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## **MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 8 Feb 2023**

The December Board Meeting was held via Zoom. President Marty Henderson called the meeting of the CCHOA Board to order at 6:31 PM on 8 Feb 2023.

Present: Marty Henderson, Kathy Poyner, Maureen Logue, Amanda Schneider, and Scott Hughes

Absent: Bill Hoover, Vicki Tostanoski

The agenda for this meeting is provided in Attachment 1.

### MINUTES of the PREVIOUS MEETINGS:

- a. The minutes of the December Board meeting held on 14 Dec 2022 were presented. The minutes were approved unanimously.

### FINANCIAL REPORT (Kathy Poyner)

- a. There is balance in the accounts of a little over \$43,000 and almost \$30,000 is committed for Waste Connections for 2023.
- b. There is still \$595 in the the History Book Fund.
- c. The total available funds to spend is approximately \$12,500.
- d. Total of 127 voluntary invoices for HOA Dues were sent out this month.
  - 1) Kathy had an idea to include a write-up in the “comments” section of the invoices for the voluntary HOA dues to remind people that trash service is also available via the HOA.
- e. There was some delays because CCHOA switched from using Paypal to using Zelle and US Bank was slow in getting Zelle set up.
- f. All accounts reconciled to the bank statements.
- g. The Treasurer’s Financial Reports for the period ending 31 Jan 2023 are provided in Attachments 2-4.
- h. The Treasurer’s Financial Reports for the period ending 31 Dec 2022 are provided in Attachments 5-6.
- i. The Financial Reports for December and January were approved unanimously.

### TRASH SERVICE REPORT (Kathy Poyner)

- a. There are a total of 189 homes in the trash program.

- b. There have been approximately 5-6 new homes add to the trash program since the fall.
- c. There was an issue with Waste Connections billing for the wrong amount and count for November and December, but January's charge per house was correct.
- d. Waste Connections is still under billing for a number of homes. Kathy is still trying to reconcile that issue with them.

#### NEW BUSINESS

- a. 2023 Budget Review
  - 1) There is approximately \$7,620 of income expected for 2023 and \$8,114 in total expenses leading to a budget deficit of \$494.
    - a) The money in the residual account will cover the budget deficit.
  - 2) The 2023 Budget was approved unanimously.
  - 3) The 2023 Budget is provided in Attachment 7.
  
- b. Use of PayPal
  - 1) Zelle has been set up with US Bank so the HOA is considering canceling the PayPal account.
  - 2) The HOA started using Zelle because Paypal charges a fee but Zelle does not.
    - a. Zelle also allows for the payment to go directly into the bank account rather than having to transfer it from a third party into the account.
    - b. The one concern regarding Zelle is that limited information on the payee is received, so there may be some exceptions where a homeowner pays their due but it is not associated with an address.
      - i. The county assessors site can reconcile this information if needed.
  
- c. Newsletters for 2023
  - 1) The newsletter is going to be a little delayed this year. The first one will be sent out around April/May timeframe.
  - 2) It will be readdressed at next month's board meeting.
  
- d. Social Committee
  - 1) There were approximately 15 attendees for the card making event at the end of January.
    - a. Everyone that attended remarked what a fun event it was.
    - b. Interest was expressed in having a CCHOA game night, especially during the winter months.
  - 2) Terry Fleck will be joining the social committee.
  - 3) The next event is the Spring clean-up scheduled for 9-10 June 2023.
    - a. Amanda stated that it would be ideal to have the newsletter come out in May to give folks 1 month notice about the Spring Clean-Up.
  
