

“Dedicated to building our community.”



www.countryclubestateshoa.org

MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 11 Oct 2022

The October Board Meeting was held via Zoom. President Marty Henderson called the meeting of the CCHOA Board to order at 5:31 PM on 11 Oct 2022.

Present: Marty Henderson, Amanda Schneider, Sanford Gallof, Kathy Poyner, Vicki Tostanoski, and Dorothy Hornby.

Absent: Ken Francois, Bill Hoover, Maureen Logue

The agenda for this meeting is provided in Attachment 1.

MINUTES of the PREVIOUS MEETINGS:

- a. The minutes of the September Board meeting held on 13 Sep 2022 were presented. The minutes were approved unanimously.

FINANCIAL REPORT (Kathy Poyner):

- a. Kathy is working with Ashlyn to establish procedures moving forward.
- b. The Treasurer’s Financial Reports for the period ending 30 Sep 2022 are provided in Attachments 2-5.
- c. All three accounts, Trash, Operating and Reserve, reconciled to the bank statements.
- d. The Board currently has \$10,939.70 available for CCHOA use.
- e. The Financial Reports were approved unanimously.

TRASH SERVICE REPORT (Marty Henderson)

- a. CCHOA acquired 1 new customer last month, so the total is now up to 180
- b. Trash service will now go through Kathy, the new treasurer.

NEW BUSINESS

- a. Board Vacancies
 - 1) The following board positions are being vacated prior to their term expiration and require a vote by the board for approval of their replacements according to the bylaws:
 - a) Steve Paradis to replace Sandy Gallof as Director at Large
 - b) Maureen Logue to replace Dorothy Hornby as Director at Large
 - c) Kathy Poyner to replace Ken Francois as Treasurer
 - 2) The board members voted unanimously via email prior to the meeting to approve all of the new board members.
- b. Upcoming Newsletter
 - 1) The delivery of the newsletter was delayed a few days by Minute Man Press, but was sent out 11 October.
 - 2) Neighbors should be receiving the newsletters this week.
 - 3) An email was sent out on Monday to announce the Fall clean up this weekend, 14-17 October, to ensure neighbors had plenty of notice since the newsletter was delayed.
- c. Annual Meeting
 - 1) Amanda will buy cookies to provide for refreshments and will bring leftover bottled water, soda and trail mix from the social events.
 - 2) Marty will check with the church on coffee supply.
 - 3) Maureen and Kathy will check in as neighbors arrive.
 - a) Kathy will produce a spreadsheet with names and addresses to use for check-in.
 - b) We must have 31 people in order to have a quorum.
 - 4) Marty will do an AV check at the church to make sure his computer works.
 - 5) Agenda for the annual meeting is included in Attachment 1.
 - a) Sandy will include highlights on HNP and Firewise.
- d. Communications
 - 1) Bootstrap has been working on the website and Vicki will send out the website so that the board can provide feedback.
 - 2) Vicki said there is still a need for pictures for the website.
- e. Country Club Acres (CCA)
 - a) Marty stated that there hasn't been much movement on CCA joining the HOA. CCA is still dealing with the a neighbor issue which has consumed a lot of their time and energy.
- f. Social Committee Update
 - 1) The block party was a great success with approximately 70 people in attendance.
 - a) Feedback was given to provide a porta potty at the next event.

- 2) The Fall clean-up event is this weekend and there will be three dumpsters throughout the neighborhood, located at:
 - a) 2803 Marilyn Rd at the corner of Holiday Lane
 - b) 2637 Holiday Lane at the corner of Marilyn Rd (roll-off on Marilyn Rd)
 - c) 3132 Lees Lane at the corner of Paseo Rd

- g. Safety Committee
 - 1) There were two thefts from Autos over the last month:
 - a) 2500 Block of Bennett Avenue and 2800 Block of Country Club Drive.
 - b) This is still the most prevalent criminal activity in our HOA.
 - 2) The CSFD submitted our Firewise application for 2023 on Sept 28.
 - a) It is still not approved but CSFD sees no problem with its approval since our neighborhood well exceeded requirements.

- h. Historic Partnership Agreement
 - 1) HP did not meet over the last month as they have been working hard on getting RetoolCOS up and running.

- i. Welcome Committee
 - 1) There is one home at 2724 Marilyn road that is currently for sale.
 - 2) Once Maureen joins the board, Amanda will give her MLS access to see the homes that come for sale in the HOA.

- j. Next Board meeting
 - 1) The next HOA board meeting is scheduled for November 8th 2022 via zoom.
 - 2) The following items will be discussed:
 - a) Trash Billing (Kathy)
 - b) 2023 Budget (Kathy)
 - c) October Fall Cleanup (Amanda)
 - d) Launch of new website (Vicki)

The meeting was adjourned at 6:12 PM.

