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

The November Board Meeting was held at Ascension Lutheran Church. President Marty Henderson called the meeting of the CCHOA Board to order at 6:36 PM on 8 Nov 2023.

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

Absent: Maureen Logue and Vicki Tostanoski

The agenda for this meeting is provided in Attachment 1.

### MINUTES of the PREVIOUS MEETINGS:

- a. The minutes of the October Board meeting held on 11 Oct 2023 were presented. The minutes were approved unanimously.

### FINANCIAL REPORT (Kathy Poyner)

- a. Kathy presented the financial reports for October 2023.
  1. The Operating account had a balance of \$15,795.54.
  2. The Reserves account had a balance of \$12,723.99.
  3. There is \$7,164.40 committed to Waste Connection for 2023.
  4. Total trash payments received to date for 2024 is \$11,356.84.
  5. Total available funds to spend is \$9,403.25 which includes the \$1,950 of 2024 dues already collected.
- b. The Treasurer's Financial Reports for the period ending 31 Oct 2023 are provided in Attachments 2-4.
- c. There is \$1,100 overage that has not been billed by Waste Connections.
- d. For 2024 dues, the HOA has deposited 65 payments and received 47 more that have not been deposited, for a total of 112 homes that have paid their dues.
  1. Kathy will send out a reminder in December for those that have not paid their 2024 dues.
- e. The invoices for Ad Payments on the website were sent out in the middle of October but no payments have yet been received.
  1. Kathy will send a reminder in 1-2 weeks to these sponsors that want to have Ads on the website.
- f. The savings account (Reserve Account) will be cancelled as it is not needed for anything.
  1. The interest being earned is minimal.

2. Everything will be kept in the Operating Account.
- g. The financial reports for October were approved unanimously.

#### TRASH SERVICE REPORT (Kathy Poyner)

- a. At the end of the year, the HOA will lose 2 trash customers.
- b. In November the HOA gained one new customer and another will be signing up in January.
- c. Total count will stay at 195 trash customers.

#### NEW BUSINESS

- a. Excess money in the HOA account
  1. Marty suggested using the excess money to waive the 2025 HOA fee of \$30 for every household that is part of the HOA.
  2. Amanda stated she would rather see the money used for a social event or some activity that benefits the neighborhood.
  3. Marty suggested a year-end event for the neighborhood. The HOA could host a dinner at the end of the year in conjunction with collecting the next year's dues.
- b. Newsletter
  1. There were no issues with getting the newsletter delivered by Minute Man.
  2. No returns of the newsletter have been received.
    - a) Marty credited Kathy for this because she has done a great job keeping the information contained in the CCHOA database updated.
  3. Six ballots have been returned for next year's election in the secure mailbox.
    - a) 25 homes in the neighborhood need to show up to the Annual Meeting to meet the 10% quorum required in our bylaws.
    - b) Marty wants to relook at the bylaws in 2024 as he believes they are more complicated than they need to be.
- c. Agenda for the Annual Meeting on 18 November 2023
  1. Nancy Henjum will no longer be able to attend the annual meeting.
    - a) Nancy emailed Parks and Rec to see if they can attend in her place, but there has been no response.
  2. Marty contacted Guardians of Palmer Park to see if they would be willing to talk at the Annual Meeting, but he has not heard back from them.
  3. Kathy suggested adding to the agenda for the Annual Meeting some time to allow members of the HOA to provide ideas of what they would like to see from the HOA next year.
    - a) She stated we could also have a suggestion box at the entrance in case people don't want to give their ideas in a group setting.
  4. If there is time, Marty would like to do an ice breaker at the meeting to give neighbors a chance to get to know one another.

