

APPROVED

COLUMBINE LAKE COUNTRY CLUB, INC.

BOARD OF DIRECTORS MEETING

November 11, 2017

I. Call to Order

Board President Brian Owens called the regular monthly meeting of the Columbine Lake Country Club Board of Directors to order at 9:00 am. Other board members present were Neal Cross, Mark Woltkamp, Marilyn Binkley, John Amerman and Rebecca Fine. Board members Vince Verbel and Liza Eilers did not attend the meeting. Staff members Chris Atencio and Nancy Negri were also present.

II. Approval of Minutes

The minutes of the October 14, 2017 Board of Directors Meeting were reviewed. Voting cannot be done by any member that was not present at the meeting being voted upon. **A motion was made by Neal Cross, seconded by John Amerman and passed unanimously to accept the minutes as amended.**

III. Members Forum

As the board meeting was held on Veteran's Day, President Brian Owens asked for any board members or homeowner's that served in the military to stand up. We had four people present that served, and Mr. Owens expressed his gratitude on behalf of all present.

Phil Goes, BK 10, Lots 22 & 23

Following a written letter & response, Mr. Goes still expressed concern regarding road work on Columbine Drive. He noted that Three Lakes Water & Sanitation still needed to do work around the lift station, and were now into Phase II of this project. Mr. Goes noted that the work was supposed to start on November 7th, and has yet to begun. He would like to know if we can get assurance from Three Lakes that they will be done according to the schedule they provided as there are a few homeowners that have been affected more than others. Mr. Goes would like to know when Three Lakes will begin Phase II (manholes) and when they will finish. Mr. Goes also expressed his concern that our rules and regulations are in place to

protect the homeowners and the land, so why is the utility company not held to the same expectations?

President Brian Owens noted that he understood Mr. Goes concern, and that the general manager had spoken with the board regarding this issue. This project is a little different, in that it is a utility company and not a private homeowner. In the event that a utility company needs to perform work, it is up to the discretion of the Board in these situations based upon circumstance.

ACTION: General Manager, Chris Atencio, will contact Three Lakes Water & Sanitation to obtain an exact schedule that their contractor will perform the work and he will let Mr. Goes know when this will be, as well as when they plan to be done. Mr. Atencio agreed that this is not a broken pipe, but it is an important sewer line. There is never a good time to dig up the road. They will just be putting in the manholes, so they can connect to the pipes.

Mr. Atencio will contact Three Lakes to find out when the wet well will be implemented. Columbine would like to have some assurance of when the project will finally begin and when it will be finished.

Mr. Atencio will communicate with Mr. Goes, Mr. Babich and Mr. Coldwell as to exactly when the project will be completed.

IV. Financial Reports

Treasurer Mark Woltkamp presented the financials for the month of October 2017. Currently, we are through approximately 35% of our fiscal year budget. Mr. Woltkamp noted that we have currently received 93% of the HOA assessments and reminded the board that the second half of HOA dues are now coming in.

Noteworthy expenses for the month ending October 31, 2017 included our CLCC lake monitoring project with Grand Environmental Services, a budgeted item out of reserves at a cost of \$2,086. Other noteworthy expenses included \$734 for an overall servicing of our skid steer which was budgeted, \$7500 for General Insurance annual costs for Property & Auto which are budgeted, and the new Pool Deck Resurfacing project for a cost of \$23,250, which was a budgeted item from our reserves.

Significant pending expenses include our budgeted annual review with Day & Associates (approx. \$5000), and the replacement of our existing Hot Tub/Spa heater for \$5,450, which is a budgeted item from reserves.

Board member Marilyn Binkley questioned the cost for Waste Management. Mr. Woltkamp noted that we are almost spot on to last year at this time, but we have had a rate increase issue and a volume issue. Although we continue to increase the

budget for this line item, they also increase their costs every year. Recycling has also been very successful, but we are filling three, 6 yard dumpsters every month.

The budget for assessments was at \$445,230 based on home ownerships. We have had many lots sell, and based on whether it is a first lot, or a second or third lot will make a difference. We will never have an exact amount. This process will be reviewed with our treasurer.

Legal fees are way over what was budgeted, due to the many consultations with our attorney this past year. It has been noted that we will need to up the budgeted amount in next years' budget.

Columbine still has over \$57,000 forecast to move to reserves. We need to move that money because we are in great need of it for future planned expenditures. Although we hope for those monies to come in, there is always a concern for a special assessment or an increase in the annual assessment. The reserves are currently lower than we would like for it to be.

A question was asked as to whether we could finance the dehumidifier. We would not like for this to be a precedent, but it is certainly worth considering. We have never financed before, but will look into this option. Will the vendor accept financing as an option? We are currently looking at low interest rates should we finance, but we've never financed before. We should touch base with our accountant.

