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MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 10 September 2019

Vice President Janice Marie-Gallof called the meeting of the CCHOA Board to order at 5:35 PM on 10 September 2019 at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909.

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

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 meeting held on 13 August 2019 were presented. Sandy stated that he corrected the date of the meeting from 9 July to 13 August. Marty motioned that the minutes be approved as amended. Vicki seconded the motion. The minutes, as amended, were approved unanimously.

FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Reports for the period ending 31 August 2019 are provided in Attachment 2-4.
- b. Marty reported we had 3 more homes pay their dues in July, which brings us up to 52% of our HOA paying their dues. That leaves us with \$2,759.56 available funds to the board.
- c. Marty paid the GoDaddy annual bill for our website, \$179.88.
- d. Marty expects a 3% increase in our 2020 trash service costs. If this happens, then it will be reflected in the billing for 2020 come November.
- e. Marty confirmed the insurance bill was paid.
- f. Vonney motioned that the Financial Reports be approved. Dorothy seconded the motion. The Reports were approved unanimously.

OLD BUSINESS

- a. Welcome Package
 - 1) Dorothy reported Dennis Bagenstos, via email, provided printing information for the Welcome package.
 - 2) Dorothy will, for the record, send this email to Sandy .
 - 3) Dorothy and he agreed on the package content.
 - 4) Dennis suggested a CCHOA sticker on the front cover.
 - 5) Dorothy will check the Poison Control phone number and websites for the magnets,

- 6) All agreed to purchase 250 magnets and have them available for the Annual Homeowners Meeting.
 - 7) Dorothy will ask Dennis to send out the Introduction Card to all Board members so they can review the wording and provide comments/updates to Dorothy.
 - 8) Vicky recommended changing “encourage and support” Neighborhood Watch to just “encourage” in the Welcome Package. All agreed.
 - 9) Dorothy will add Trash service and Fire Mitigation efforts to the Introduction Card.
- b. History Update:
- 1) Janice reported the publisher delivered an updated proof for review on 2 September..
 - 2) Janice stated all Committee members reviewed the proof and comments were sent back to the publisher 6 September.
 - 3) Steve stated he had commitments for \$700 for the History Book. He is still looking for additional commitments of \$625 for the final payment.
- c. Proposed Accessory Dwelling Unit Ordinance
- 1) Sandy reported the Planning Commission has come up with alternative options for City Council review (Attachment 5).
 - 2) Sandy will provide an ADU update article for the Newsletter.
- d. CONO Update
- 1) Ken met with Steve to get information on CONO.
 - 2) Ken will attend the 14 September CONO meeting
 - 3) Ken signed up for the CONO Newsletter.
 - 4) Ken reported CONO is planning a social mixer for the end of October.
 - 5) Ken reported he did not see our HOA listed as a member on the CONO web page. Marty will confirm we are a member of CONO.
- e. Handling of Reported Issues/Complaints
- 1) Steve responded to the Hansen email but Mr. Hansen was still not satisfied. He requested copies of the old and new set of Covenants even though his father already had copies.
 - 2) Steve stated we had followed the required Colorado law and this was confirmed by our lawyer throughout the Covenants process.
 - 3) Steve stated he had no problem responding to the latest request but requiring Board approval before sending a response was dragging out the process.
 - 4) Dave suggested the Board vote to have Steve write the response and send it since Steve was thoroughly aware of the Covenants process.
 - 5) Vonney stated Steve could write the response but the Board was still responsible for its content.
 - 6) Sandy suggested Steve write the response and send it out for Board review/approval within 24 hours.
 - 7) Steve recommended he write the response by 13 September and send it out to the Board for approval by 16 September. All agreed to this process.

NEW BUSINESS

- a. Annual Meeting: The focus of the Annual Meeting will be on building Community and Communications.
- 1) Date:
 - a) Sandy reported, due to scheduling conflicts with the Church, the Annual Membership meeting had to slip to 2 November.
 - 2) Slate of Candidates:

