



Country Club

Homeowners' Association

Dedicated to the protection

quality of neighborhood living

www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 09 October 2018

President Steve Paradis called the meeting of the CCHOA Board to order at 5:35PM on 9 October 2018 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

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

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 11 September 2018 were presented. Dave 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 September 2018 are provided in Attachments 2 through 4
- b. Marty reported we had 10 more residents pay their dues in September to receive the HOA trash service, all of whom paid via USPS. That brings us up to 58% participation in the HOA.
- c. Marty reported the financial audit for 2017 was conducted on 9/12/2018. Tom Waugh, Dave Corrow and Hayden Gregory completed the review with no findings. The only item noted was that in the future a budget should be created in advance. No budget was prepared for 2018.
- d. Janice motioned that the Financial Report be approved. Dave seconded the motion. The Financial Report was approved unanimously.
- e. Steve noted that he needs to submit receipts for the two newsletter mailings this year.

COMMUNICATIONS REPORT

- a. Vicki will send out an email regarding the Annual Meeting on October 13, 2018.
- b. Marty will be sending Vicki information about the 2019 trash program so that she can update the website.

CONO REPORT (John Cuning):

- a. No report. John is stepping down from this role and the board is working on replacing him.

HISTORY COMMITTEES (Janice Marie-Gallof):

- a. The History Committee report is provided as Attachment 5.

- b. 28 biographies have been created and are ready for publication on the website. Janice and Vicki will be working on this.
- c. The next scheduled History Committee meeting will be 22 October 2018 at 7:00 PM at 2847 Marilyn Road, Colorado Springs, CO.

WELCOME COMMITTEE (Anne Hudnall)

- a. No report

MEMBERSHIP COMMITTEE ((Steve Paradis)

- a. No report

COVENANTS COMMITTEE (Dave May)

- a. The Covenants Committee conducted town halls on September 8 and October 20 to review the proposed covenants. Approximately 75 people were in attendance at each meeting.
- b. As a result of the town halls, a document has been prepared that addresses misconceptions that people have about the covenants. That document will be distributed at the annual meeting on October 13, 2018 as well as sent out with the ballot to vote on the covenants.
- c. Steve tasked with contacting the lawyer to see if the ballot for the covenant can be distributed at the Annual Meeting.

SAFETY COMMITTEE (Open)

- a. No report

SOCIAL COMMITTEE (Open)

- a. No report

OLD BUSINESS

- a. Garbage Service Status:
 - 1) Marty reported the 15 additional homes signed up for the trash service starting in October 2018. This brings the total to 53 homes utilizing the discounted trash service offered by Waste Connections.
 - 2) Marty has created forms for the 2019 sign-up process. Those folks who are already using Waste Connections will not need to sign up again but will be invoiced in November.
- b. Covenants/Governing Documents
 - 1) A ballot for voting on the new covenants has been prepared and will be distributed at the Annual Meeting. Those who do not attend the Annual Meeting will receive a ballot in the mail the week of October 15th.
- a. Annual Meeting
 - 1) A mailing announcing the Annual meeting and slate of positions was sent out in late September.

- 2) Steve will handle refreshments (coffee, bottled water, cookies.)
- 3) Steve will be the main speaker, covering the highlights from 2018 and some goals for 2019.
- 4) Marty will bring forms for trash sign-up and be able to explain the service and answer questions.
- 5) Janice, Deb Berwick and Dave May will greet and sign folks in at the meeting.
- 6) Two ballots will be distributed at the meeting: CCHOA Board for 2019, and Covenants. Vicki and Janice will tally the votes for CCHOA Board.
- 7) The covenant voting needs to stay open for 60 days and cover all households, so those ballots will be gathered and stored until the remaining ballots are returned.
- 8) Steve asked that a \$250 Honorarium will presented to Ascension Lutheran Church for their generosity in allowing us to use their facility for CCHOA Board Meetings, Town Halls and the Annual Meeting. Dave motioned that the honorarium be approved. Vicki seconded the motion.

NEW BUSINESS

The meeting was adjourned at 7:00 PM.

The next regularly scheduled meeting will be: **Tues, 13 November 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 Cunning.....CONO Representative
At-Large Dave MayCovenants
At-Large (open) Safety Committee
At-Large Vicki TostanoskiChief Information Officer - Communications
At-Large (open) Social Committee
At-Large Anne HudnallWelcome Committee

COMMITTEES:

- **COVENANTS/ARCHITECTURE:** BOARD COORDINATOR - Dave May
MEMBERS: Peter Ashby, David Corrow, Sandy Gallof, Vonney Northrop, Curt Torrence,
- **SAFETY: BOARD COORDINATOR - OPEN**
MEMBERS: Open
- **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: Open
- **MEMBERSHIP:** BOARD COORDINATOR – Marty Henderson (maintains database)
MEMBERS: Bruce Hanson, 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
9 October 2018
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. 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 (Defer to Old Business)
 - d) History
 - e) Welcome
6. Old Business (matters previously introduced which have come over from the preceding meeting)
 - a) Garbage Service Status
 - b) Town Hall Meetings – Lessons Learned
7. New Business
 - a) Annual Meeting
 - 1) Finalize agenda and setup
 - 2) Board Voting Process – who counts and validates
 - 3) Selection of Covenants Compliance Committee members
 - 4) Covenants Voting Process – who counts and validates
 - b) Fire Mitigation
8. Adjourn

