle Dr.
      - ii. 2533 Bennett Ave.
      - iii. 2913 Marilyn Rd.
- g. CONO Launch Party
- 1) Ken stated that CONO sent out an invitation for a launch party on 7 December.
  - 2) Purpose of the launch party is to get together to go over the new vision and values.
  - 3) Ken will not be here for the launch party so asked if someone else would like to go.
  - 4) Sandy stated that members of the HNP will be going.
  - 5) Sandy explained a bit about HNP and stated that it represents about 1,500-1,700 homes in Colorado Springs.

Vicki motioned the meeting be adjourned. Sandy seconded the motion. The meeting was adjourned at 6:53 PM.

The next regularly scheduled meeting will be: **Tuesday, 14 December 2021 at 5:30 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

file: HOA Meeting Minutes-211109

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## **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**  
**9 November 2021**

1. Convene **5:30 pm**
2. Roll Call
3. Get to know the new Board (10 mins)
4. Purpose of the Board, Bylaws (10 mins)
5. Roles and Responsibilities (10 mins)
6. Meeting Rules (5 mins)
7. Reading and Approval of Minutes of Previous Meeting
8. Approval of Financial Report
9. Expectations of Board Contact Information (2 mins)
10. Neighborhood Character Overlay – Sandy (10 mins)
11. Communications Update – Vicki (5 mins)
12. Ascension Church Event – Marty (5 mins)
13. Expectations for December Board Meeting – Marty (5 mins)
14. Adjourn

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

As of October 31 2021			
Sources	Number	\$ Amount	
2021 Dues Paid USPS	210	\$6,300.00	2 more than last month
2021 Dues Paid via PayPal	6	\$172.98	Same as last month
2021 Dues Prorated	0	\$0.00	
2021 Dues Paid Extra	1	\$89.16	
2021 Dues Paid Extra	1	\$3.47	
2021 Dues Paid Extra	1	\$0.42	
Totals for 2021	216	\$6,566.03	
% of 314 Homes that Paid 2021 Dues	68.79%		
2022 Dues Paid USPS	0	\$0.00	
2022 Dues Paid via PayPal	0	\$0.00	
2022 Dues Paid Extra	0	\$0.00	
Totals for 2022	0	\$0.00	
% of 314 Homes that Paid 2022 Dues	0.00%		
Operating Checking Account Balance		\$11,121.48	
Commitment to Waste Connection		\$4,552.17	
History Book Fund		\$564.54	
Operating Balance		\$6,004.77	
Reserve Account Balance		\$2,360.80	
Total Available HOA Funds		\$8,365.57	

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

10:05 AM  
11/01/21

Country Club Homeowners Association  
Reconciliation Detail  
US Bank - Operating, Period Ending 10/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						13,309.31
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	10/04/2021	EFT	Waste Connections	X	-2,058.34	-2,058.34
Check	10/11/2021	Debit	Minuteman Press	X	-494.21	-2,552.55
Total Checks and Payments					-2,552.55	-2,552.55
Deposits and Credits - 4 items						
Deposit	10/11/2021			X	200.00	200.00
Deposit	10/25/2021			X	0.42	200.42
Deposit	10/25/2021			X	60.00	260.42
Deposit	10/25/2021			X	104.30	364.72
Total Deposits and Credits					364.72	364.72
Total Cleared Transactions					-2,187.83	-2,187.83
Cleared Balance					-2,187.83	11,121.48
Uncleared Transactions						
Checks and Payments - 2 items						
Check	10/25/2021	461	Ascension Lutheran ...		-300.00	-300.00
Check	10/25/2021	460	Gallof Sanford		-26.89	-326.89
Total Checks and Payments					-326.89	-326.89
Total Uncleared Transactions					-326.89	-326.89
Register Balance as of 10/31/2021					-2,514.72	10,794.59
Ending Balance					-2,514.72	10,794.59



**ATTACHMENT 4**  
**Reconciliation Summary - Reserve**

0:04 AM

1/01/21

Country Club Homeowners Association  
**Reconciliation Summary**  
US Bank - Operating, Period Ending 10/31/2021

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	Oct 31, 21
Beginning Balance	13,309.31
Cleared Transactions	
Checks and Payments - 2 items	-2,552.55
Deposits and Credits - 4 items	364.72
Total Cleared Transactions	-2,187.83
Cleared Balance	11,121.48
Uncleared Transactions	
Checks and Payments - 2 items	-326.89
Total Uncleared Transactions	-326.89
Register Balance as of 10/31/2021	10,794.59
Ending Balance	10,794.59

**ATTACHMENT 5**  
**Neighborhood Characteristics**

Custom built homes

All Single Family homes (314)

303 houses built 50 years ago or earlier

One house built in 1910 and 118 built 60+ years ago

Primarily Ranch (233) and split level (44) houses

Remainder are Two story (19), Bi Level (11), Tri Level (4), 1.5 story (2), and Modular (1)

Height limited to 25-30 feet high

Majority (274) have 4 or more Bedrooms

4 have 2 Bedrooms

36 have 3 Bedrooms

216 have 4 Bedrooms

52 have 5 Bedroom

6 have 6-7 Bedrooms

All have 1-4 car garages

1350->1500 sq ft living space (311 have over 1750 sq ft)

Large lots (7041 sq ft to over 50000 sq ft)

9 less than 10000 sq ft

236 10000-15000 sq ft

39 15001-20000 sq ft

30 20001-50250 sq ft

Zoned R1-6 (293), R (20), and A (1)

Wide streets

Mature landscape

Large front yard setbacks, mainly 25 ft setbacks

Very walkable neighborhood

Large medians between most sidewalks and streets

Relatively flat areas for senior walks

Hilly areas for more strenuous walks

Close to Palmer Park trails

ATTACHMENT 6  
NEW CCHOA LOGO



**ATTACHMENT 7**  
**PROPOSED RULES FOR THE CCHOA TO PROMOTE COMMUNITY EVENTS**

## Rules for CCHOA to Promote Community Events

- We should limit this communication to only neighborhood organizations; Country Club, the horse stables, Guardians of Palmer Park, the 2 schools and the church.
- It must be a community event. That eliminates any possibility of advertising anything that is only for the benefit of that organization.
- The organization must ask us to share the information. It's not our responsibility to be sure we find every event that qualifies.
- The organization must provide the exact wording of the information for the event. We don't want to be responsible for the wording.
- We put a disclaimer that we aren't supporting the organization but want the neighborhood be aware of this local public event.