- a) All agreed to the proposed slate, except for the position of President.
 - b) Steve stated we need to send out the Annual Meeting announcement, including the slate of Officers and Directors, no later than 2 October.
 - c) Vonney mentioned that the homeowner at 3239 Austin Drive was interested in getting involved.
 - d) Steve felt the Presidential candidate should be someone who has served on the Board and is aware how the Board works and what it can and cannot do.
 - e) Steve volunteered to stay as President until someone else was found to serve s President.
 - f) Dave expressed concern that Steve's proposal might end up with Steve having to serve as President for the full year. That would just push the succession issue down the road a year.
- 3) Presentations::
- a) The proposed agenda is shown at Attachment 6.
 - b) Steve proposed that each Committee head provide their 2019 summary. This would include Trash service, Welcome Committee, Garage Sale, Block Party, and Covenants.
 - c) Each presentation would be 3-5 bullet points.
 - d) A dry run of these presentations should be done at the next Board Meeting.
 - e) Janice stated Don Kallaus, the publisher of the History Book, is willing to provide some brief comments regarding the book at the Annual Meeting.
 - f) Vonney asked what the goals should be for next year. Steve replied they should be Social and Building Community.
 - g) Vonney stated we are not introducing any new things but rather solidifying what what we are doing already.
 - h) Steve stated the vitality of an organization rests with it leaders.
 - i) Steve suggested getting involve in the National Night Out event, sponsored in Colorado Springs by CONO, having events on Halloween and around Christmas (like teaming up with the Ascension Lutheran Church, Audubon PTA, and Colorado Springs Academy for caroling around the neighborhood), having a taking care of neighbors program. He stated we have built the foundation to do more social events and community building.
 - j) Dave stated Pinecliff community building started with offering discounted trash service.
 - k) Steve said we should aim to have fun and embrace neighborhood organizations (like Audubon PTA and Guardians of Palmer Park).
 - l) Janice volunteered to write a Neighbor helping Neighbor Newsletter article.
 - m) Janice asked how we will hand out the books. **Marty will try to come up with an efficient method to do this.**
- 4) Announcement (Attachment 7):
- a) Sandy recommended the Annual meeting announcement be in the Newsletter rather than a separate mailing. This would save the HOA mailing costs.
 - b) All agreed to this proposal..
- 5) Proxy Form: Sandy presented the proxy form (Attachment 8).
- b. Newsletter:
- 1) Articles
- a) **Block Party: Sandy will provide.**
 - b) **History Update: Janice will provide.**
 - c) **ADU Update: Sandy will provide.**
 - d) **Good Neighbor: Dave will provide.**

- e) Crime Avoidance: Vicki will provide e.
- f) Crime Activity Update: Sandy will provide.
- g) Annual Meeting Announcement and Proxy form: Sandy will provide.
- h) Garage Sale: Vonney will provide.
- i) Susan asked that article be in Word, be Times New Roman, and be 12 point font size.

2) Publication Date

- a) Susan needs all articles no later than 19 September.
- b) She will have the Newsletter ready for collating by 27 September.
- c) The Newsletter needs to be postmarked by 2 October.

The meeting was adjourned at 7:30 PM.

The next regularly scheduled meeting will be: **Monday, 7 October 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 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 1

**Board Meeting Agenda
10 September 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) Welcome Package Update
 - b) History Update
 - c) Proposed Accessory Dwelling Unit Ordinance Update
 - d) CONO Update
 - e) Covenants Issue
6. New Business
 - a) Annual Meeting
 - 1) Date
 - 2) Slate of candidates
 - 3) Presentations
 - 4) Announcement
 - 5) Proxy Form
 - b) Newsletter
 - 1) Articles
 - 2) Publication Date
7. Adjourn

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

As of August 31 2019			
Sources	Number	\$ Amount	
2019 Dues Paid USPS	154	\$4,620.00	2 more than July
2019 Dues Paid via PayPal	11	\$317.13	1 more than July
2019 Dues Paid Extra	0	\$14.00	
Totals for 2019	165	\$4,951.13	
% of 315 Homes that Paid 2019 Dues	52.38%		
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 Checking Account Balance		\$6,529.26	
Commitment to Waste Connection		\$4,130.50	
Operating Balance		\$2,398.76	
Reserve Account Balance		\$360.80	
Total Available HOA Funds		\$2,759.56	

ATTACHMENT 3
TREASURER'S REPORT: RESERVE RECONCILIATION SUMMARY

8:37 AM
09/01/19

Country Club Homeowners Association
Reconciliation Summary
US Bank –Reserve, Period Ending 08/31/2019

	<u>Aug 31, 19</u>
Beginning Balance	360.80
Cleared Balance	360.80
Register Balance as of 08/31/2019	360.80
Ending Balance	360.80

ATTACHMENT 4
TREASURER'S REPORT: OPERATING RECONCILIATION DETAIL

8:36 AM
09/01/19

Country Club Homeowners Association
Reconciliation Detail
US Bank -Operating, Period Ending 08/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,896.55
Cleared Transactions						
Checks and Payments -3 items						
Bill Pmt -Check	08/01/2019	EFT	Waste Connections	X	-1,056.50	-1,056.50
Check	08/03/2019	428	Dave May	X	-315.74	-1,372.24
Bill Pmt -Check	08/21/2019	EFT	GoDaddy.com	X	-179.88	-1,552.12
Total Checks and Payments					-1,552.12	-1,552.12
Deposits and Credits -1 item						
Deposit	08/12/2019			X	184.83	184.83
Total Deposits and Credits					184.83	184.83
Total Cleared Transactions					-1,367.29	-1,367.29
Cleared Balance					-1,367.29	6,529.26
Uncleared Transactions						
Checks and Payments -1 item						
Check	08/01/2019	427	Wehgelaer Steven		-56.00	-56.00
Total Checks and Payments					-56.00	-56.00
Total Uncleared Transactions					-56.00	-56.00
Register Balance as of 08/31/2019					-1,423.29	6,473.26
Ending Balance					-1,423.29	6,473.26

**ATTACHMENT 5
ADU UPDATE**

The City Planning Commission presented additional options to the City Council on 9 September 2019. The Council is leaning towards allowing integrated ADUs for one family. Council also appeared to lean towards allowing ADU overlay in new districts. Council also asked City Planning to come up with dates for two Townhall meetings to gain public input.