5. Amanda asked if the HOA should provide refreshments for the Annual Meeting.
    - a) Marty agreed that Dunkin' Donuts coffee and donuts would be great to provide.
  6. Marty sent out the Annual Meeting slides and asked each chairperson to update their respective slides.
  7. Included in the meeting will be nominations and voting for board members. Susan Henderson will print the ballots.
  8. Kathy will print off trash forms to have at the meeting in case anyone new to the HOA attends the meeting.
  9. Scott will talk about HNP topics at the meeting.
  10. There are currently 71 people that have RSVP'd for the Annual Meeting.
  11. Marty asked that board members arrive at 8:15a.m. on Saturday the 18<sup>th</sup> to help set up for the Annual Meeting.
    - a) Marty will make sure his laptop works with the TV at the church before Friday the 17<sup>th</sup>.
- d. Social Committee
1. Holiday Pictures with Your Pet is happening Saturday, November 11<sup>th</sup>.
    - a) There are currently only 10 people that have RSVP'd which is a smaller turnout than the social committee was hoping for, but it will still be a great event.
    - b) Kala Loptien, professional photographer that lives in our neighborhood, will be taking the photos.
    - c) The cost is \$25 per family and all proceeds will be donated to the Humane Society of Pikes Peak.
  2. The social committee provided two 20-yard dumpsters to the neighborhood for the Fall Cleanup on October 20<sup>th</sup> – 22<sup>nd</sup>.
    - a) The event was appreciated by the neighborhood, but unfortunately one of the dumpsters was overfilled even though a sign was placed on the dumpster asking that it not be overfilled, and multiple emails were sent to the HOA members.
    - b) The social committee will evaluate whether this is something they want to continue to provide.
- e. HNP
1. Scott stated that the "Near North End Neighborhood" is now called "Historic Uptown."
  2. HNP is working on tax credits and documenting the process to classify properties as historic to make it easier for to apply for such status.
    - a) There are processes that need to be reviewed to make it easier for neighborhoods to work with local government historic preservation officials.
  3. Scott stated there was no update on the cell tours that were going to be placed around the city, specifically in historic neighborhoods.

4. The annual HNP fee is due and Scott will get information to Kathy on how to pay the fee.
  5. Marty asked Scott if he would be willing to also be the HOA's CONO representative and attend the CONO meetings. Scott stated that he would.
    - a) The purpose of CONO is to provide feedback to from the city's HOAs to the City Council.
- f. Welcome Committee
1. Maureen was not present for the meeting.
- g. Communications/Website
1. Vicki was not present for the meeting.
- h. Next Board meeting & Closing Comments
1. December's meeting will be skipped due to the Holidays.
  2. The next board meeting will be January 10<sup>th</sup> at Ascension Lutheran Church.
    - a) The board will discuss changing the monthly meeting date due to a conflict with the monthly HNP meeting which is also the second Wednesday of the month.
  3. Topics for the January meeting will include the following:
    - a) Review the 2024 budget.
    - b) Marty will cover roles and responsibilities of the board for the new members.

The meeting was adjourned at 7:22 PM.

Respectfully submitted,  
Amanda Schneider, Secretary

**CCHOA BOARD**

**Board Positions as of July 2023:**

President .....Marty Henderson  
 Vice President.....Vacant  
 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, Terry Fleck

- WELCOME: BOARD COORDINATOR – Maureen Logue  
MEMBERS: Jennifer Williamson, Mary Corrow, Sylvia Holt, Debby Fowler
- CONO - BOARD COORDINATOR – Open  
MEMBERS: Open
- HNP - BOARD COORDINATOR – Scott Hughes  
MEMBERS: Open
- MEMBERSHIP: BOARD COORDINATOR – Kathy Poyner (maintains database)  
MEMBERS: Open
- TRASH COORDINATOR: Kathy Poyner  
MEMBERS: Open
- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski  
MEMBERS: Susan Henderson (Newsletter)
- COVENANTS COMPLIANCE: Inactive
- SAFETY: BOARD COORDINATOR - Open  
MEMBERS: Bob Frye, Jason Carter
- HISTORY: Currently inactive

**ATTACHMENT 1**  
**Board Meeting Agenda**  
**11 Nov 2023**

1. Convene 6:30PM in person at Ascension Lutheran Church
2. Approval of Minutes of Previous Meeting (Marty – 5 mins)
3. Approval of October Financial Report & Trash update (Kathy – 10 mins)
4. What to do with our extra money? (Marty – 2 mins)
5. October Newsletter review (Marty – 2 mins)
6. Annual Meeting – Nov 18th 9:00AM through 11:00AM at the Ascension Lutheran Church
  - a) City Council Member Nancy Henjum is unable to come to our annual meeting. At this point, I don't know if someone from Park & Rec will come in her place, or whether someone from Guardians of Palmer Park will come.
  - b) Agenda
    - i. 9:00 – 9:30 Check in and time to meet your neighbors
    - ii. 9:30 – 9:40 – Opening/Introductions
    - iii. 9:40 – 9:55 – 2023 in Review – I will give a short high level review and Kathy and Amanda will go into details for Trash/financial and Social events.
    - iv. 9:55 – 10:10 – Board Nominations and Vote
    - v. 10:10 – 10:25 – Collect/count Ballots
    - vi. 10:25 – 10:30 Announce Voting Results and Seat New Board
    - vii. 10:30 – Adjourn
  - c) Ballot
    - i. President- Marty Henderson – Up for reelection for 2-year term
    - ii. Vice President – Scott Hughes – 2 year term
    - iii. Treasurer – Kathy Poyner – up for reelection for 2-year term
    - iv. Secretary – Mary Lock – 2 year term
    - v. Directors at Large –
      1. Vicki Tostanoski – 1 more year in 2-year term
      2. Maureen Logue – 1 more year in 2-year term
      3. Victor Lock – 2 year term
  - d) Volunteer Sheet
  - e) Review of Social activities
  - f) HNP
  - g) Trash Billing for 2024
  - h) 2023 Trash Review
  - i) 2023 Financial Review
  - j) ?
7. Social Committee (Amanda 10 mins)
  - a) Pictures with your pet
  - b) Oct Fall Cleanup