Respectfully submitted,
Amanda Schneider, Secretary

CCHOA BOARD

Board Positions as of Nov 2021:

PresidentMarty Henderson
Vice President Bill Hoover
TreasurerKathy Poyner

SecretaryAmanda Schneider
At-Large.....Sandy Gallof
At-Large.....Dorothy Hornby
At-Large.....Vicki Tostanoski

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, Kala Loptien
- WELCOME: BOARD COORDINATOR –Dorothy Hornby
MEMBERS: Jennifer Williamson, Mary Corrow, Maureen Logue, Sylvia Holt
- MEMBERSHIP: BOARD COORDINATOR – Marty Henderson (maintains database)
MEMBERS: Open
- TRASH COORDINATOR: Marty Henderson
MEMBERS: Open
- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski (chief information officer)
MEMBERS: Susan Henderson (Newsletter)

ATTACHMENT 1
Board Meeting Agenda
11 Oct, 2022

1. Convene 5:30PM via Zoom
2. Approval of Minutes of Previous Meeting.
3. Email Approval of new Treasurer and 2 Director at Large (Marty – 5 mins)
4. Approval of September Financial Report (Marty/Kathy – 5 mins)
5. October Newsletter Update (Marty – 1 min)
6. Annual Meeting (Marty – 20 mins)
 - a) Nov 5th 9:00AM through 11:00AM at the Ascension Lutheran Church
 - b) The reservation at the church has been verified
 - c) Refreshments?
 - d) Who will do check-in? I could provide lists by Street name, number and name? They can provide their address and you verify the name?
 - e) A quorum of the General Membership at any annual or special meeting thereof shall be ten percent of the General Membership in person, by proxy, or by mail ballot (if authorized by the Board of Directors).
 - i.) There are 314 homes not counting KPC. 10% would be 31 homes present or proxy or mail-in ballot.
 - f) I'll check with the church about their A/V capabilities.
 - g) Agenda
 - i. 9:00 – 9:30 Check In and Social – Meet your Neighbors
 - ii. 9:30 – 9:35 Opening/Introductions (Marty)
 - iii. 9:35 – 9:55 RetoolCOS Comments from Councilmember Nancy Henjum
 - iv. 9:55 – 10:05 CCHOA 2022 In Review (Marty, Amanda)
 - v. 10:05 – 10:10 Board Nominations and Vote (Bill)
 - vi. 10:10 – 10:25 Collect/Count Ballots
 - vii. Trash Service/Financial Status Review during Ballot Count (Marty/Kathy)
 - viii. 10:25– 10:30 Announce Voting Results, Thanks to the exiting Board members, Seat New Board
 - ix. 10:30 Adjourn
7. Communications, Website Project Status update (Vicki – 5 mins)
8. Update on Country Club Acres (Marty – 1 min)
9. Social Committee (Amanda 5 mins)
 - a) September Block Party
 - b) Oct Fall Cleanup
10. Safety (Sandy 5 mins)
11. HNP - Sandy
12. CONO (Bill Hoover)
13. Welcome – Dorothy/Maureen
14. Trash – Marty/Kathy
15. Expectations for November 8th Board Meeting – Marty (2 mins)
 - a) Launch of new website (Vicki)
 - b) Trash Billing (Kathy)
 - c) 2023 Budget (Kathy)
 - d) Fall Cleanup (Amanda)
16. Adjourn

ATTACHMENT 2
Operating Reconciliation Summary

11:09 AM
 10/06/22

Country Club Homeowners Association
Reconciliation Summary
US Bank - Operating, Period Ending 09/30/2022

	Sep 30, 22
Beginning Balance	1,970.68
Cleared Transactions	
Checks and Payments - 5 Items	-475.25
Deposits and Credits - 2 items	266.72
Total Cleared Transactions	-208.53
Cleared Balance	1,762.15
Uncleared Transactions	
Checks and Payments - 2 items	-69.92
Total Uncleared Transactions	-69.92
Register Balance as of 09/30/2022	1,692.23
Ending Balance	1,692.23

ATTACHMENT 3
Reserve Reconciliation Summary

11:14 AM
10/06/22

Country Club Homeowners Association
Reconciliation Summary
US Bank - Reserve, Period Ending 09/30/2022

	<u>Sep 30, 22</u>
Beginning Balance	15,000.13
Cleared Transactions	
Checks and Payments - 1 Item	-2,500.00
Deposits and Credits - 1 Item	0.12
	<u>-2,499.88</u>
Total Cleared Transactions	
Cleared Balance	<u><u>12,500.25</u></u>
Register Balance as of 09/30/2022	12,500.25
Ending Balance	12,500.25

ATTACHMENT 4
Trash/Recycle Reconciliation Summary

11:15 AM

10/06/22

Country Club Homeowners Association
Reconciliation Summary
CCHOA Trash-Recycle, Period Ending 09/30/2022

	<u>Sep 30, 22</u>
Beginning Balance	5,452.85
Cleared Transactions	
Checks and Payments - 1 item	-2,484.50
Deposits and Credits - 1 item	2,500.00
Total Cleared Transactions	<u>15.50</u>
Cleared Balance	<u><u>5,468.35</u></u>
Register Balance as of 09/30/2022	5,468.35
Ending Balance	5,468.35

**ATTACHMENT 5
CCHOA Financial Status**

As of September 30 2022		
Sources	\$ Amount	
Trash Account Balance	\$5,468.35	
Operating Account Balance	\$1,762.15	
Reserves Money Market Account Balance	\$12,500.25	
Total for all bank accounts	\$19,730.75	
Commitment to Waste Connection	\$8,211.01	
History Book Fund	\$580.04	No change since last month
Total Available HOA Funds	\$10,939.70	