- e. CONO

- 1) Bill was not present to give an update
  - 2) A neighborhood university is starting up for CONO and would like others to attend
  - 3) Marty wants some details from Bill on what the incentives are for our neighbors to attend.
- f. HNP
- 1) Scott gave an overview of the second East-West Mobility townhall that was held February 4<sup>th</sup> at Wasson Academic Campus.
    - a) There were approximately 225 people that attended.
    - b) According to Scott, it appeared that everyone in attendance were against the transportation plan that would extend Constitution Avenue from Paseo to I-25.
    - c) Many of the remarks centered around the fact that the same proposal was brought up approximately 20 years ago and it was opposed at that time as well.
    - d) No other options were proposed by the City Council or citizens that attended.
  - 2) An article in the Gazette this week stated Colorado Springs Planning Commission recommends approval of the master transportation plan to the city council.
    - a) In the plan recommended by the Planning Commission, the proposal of the Constitution to I-25 plan was removed.
    - b) An additional mobility study may be conducted which includes public transit, walking and biking, but not motor vehicles.
- g. Welcome
- 1) The last house that was for sale closed yesterday. Maureen will get a volunteer to meet the new owners.
  - 2) Nothing else is currently for sale in the neighborhood.
- h. Communications/Website
- 1) Vicki was not present to give an update.
  - 2) Marty stated that the website is very easy to use and he uploads the monthly minutes with no issue.
- i. Safety
- 1) This position is still open.
  - 2) Chipping is scheduled for 12 June and 12 September 2023.
    - a. Sign up is not automatic. Neighbors must attend a Firewise meeting or online training.
- j. Next Board meeting & Closing comments
- 1) The first newsletter of the year will come out in late April or early May.
    - a) Topics will include the Spring Clean-up and chipping dates and how to sign-up.
    - b) Susan will be contacting everyone for their articles in advance.
  - 2) A timeline of upcoming CCHOA Events are outlines in attachment 8.

The meeting was adjourned at 7:07 PM.

Respectfully submitted,  
Amanda Schneider, Secretary

**CCHOA BOARD**

**Board Positions as of Nov 2022:**

President .....Marty Henderson  
Vice President Bill Hoover  
Treasurer .....Kathy Poyner  
Secretary .....Amanda Schneider  
At-Large.....Maureen Logue  
At-Large.....Vicki Tostanoski  
At-Large.....Scott Hughes

**COMMITTEES:**

- SOCIAL: BOARD COORDINATOR – Amanda Schneider  
SOCIAL MEMBERS: Susan Henderson, Kala Loptien, Heidi Spellman
- WELCOME: BOARD COORDINATOR – Maureen Logue  
MEMBERS: Jennifer Williamson, Mary Corrow, Sylvia Holt
- CONO - BOARD COORDINATOR – Bill Hoover  
MEMBERS: Open
- HNP - BOARD COORDINATOR – Scott Hughes  
MEMBERS: Open
- MEMBERSHIP: BOARD COORDINATOR – Marty Henderson (maintains database)  
MEMBERS: Open
- TRASH COORDINATOR: Kathy Poyner  
MEMBERS: Open
- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski (chief information officer)  
MEMBERS: Susan Henderson (Newsletter)
- COVENANTS COMPLIANCE: CHAIRPERSON - Open  
MEMBERS: Rich Northrop
- SAFETY: BOARD COORDINATOR - Open  
MEMBERS: Bob Frye, Jason Carter

- HISTORY: Currently inactive

**ATTACHMENT 1**  
**Board Meeting Agenda**  
**8 Feb 2023**

Convene 6:30PM via Zoom

1. Approval of Minutes of Previous Meeting, December, (Marty – 5 mins)
2. Approval of Jan Financial Report (Kathy – 5 mins)
3. 2023 Budget Review (Kathy – 20 mins)
4. Use of PayPal (Kathy – 5 mins)
5. Trash – (Kathy – 5 mins)
6. Social – (Amanda – 10 mins)
  - a) Review of First Card Making event
  - b) Next events – see timeline
7. CONO – (Bill – 5 mins)
  - a) Neighborhood University
8. HNP – (Scott – 5 mins)
  - a) Town Hall Update
9. Welcome – (Maureen – 5 mins)
10. Communications/Website – (Vicki – 5 mins)
11. Safety – Open
  - a) Chipping Schedule (Marty – 2 mins) June 12 and September 12.
12. Expectations for March 8, 2023 Board Meeting – Marty (2 mins)
  - a) Articles for March Newsletter
    - i. Spring Clean-up
    - ii. Chipping dates and how to signup
    - iii. Susan will be contacting you for articles in advance
13. Adjourn