8. HNP - Scott
9. Expectations for January 10th Board Meeting – Marty (5 mins)
  - a) Let's skip December's board meeting as it is a busy month
  - b) 2024 Budget Review
  - c) Review roles and responsibilities for new board members.
10. Adjourn

## ATTACHMENT 2

### October Operating Reconciliation Summary

11:07 AM

11/03/23

#### Country Club Homeowners Association

#### Reconciliation Detail

US Bank - Operating, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,300.07
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Bill Pmt -Check	09/30/2023	501	AEC Bookkeeping	X	-100.00	-100.00
Bill Pmt -Check	10/24/2023		US Bank	X	-36.00	-136.00
Bill Pmt -Check	10/31/2023		Waste Connections	X	-2,755.08	-2,891.08
Bill Pmt -Check	10/31/2023	504	Amanda Schenider	X	-878.21	-3,769.29
Bill Pmt -Check	10/31/2023		Minuteman Press	X	-531.01	-4,300.30
Bill Pmt -Check	10/31/2023	503	AEC Bookkeeping	X	-100.00	-4,400.30
Bill Pmt -Check	10/31/2023		Amazon	X	-67.73	-4,468.03
<b>Total Checks and Payments</b>					-4,468.03	-4,468.03
<b>Deposits and Credits - 9 items</b>						
Deposit	10/03/2023			X	24.60	24.60
Deposit	10/08/2023			X	32.46	57.06
Deposit	10/17/2023			X	326.16	383.22
Deposit	10/21/2023			X	5,603.16	5,986.38
Transfer	10/24/2023			X	1,000.00	6,986.38
Deposit	10/24/2023			X	4,272.48	11,258.86
Deposit	10/27/2023			X	2,963.80	14,222.66
Deposit	10/29/2023			X	141.24	14,363.90
Transfer	10/31/2023			X	2,600.00	16,963.90
<b>Total Deposits and Credits</b>					16,963.90	16,963.90
<b>Total Cleared Transactions</b>					12,495.87	12,495.87
<b>Cleared Balance</b>					12,495.87	15,795.94
<b>Register Balance as of 10/31/2023</b>					12,495.87	15,795.94
<b>Ending Balance</b>					<u>12,495.87</u>	<u>15,795.94</u>



## ATTACHMENT 3 October Reserve Reconciliation Summary

10:55 AM  
11/03/23

### Country Club Homeowners Association Reconciliation Detail US Bank - Reserve, Period Ending 10/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						16,323.32
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Transfer	10/24/2023			X	-1,000.00	-1,000.00
Transfer	10/31/2023			X	-2,600.00	-3,600.00
Total Checks and Payments					-3,600.00	-3,600.00
<b>Deposits and Credits - 1 item</b>						
Deposit	10/31/2023			X	0.67	0.67
Total Deposits and Credits					0.67	0.67
Total Cleared Transactions					-3,599.33	-3,599.33
Cleared Balance					-3,599.33	12,723.99
Register Balance as of 10/31/2023					-3,599.33	12,723.99
<b>Ending Balance</b>					<b>-3,599.33</b>	<b>12,723.99</b>

**ATTACHMENT 4**  
**October CCHOA Financial Status**

As of Oct 31, 2023		
Sources	\$ Amount	
Operating Account Balance	\$15,795.54	
Reserves Money Market Account Balance	\$12,723.99	
<b>Total for all bank accounts</b>	<b>\$28,519.53</b>	
Commitment to Waste Connection	\$7,164.40	Trash balance report
History Book Fund	\$595.04	no change
2024 Trash Payments received to date	\$11,356.84	Excludes \$1950 of 2024 Dues
<b>Total Available HOA Funds</b>	<b>\$9,403.25</b>	Includes the \$1950 of 2024 Dues