It is important to note that while the zoning code may change to allow additional dwelling units, those dwelling units will need to be constructed according to applicable building codes. **Dependent on the type of dwelling unit to be created, the International Residential Code (IRC) could require significant retrofitting to existing structures which may be cost prohibitive to some homeowners.** The requirements for a homeowner to construct an accessory dwelling unit according to the IRC are detailed with each potential option. .

For a detailed description of options under consideration, see:

<https://coloradosprings.legistar.com/Calendar.aspx>

Council work session 9/9/2019 Agenda, Item 9.A., Attachment 1: Option Breakdown

**ATTACHMENT 6
DRAFT ANNUAL MEETING AGENDA**

**Country Club Homeowners Association
General Annual Meeting
2 November 2019
9:15 AM to 10:18 AM
Ascension Lutheran Church**

- | | |
|---------------------|---|
| 8:45 – 9:15 | Check In, Receive Ballots, Social – Meet Your Neighbors |
| 9:15 – 9:20 | Opening / Introductions |
| 9:20 – 9:35 | 2019 in Review |
| 9:35 – 9:45 | Board and Committee Position Nominations and Vote |
| 9:45 – 9:55 | Collect/Count Ballots
Trash Service Presentation during Ballot Count |
| 9:55 | Announce Voting Results/Seat New Board |
| 9:55 – 10:15 | Neighborhood History Discussion |
| 10:15 | Adjourn |

ATTACHMENT 7
DRAFT ANNUAL MEETING ANNOUNCEMENT
ANNOUNCEMENT OF ANNUAL HOMEOWNERS MEETING – 2 November 2019

- a. The annual meeting of the CCHOA Homeowners will be at the Ascension Lutheran Church, 2505 North Circle Drive, Colorado Springs, CO 80909, starting at 9 :15 AM.
- b. The agenda for this meeting is:

8:45 – 9:15	Check In, Receive Ballots, and Social – Meet your Neighbors
9:15 – 9:20	Opening / Introductions
9:20 – 9:35	2019 In Review
9:35 – 9:45	Board Nominations and Vote
9:45 – 9:55	Collect/Count Ballots
	Trash Service Discussion during Ballot Count
9:55	Announce Voting Results, Seat New Board
9:55 – 10:15	Neighborhood History Discussion
10:15–	Adjourn
10:15 -	Social
- c. We will also be seeking volunteers for the following: Communications, Welcome to the Neighborhood, Safety, Neighborhood Clean Up, and Social activities.
- d. The proposed slate of Board and Committees are:

President- Open (Up for election)
Vice President – Janice Marie-Gallof (Up for reelection)
Treasurer - Marty Henderson (Up for reelection)
Secretary - Sandy Gallof (Up for reelection)
Chairman Covenants Compliance Committee - David Corrow (In second year of term)
Directors at Large
- Dorothy Hornby – Welcome (In second year of term)
- Ken Francois – CONO Representative (Up for election)
- Vonney Northrop (In second year of term)
- Vicki Tostanoski – Communications (In second year of term)
Members of Covenants Compliance Committee
- Steve Paradis (up for election)
- Dave May (up for election)
- e. Nominations for any open/up for reelection positions will also be accepted from the floor.
- f. If you cannot attend but wish to vote via proxy, please use the attached proxy form.

Respectfully,
Sanford Gallof, Secretary
CCHOA BOARD

**ATTACHMENT 8
DRAFT ANNUAL MEETING PROXY FORM**

**COUNTRY CLUB HOMEOWNERS ASSOCIATION
VOTING PROXY FORM**

One homeowner per lot may vote on Association business. Any homeowner wishing to vote by proxy must complete this form. This form may be given either to a neighbor who will attend or to any current Board Member any time prior to the Annual Homeowners Meeting.

HOMEOWNERS NAME(S): _____

HOME ADDRESS: _____

check only ONE of the following:

I assign _____ the authority to vote on my behalf regarding Association matters.

I assign the Country Club Homeowners Association Board of Directors the authority to vote on my behalf regarding Association matters.

HOMEOWNER(S) SIGNATURE(S):

DATE: _____

THIS FORM MUST BE PRESENTED, DURING THE 2 NOVEMBER 2019 ANNUAL HOMEOWNERS MEETING, AT THE TIME OF VOTING.