**ATTACHMENT 2**  
**January Operating Reconciliation Summary**

2:47 PM  
02/06/23

**Country Club Homeowners Association**  
**Reconciliation Detail**  
**US Bank - Operating, Period Ending 01/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						8,300.41
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	01/05/2023		Waste Connections	X	-2,793.49	-2,793.49
Total Checks and Payments					-2,793.49	-2,793.49
<b>Deposits and Credits - 1 item</b>						
Deposit	01/10/2023			X	56.92	56.92
Total Deposits and Credits					56.92	56.92
Total Cleared Transactions					-2,736.57	-2,736.57
Cleared Balance					-2,736.57	5,563.84
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	10/11/2022		Amazon		-20.50	-20.50
Transfer	11/04/2022				-219.12	-239.62
Total Checks and Payments					-239.62	-239.62
<b>Deposits and Credits - 2 items</b>						
Deposit	11/10/2022				249.12	249.12
Deposit	12/02/2022				30.00	279.12
Total Deposits and Credits					279.12	279.12
Total Uncleared Transactions					39.50	39.50
Register Balance as of 01/31/2023					-2,697.07	5,603.34
<b>Ending Balance</b>					<b>-2,697.07</b>	<b>5,603.34</b>

**ATTACHMENT 3**  
**January Reserve Reconciliation Summary**

2:42 PM  
02/06/23

**Country Club Homeowners Association**  
**Reconciliation Detail**  
**US Bank - Reserve, Period Ending 01/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						36,800.04
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 5 items</b>						
Deposit	01/05/2023		Morales Amanda	X	0.45	0.45
Deposit	01/05/2023			X	150.00	150.45
Deposit	01/05/2023			X	341.36	491.81
Deposit	01/06/2023			X	225.67	717.48
Deposit	01/31/2023			X	0.31	717.79
<b>Total Deposits and Credits</b>					<u>717.79</u>	<u>717.79</u>
<b>Total Cleared Transactions</b>					<u>717.79</u>	<u>717.79</u>
<b>Cleared Balance</b>					<u>717.79</u>	<u>37,517.83</u>
<b>Register Balance as of 01/31/2023</b>					<u>717.79</u>	<u>37,517.83</u>
<b>Ending Balance</b>					<u><u>717.79</u></u>	<u><u>37,517.83</u></u>



**ATTACHMENT 4  
CCHOA Financial Status**

<b>As of January 31, 2023</b>		
<b>Sources</b>	<b>\$ Amount</b>	
Operating Account Balance	\$5,563.84	
Reserves Money Market Account Balance	\$37,517.83	
<b>Total for all bank accounts</b>	<b>\$43,081.67</b>	
Commitment to Waste Connection	\$29,957.52	Trash balance report
History Book Fund	\$595.04	no change
<b>Total Available HOA Funds</b>	<b>\$12,529.11</b>	

**ATTACHMENT 5**  
**December Operating Reconciliation Summary**

3:23 PM  
01/06/23

**Country Club Homeowners Association**  
**Reconciliation Detail**  
**US Bank - Operating, Period Ending 12/31/2022**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						19,246.37
<b>Cleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Transfer	12/05/2022			X	-2,500.00	-2,500.00
Transfer	12/06/2022			X	-15,000.00	-17,500.00
Bill Pmt -Check	12/07/2022		Colorado Sec of State	X	-10.00	-17,510.00
Check	12/09/2022		Sulfrian Charlie	X	-30.00	-17,540.00
Check	12/12/2022	481		X	-17.49	-17,557.49
Transfer	12/13/2022			X	-15,000.00	-32,557.49
<b>Total Checks and Payments</b>					<b>-32,557.49</b>	<b>-32,557.49</b>
<b>Deposits and Credits - 9 items</b>						
Deposit	12/06/2022			X	651.29	651.29
Deposit	12/06/2022			X	2,114.64	2,765.93
Deposit	12/06/2022			X	10,150.80	12,916.73
Deposit	12/09/2022			X	2,381.04	15,297.77
Deposit	12/12/2022			X	219.36	15,517.13
Deposit	12/12/2022			X	2,168.88	17,686.01
Transfer	12/13/2022			X	2,000.00	19,686.01
Deposit	12/15/2022			X	812.64	20,498.65
Deposit	12/21/2022			X	1,112.88	21,611.53
<b>Total Deposits and Credits</b>					<b>21,611.53</b>	<b>21,611.53</b>
<b>Total Cleared Transactions</b>					<b>-10,945.96</b>	<b>-10,945.96</b>
<b>Cleared Balance</b>					<b>-10,945.96</b>	<b>8,300.41</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	10/11/2022		Amazon		-20.50	-20.50
Transfer	11/04/2022				-219.12	-239.62
<b>Total Checks and Payments</b>					<b>-239.62</b>	<b>-239.62</b>
<b>Deposits and Credits - 2 items</b>						
Deposit	11/10/2022				249.12	249.12
Deposit	12/02/2022				30.00	279.12
<b>Total Deposits and Credits</b>					<b>279.12</b>	<b>279.12</b>
<b>Total Uncleared Transactions</b>					<b>39.50</b>	<b>39.50</b>
<b>Register Balance as of 12/31/2022</b>					<b>-10,906.46</b>	<b>8,339.91</b>
<b>Ending Balance</b>					<b>-10,906.46</b>	<b>8,339.91</b>