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

As of September 30 2018			
Sources	Number	\$ Amount	
2018 Dues paid in 2017	7	\$210.00	
2018 Dues paid via PayPal with credit card	28	\$807.24	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	145	\$4,350.00	
2018 Dues Paid Via USPS odd amount	2	\$52.18	
2018 Dues Paid via cash	1	\$30.00	
Totals for 2018	184	\$5,479.42	
% of 315 Homes that Paid 2018 Dues	58.41%		
2019 Dues Paid USPS	2	\$30.00	
Totals for 2019	2	\$30.00	
Total Dues received in 2018	186	\$5,509.42	
Operating Account Balance		\$2,835.70	
Reserve Account Balance		\$360.80	
		-	
Commitment to Waste Connection		\$2,326.50	
Total Available HOA Funds		\$870.00	

ATTACHMENT 3 TREASURER'S REPORT: RECONCILIATION DETAIL-OPERATING

8:13 AM
09/30/18

Country Club Homeowners Association
Reconciliation Detail
US Bank - Operating, Period Ending 09/30/2018

Type	Date	Num	Name	CI	Amount	Balance
Beginning Balance						1,434.69
Cleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -...	09/01/2018	EFT	Waste Connections	X	-109.50	-109.50
Check	09/09/2018	409	Orten Cavanagh &Holmes, LLC	X	-286.00	-395.50
Total Checks and Payments					-395.50	-395.50
Deposits and Credits - 10 items						
Deposit	09/04/2018			X	544.50	544.50
Deposit	09/11/2018			X	531.00	1,075.50
Deposit	09/17/2018			X	17.18	1,092.68
Deposit	09/18/2018			X	228.00	1,320.68
Deposit	09/19/2018			X	30.00	1,350.68
Deposit	09/21/2018			X	126.00	1,476.68
Deposit	09/24/2018			X	72.00	1,548.68
Deposit	09/25/2018			X	28.83	1,577.51
Deposit	09/28/2018			X	42.00	1,619.51
Deposit	09/28/2018			X	177.00	1,796.51
Total Deposits and Credits					1,796.51	1,796.51
Total Cleared Transactions					1,401.01	1,401.01
Cleared Balance					1,401.01	2,835.70

8:13 AM
09/30/18

Country Club Homeowners Association
Reconciliation Detail
US Bank - Operating, Period Ending 09/30/2018

Type	Date	Num	Name	CI	Amount	Balance
Uncleared Transactions						
Checks and Payments - 1 item						
Check	09/28/2018	410	Dues Delozier - 2850 N Chelto...		-60.00	-60.00
Total Checks and Payments					-60.00	-60.00
Deposits and Credits - 1 item						
Deposit	09/29/2018				72.00	72.00
Total Deposits and Credits					72.00	72.00
Total Uncleared Transactions					12.00	12.00
Register Balance as of 09/30/2018					1,413.01	2,847.70
Ending Balance					1,413.01	2,847.70

ATTACHMENT 4
TREASURER'S REPORT: RECONCILIATION SUMMARY-RESERVES

8:16 AM
09/30/18

Country Club Homeowners Association
Reconciliation Summary

US Bank - Reserve, Period Ending 09/30/2018

	<u>Sep 30, 18</u>
Beginning Balance	360.80
Cleared Balance	360.80
Register Balance as of 09/30/2018	360.80
Ending Balance	360.80

ATTACHMENT 5

HISTORY COMMITTEE REPORT

CCHOA History Committee

A Committee meeting was held September 17, 2018, 7 p.m. at 2847 Marilyn Rd.

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

The meeting consisted mostly of discussion regarding those who have not completed the interview process, either the final interview not approved or release forms not signed. The question remains: when do we no longer contact those interviewed for their approval or release form? Even though the Committee had agreed at the July meeting that we would not continue to pursue those who were unresponsive after several months, some members are still willing to contact them again. Judie will follow up again with Don Bates; John: E. Nirk, Ralph Kendall and Louise Debernay. Those who will not be contacted again are: Alice Michaelis, Will Perkins, and Ed Hayes.

Deb proposed that a one page form with 10 interview questions on one side and the release form on the reverse side could be made available at the October 13th HOA annual meeting for those interested in contributing to our history project. Everyone heartily agreed with Deb's great idea. Janice will produce copies of this form for the annual meeting.

Committee members agreed that we do not need additional volunteers since we are so far along in the completion of our project. Therefore, there should not be a request for volunteers for our Committee when the election of new HOA Board members and request for committee volunteers takes place at the upcoming HOA annual meeting October 13, 2018.

At this time, the committee has only considered that the final document of our report would be accessible on the CCHOA website. Publication of a paper version in particular for those HOA members without internet access has not been discussed.

The committee will next meet October 22, 2018 at 7 p.m.

Meeting adjourned at 8:30 p.m.