ACTION: General Manager will obtain another bid or two from Denver for our dehumidifier. Mr. Atencio will also reach out to our bank and see what it would cost to finance this. GM will also ask our accountants their opinion if we were to finance.

ACTION: President Brian Owens will put this topic into the next President's Letter.

ACTION: Nancy Negri will look at reports from Member Track at the clubhouse, to show percentage of homeowners, or a guest number that use the pool, given a specific period of time and report this information to the Board at the next meeting. Does the number of people using the pool & spa justify the expense of a new dehumidifier?

Completed. Provided numbers and statistics to manager.

There being no further questions or discussion on financial issues for October 2017, **a motion was made by Marilyn Binkley, seconded by John Amerman, and passed unanimously to accept the financial report as presented for the month of October 2017.**

V. Manager's Report

A. Upcoming Events:

- Our next Pot Luck Dinner will be held Friday, November 17th, as voted on by those who attended the Game Night the previous week.
- Our next Game Night will be held November 10th.

B. The Electrician was contacted to work on the following projects:

1. Make Treadmills electrically safe
2. Add Exit signs in basement
3. Add Back-up Emergency Lights in the Bathrooms

C. Talked to the Pool Floor contractor to add more grit as the pool decking is still too slippery. Repairs were completed on Saturday November 4th. Overall the concrete cover looks great. Adding more grit will hopefully reduce concerns about slippage.

Problems that are still a concern, and will need to be addressed in the future:

1. Drainage - We only have one drain in the pool deck that is on the south (On pool table windows) side of the room.
2. Slope - The floor slopes away from the pool, which causes the water to puddle up (most indoor pools slope towards the pool). The old floor had cracks in the concrete as well as gaps between the wall and floor and pool and floor which unsafely allowed water to flow under the concrete further causing heaving and more cracking.
3. Humidity - With our old de-humidifier, we have a very humid room which makes it hard to dry out in the pool area.

Ways of addressing the above issues:

1. Adding mats for slippage as well of absorption of excess water
2. Getting bid to cut a 2-inch wide and 8-inch deep channel in the concrete that will ring the pool and drain water into the only drain in the floor.
3. Adding more fans to circulate air and dry the floor.
4. Replace the dehumidifier.

D. New rubber floor boards were installed in the area outside the bathroom area.

E. Met with HVAC to replace dehumidifier. See attached bid.

F. Football games on big screen- Very popular with the homeowners. People have been coming to the see the Broncos Games and big college games.

- G. Contacted Rocky Mountain Radiant to replace the Spa boiler. This was a reserve budgeted item. (We budgeted \$6,500.00 and the actual cost will be closer to \$5,500.00)
- H. Wall repaired on the North Outside wall of the clubhouse. Top stone was cemented and grouted in place.
- I. Plowed roads on 11/4 and 11/7. We need the roads to freeze to make plowing safer and to limit the damage to the roads. The general manager has contracted two men to plow the overnight shift. Current maintenance support Dave Kaeding and the general manager will cover the day shift.

Action Items from October Board Meeting

Action Item #1- (Chris) – Remove Chicken Wire Fence from 567 Columbine Drive

Removed 10/15/17

Action Item #2- (Chris) – Bring in Electrician to evaluate clubhouse needs.

The Electrician was contacted to work on the following projects:

1. Make Treadmills electrically safe
2. Add Exit signs in basement
3. Add Back-up Emergency Lights in the Bathrooms

Action Item #3- (Chris) – Make Treadmills electrically safe.

See above

Action Item #4- (Chris) - Bring in Electrician to evaluate dumpster needs.

Dumpster was checked and will improve lighting when economically feasible.

Action Item #5- (Chris) – Check VRBO Ad for Block 14/ Lot 25)

Looked for the ad and could not find it. Ms. Binkley provided the necessary information to the general manager on Short-Term Rentals (STRs) that are not in compliance re: language in their VRBO ads.

Action Item #6- (Chris) – Check fans for the clubhouse

Will be getting bids from the electrician to have work completed by summer of 2018

Action Item #7- (Chris) – Check Window’s in the Pool area

Will be getting bids from the Window Company to have work completed in the 2018 fiscal year.

Action Item #8- (Brian and Neal) – Check with Attorney on language

Will be carried forward for discussion at Strategic Meeting in December.

Action Item #9- (New Board Members/Nancy) – Sign and submit code of conduct and ethics information

This item was completed prior to the actual November meeting.

Action Item #10- (Liza and Chris) –Work on the language for the Fine Structure and Financial Chart

Will be done by **January Meeting**

Action Item #11- (Chris) – New Pool Surface

Was completed Sunday, October 22nd and the pool re-opened on Wednesday October 25th. We had more grit put on the surface Saturday, November 4th to address slippage problems. (See above for details)

Action Item #12- (Chris) – Insurance for the company that installed the new deck

Was received before we submitted payment

Action Item #13- (Chris) – Proposal for the De-humidifier

See attached proposal.