**ATTACHMENT 6**  
**December Reserve Reconciliation Summary**

2:56 PM  
01/06/23

**Country Club Homeowners Association**  
**Reconciliation Detail**  
**US Bank - Reserve, Period Ending 12/31/2022**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						8,345.03
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	12/13/2022			X	-2,000.00	-2,000.00
Total Checks and Payments					-2,000.00	-2,000.00
<b>Deposits and Credits - 4 items</b>						
Transfer	12/06/2022			X	15,000.00	15,000.00
Transfer	12/09/2022			X	454.77	15,454.77
Transfer	12/13/2022			X	15,000.00	30,454.77
Deposit	12/31/2022			X	0.24	30,455.01
Total Deposits and Credits					30,455.01	30,455.01
Total Cleared Transactions					28,455.01	28,455.01
Cleared Balance					28,455.01	36,800.04
Register Balance as of 12/31/2022					28,455.01	36,800.04
<b>Ending Balance</b>					<b>28,455.01</b>	<b>36,800.04</b>

**ATTACHMENT 7  
2023 BUDGET**

<b>Country Club Homeowners Association</b>		
<b>Proposed 2023 Budget</b>		
<b>January - December 2023</b>		
<b>Income</b>		
Estimated Dues (234 households x \$30)	\$ 7,020.00	Includes Dues with Trash pymts
CCHOA Newsletter Ads	\$ 600.00	
<b>Total Income</b>	<b>\$ 7,620.00</b>	
<b>Expenses</b>		
<b>Communications</b>	<b>\$ 1,693.00</b>	
Newsletter	\$ 1,200.00	
Website	\$ 193.00	Squarespace Hosting fee
Computer/Software	\$ 200.00	50 Bag, 150 Zoom
Welcome Committee	\$ 100.00	
<b>History Committee</b>	<b>\$ -</b>	
<b>Social Committee</b>	<b>\$ 3,430.00</b>	
Block Party - Sept	\$ 890.00	
Fall Activity	\$ 770.00	
Garage Sale/Spring Cleanup - June	\$ 850.00	
Holiday Card Making - Jan	\$ 110.00	Approved Dec meeting
Humane Society Fundraiser - Nov	\$ 220.00	
Marketing (postcards 2x)	\$ 325.00	
Refreshments (Book Club, Garden Club)	\$ 100.00	
Summer Event - July	\$ 165.00	
<b>Annual Homeowner Meeting</b>	<b>\$ 375.00</b>	
Room Rental	\$ 300.00	
Refreshments	\$ 75.00	
<b>Insurance</b>	<b>\$ 906.00</b>	
<b>Professional Fees</b>	<b>\$ 160.00</b>	
CONO/HNP Fees	\$ 150.00	Bill to confirm CONO
Firewise Program	\$ -	
Legal Services - Covenants	\$ -	
Annual Corp Report	\$ 10.00	

**ATTACHMENT 7  
2023 BUDGET (CONTINUED)**

<b>Treasurer</b>	<b>\$ 1,400.00</b>
Bookkeeping Labor	\$ 1,300.00
Bank Fees	\$ -
Dues Invoicing Postage	\$ 100.00
<b>Invoicing Expenses</b>	<b>\$ 150.00</b>
Office Supplies (paper, envelopes, etc)	\$ 100.00
Printing (ink cartridges, copy services, etc)	\$ 50.00
<b>Total Expenses</b>	<b>\$ 8,114.00</b>
<b>Budget Deficit</b>	<b>\$ (494.00)</b>

**ATTACHMENT 8  
CCHOA BOARD ACTIVITIES 2023**

# CCHOA Board Activities - 2023

Last updated 2/6/2023

