APPROVED

COLUMBINE LAKE COUNTRY CLUB, INC.

BOARD OF DIRECTORS MEETING

December 9, 2017

I. Call to Order

Board Treasurer Mark Woltkamp called the regular monthly meeting of the Columbine Lake Country Club Board of Directors to order at 9:06 am. Other board members present were Neal Cross, Marilyn Binkley, John Amerman, Rebecca Fine and Vince Verbel. Board members Brian Owens 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 November 11, 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 Marilyn Binkley, seconded by John Amerman and passed unanimously to accept the minutes as amended.**

III. Members Forum

Geoff Schaney, BK 8, Lot 105

Mr. Schaney asked if CLCC kept records of those homeowners that have outside cameras on their homes. Mr. Schaney mentioned that they have begun doing that in Denver, so if something happened, police had another resource to go to for information.

Mr. Schaney offered information regarding a company named "Blink" which even provides an application on his phone so he can access his camera at any time & see what it is showing. Average cost is under $100, with options if you bundle. The camera doesn't store the video, your phone does.

ACTION: General manager will contact local law enforcement for guidance in this area.

IV. Financial Reports

Treasurer Mark Woltkamp presented the financials for the month of November 2017. Currently, we are through approximately 42% of our fiscal year budget.

Noteworthy expenses for the month ending November 30, 2017 included electrical budgeted costs of $2,782 for our CLCC Clubhouse Emergency Exit and Security Lighting, as well as $1,960 for legal fees which were not budgeted. Again, it has been noted that we will need to increase the budgeted amount for legal fees in next years' budget.

ACTION: Board director Neal Cross has offered to look into the Grand Lake budget, as well as Grand County, to see what they show for legal counsel and costs associated.

- Mr. Cross followed up with the city and found that they pay significantly more for expenses pertaining to legal assistance as they retain legal counsel for their town meetings.

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. Both of these items should be completed before Christmas 2017.

Board Treasurer gave the General Manager permission to purchase 2 defibrillators for Columbine Lake Country Club. These will cost approximately $1,000-$1,200 each. One will be kept at the clubhouse and one at the office so that we have one on each side of Columbine Lake.

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

V. Manager's Report

A. Upcoming Events:
   - Our next potluck is scheduled for December 22nd.
   - Our last Game Night was December 8th.

B. Letters of HOA Violations of rules and/or bylaws were sent to the following homeowners:

1. 295 Alpine (BK 3, Lot 32)
   - Inaccurate information was put out in their VRBO advertisement that 'renters are encouraged to bring paddleboards, kayaks and non-motorized watercraft and you will be on the water in just a few minutes after walking out the front door.' This information was brought to the attention of the General Manager on November 11th and a letter was sent to the homeowners on November 13th. The letter stated that the homeowners would have until the next board meeting on December 9th to change their ad, otherwise fines or revocation of privileges would be recommended to the board at that time. Homeowner has contacted the office to let us know that the VRBO ad has been changed.

2. 133 Beaver Lane (BK 14, Lot 25)
   - Inaccurate information was put out in their VRBO advertisement that 'renters are encouraged to bring paddleboards, kayaks and non-motorized watercraft and you will be on the water in just a few minutes after walking out the front door.' This information was brought to the attention of the General Manager on November 11th and a letter was sent to the homeowners on November 13th. The letter stated that the homeowners would have until the next board meeting on December 9th to change their ad otherwise fines or revocation of privilege would be recommended to the board at that time. No action has been received by the office as of 12/1/17.
   - Marilyn Binkley stated that the homeowners' VRBO advertisements currently contain no mention of use of the lake for paddle craft.

New Build

1. 491 Columbine Drive (BK 10, Lot 021)
   History (in descending order) for this new build is as follows:

   - DECEMBER 1ST, 2017 – DEPOSITED Checks for new build.
     - $7,000 New build
     - $250.00 Road Repair
     - $1,500 Trash Deposit
   - As of November 1st, nothing has been done.
   - Checks came into the office September 20th. Will hold until they are ready.
   - Talked to the homeowner on September 13th and may send the money in this month

- This build is on Hold until May of 2017. Met with the homeowner and Three Lakes, the builder and the wet land consultant on April 27th to start early groundwork on whether to build the house in 2017. They hope to submit plans and an application in May of 2017. If plans get approved, they would like to pour the foundation in Fall of 2017. The GM received tentative plans were presented to the ARC on April 29th. ARC looked at plans at the May 27th meeting. The McAtee's have been given a green light to proceed. They are in contact with the General Manager.

2. Two additional new builds are possible, but we have not heard officially of any start dates.

3. Two homeowners have been contacted about having left their kayaks after November 1st in the boat racks. One homeowner picked up their kayak on Sunday December 3rd and paid the $50.00 fine ($25.00 for pick-up and $25.00 storage fee). Still waiting on the other homeowner. (They are not sure if it is their kayak as there are no markings on the kayak. Photos have been sent to the homeowner.)

C. The Electrician has completed the following projects at the Clubhouse:

1. Made treadmills electrically safe with new outlets
2. Added two new Exit signs in hallway and pool area
3. Add back-up emergency lights in both bathrooms
4. New security lights by the dumpster
5. New security lights by the front door
   a. Future new projects for the electrician include:
      1. New fan in the workout area
      2. Repair fan in the pool table area
      3. Repair fan in party room and add 1 or two new ceiling fans.
      4. Add new Exit lights for back door and front door
      5. Add back-up emergency lights near back door, front door stairs going downstairs and stairs between the workout room and the party room.
      6. New security lights outside back door from party room.