Action Item #14- (Nancy) – Prepare for the December Meeting at the golf course

The room was reserved on October 16th and a meeting request was sent to Cindi who agreed to facilitate the session. Nancy has done a great job organizing this!

Action Item #15- (Board) – Beautification and Capital Improvement Projects

Will be done by the board at the December Retreat

Action Item #16- (Board) – Survey Monkey

Will be done by the board at the December Retreat

Action Item #17- (Chris, Mark and Neal) –Fish and Lake Committee

Met on October 21st and plan to meet November 11th at 2:00 in the clubhouse. Homeowners that had expressed interest were invited including:

1. Tom Coulter
2. Steve Tarr
3. Jody Fattore
4. Joy Phelan
5. Ken Lund
6. Mike Ryan
7. Mark Woltkamp
8. Liza Eilers
9. Marilyn Binkley
10. Neal Cross
11. John Amerman
12. Geoff Elliot – Lake Consultant
13. Jon Ewert – Department of Wildlife
14. Anyone else that is interested is invited to join the meeting

Administrator's Report – November 11, 2017

- A. Home Transfers: There was 1 home transfer for the month of October 2017
To date:
- | | |
|-----------------------|------------------------------|
| July – October (2017) | There were 10 home transfers |
| July – October (2016) | There were 14 home transfers |
- B. We currently have approximately 45 homeowners that still owe the 2nd half of their HOA assessments. All fees are due no later than November 30th.
- C. On October 17th, a reminder was sent to all homeowners regarding:
- Boat removal for no later than November 1st
 - HOA assessment balances due no later than November 30th
- D. Working with Day & Associates regarding CLCC Review – much time is spent at this time of year to provide necessary documents & improve upon what is in place.

- E. Work has begun on the January 2018 Newsletter
If you have something that you think should be covered, please let Nancy Negri know as soon as possible.

VI. Unfinished Business

- A. Wording in the Owners Regulations
Brian Owens & Neal Cross continue to work with our attorney regarding wording in the CLCC Owners Regulations. This includes any laws regarding HOA's, and non-compliant/non-conforming structures.
Mr. Owens and Mr. Cross have also asked for the attorney's direction regarding a "Code of Conduct" for all board members.
- B. Fines
This item has been deferred until board member Liza Eilers returns, as she has taken the lead on this item through the ARC committee.
- C. Pool Deck
The new pool decking has been completed. The company that installed the new deck was called back to Columbine again to re-treat the surface. After many complaints of it being too slick, they have reapplied the grit to a more course surfacing and should be very safe now.
- D. Pool Dehumidifier
At this time, the dehumidifier is working, but there is nothing more that can be done to repair the unit further. After much discussion, it was agreed that the general manager will research other options due to the high cost.
- F. Strategic Meeting for December 2017
The Board of Directors agreed to host year two of their Strategic Session, in lieu of the regularly scheduled Board Meeting, for December 9, 2017.
A proposal was sent to and accepted by Cindi Cunningham on October 26, 2017, to facilitate this second strategic session.
The Grand Lake Nordic Center has been reserved for December 9, 2017 to host this meeting.
Homeowners will be allowed to attend the prioritization of key initiatives & funding necessary for 2018, during the hours of 2pm-4pm on that day.

VIII. New Business

- A. Short Term Rentals

Two meetings will be held at the Columbine Lake Clubhouse to provide information & answer questions of homeowners who rent their homes. The first will be held on November 18, and the second on December 2. A representative from Grand County, Carolyn Derby, will be here to help guide homeowners through the process. At this time, county commissioners are trying to decide if they will give us a list of homeowners that rent within CLCC.

ACTION: Nancy Negri will provide laminated copies of the Short-Term Renters (STR) Rules & Regulations for the upcoming meetings. Copies are already available for distribution in the office.

ACTION: Neal Cross and/or Marilyn Binkley will provide the status of where we are with the county and short-term rentals, at the Strategic Session in December.

B. Boat Lottery

The Board would like to discuss options regarding the upcoming years' boat lottery and how they would like to handle this going forward. Will there be a cost per boat slip to secure that it gets used, and then we use the funds to reinforce what is already there? Will we build more boat racks, and if so, where could they go? This will all be discussed at the Strategic Session in December, and then voted upon at the January Board meeting. Therefore, boat lottery forms & any new information will not go out until after the Board meeting in January. These will not be drawn until after the Board meeting in March.

IX. Board Headcount for December, 2017 Meeting

- All members present anticipated being able to attend the next Board meeting scheduled for December 9, 2017.

X. Adjournment

- There being no further business to discuss, **a motion was made and passed to adjourn the meeting at 10:50am.**

Respectfully submitted,

Nancy Negri, Administrator
Columbine Lake Country Club, Inc.