D. Pool floor contractor repaired the floor on Monday, November 20th & 22nd.

Repairs were completed and the concrete cover looks great.
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 (by the 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 dehumidifier, 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. (Waiting for a bid to know how much money we need to budget next fiscal year.)
3. Adding more fans to circulate air and dry the floor.
4. Replace the dehumidifier.

E. General Manager met with HVAC to replace dehumidifier. See attached bid. Talked with the engineer and changed some of the specifications in regards to the venting of the swimming pool room. Was able to bring the price under $30,000.00
   a. The engineer strongly suggested NOT to put windows that open in the pool area as it needs to be a sealed room for the dehumidifier to work properly.

F. 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) This project will be done before Christmas.

G. Plowing of roads has continued, but so far it has been a warm and dry start to the winter. The lake usually freezes before Thanksgiving, this year it was the first week of December.

H. Clubhouse has been decorated for the Holidays. Please stop by and take a look.

I. Staff Christmas Party is scheduled for Thursday, December 14th at El Pacifico.

J. Movie Nights at the clubhouse on Wednesday, December 27th and a 2nd day to be announced. Possible movies include Moana and Disney Nature Film: China

K. Ideas for future projects:

1. 20' x 30' foot Pavilion down at the office. Will have a concrete floor and lights with power outlets. The sides will be open with no walls.
2. New furniture in the pool area.
3. New benches around the lake.
4. AED's for the clubhouse and the office
5. More playground equipment and toys
6. New Elliptical or Stair Stepper for workout area.
7. Windows that open in the party room south wall of the clubhouse
8. A sliding door that opens from the exercise room out to the deck
9. A swim suit drying machine for the hallway outside the locker rooms.
10. A free PDF (Personal Flotation Device) station at the lake near the office, for people to borrow life jackets when using Columbine Lake. The Mullinex family has installed these on Grand Lake, Shadow Mountain and Lake Granby and we would work with them to build ours.
11. 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.
12. New computer for the clubhouse.

Uncompleted Items on the Reserve Budget for the 2017-2018 year

1. Road and culvert repair

Incomplete Items on the Reserve Budget for the 2018-2019 year

1. New Clubhouse Carpet
2. Repair Interior office floor
3. Repair Office Lighting
4. Road and Culvert Repair
5. Painting office exterior

Action Items from November Board Meeting

Action Item #1- (Chris) – Contact 3 Lakes Water and Sanitation to obtain exact schedule for the contractor and communicate with Mr. Goes, Mr. Babich and Mr. Coldwell.

Received a schedule from the contractor and have been in communication with the homeowners regularly. They hope to have the project wrapped up by the December 9th weekend. The GM has communicated with Mr. Goes and Mr.

Coldwell about the project. Mr. Babich has chosen to communicate directly with the contractor.

Action Item #2- (Chris) – The board would like two more proposals for the dehumidifier.

The General Manager is still working to get two more proposals.

Action Item #3- (Chris) – The board would like information from Grand Mountain Bank for a loan to finance the dehumidifier.

Met with the Chief Lending Officer at the Grand Mountain Bank, Randy Quillen to see if a loan was possible. They are very open to lending CLCC the money if the board chooses to go that direction. (Mr. Quillen formerly owned a house in Columbine Lake on Phlox until this last summer.) The GM will proceed when given the go ahead by the board.

Options:

3 Year Loan @ 4.0%
5 Year Loan @ 5.5%

Action Item #4- (Brian) – President's Letter

The President is gathering information to write a President's letter.

Action Item #5- (Nancy) – Check software at the clubhouse to see how many homeowners have been utilizing the facilities

Nancy Negri downloaded the numbers from the computer for actual visits to the clubhouse. The number was 9,440. When adding adult swims, special events, weddings and bridge club, the number becomes approximately 10,790. This total does NOT include the month of December which would put the total over 11,000 visitors to the clubhouse in 2017.

Action Item #6- (Nancy) –Laminated STR sheets for the next Board Meeting

Nancy Negri has laminated sheets available in the office for interested homeowners.

Action Item #7- (Neal and Marilyn) –Status updates for Short Term Rentals.

This report was presented at the Board Meeting in December 2017.

Administrator's Report – December 9, 2017

A. Home Transfers: There were 4 home transfers for the month of November, 2017
To date:

July – November (2017)	There were 13 home transfers
July – November (2016)	There were 15 home transfers

B. We currently have 3 homeowners that still owe the 2nd half of their HOA assessments. All fees were due no later than November 30th. Late charges of $50 per lot will be assessed to these homeowners.

C. On Monday, November 27, a reminder was sent to all homeowners regarding:

- HOA assessment balances due no later than November 30th
- Reminder of 2nd meeting for Short-Term Rentals

D. Our CLCC Review is now complete. We have improved our process to track the Road & Trash Account fees which will make our process to review all homeowner fees even easier going forward. We are tying up all loose ends and should complete final account adjustments within the next week. The review was completed with the assistance of Day & Associates accounting firm.

E. Coordinated efforts to arrange interviews for the open board position. We should have a new board member elected and notified by the end of next week (about December 16, 2017) in hopes that the new board member can attend the January Strategic Planning Meeting.

F. Coordinated location and meeting needs regarding the upcoming 2nd Annual Strategic Planning Meeting with the Grand Lake Nordic Center and our facilitator for that meeting, Cindi Cunningham.

G. 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
Our CLCC attorney has been asked to review all of our documents. We are seeking clarification as we want to insure our documents are in line with all state regulations.
We have also asked for clarification in our documents about whether an item on a homeowner's property requires repair or replacement.

ACTION: General Manager will forward these documents from the attorney to all board members for review

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.
It is recommended that we have a page where all fines are listed clearly, with the understanding that there will be exceptions from time to time.

C. Pool Deck
The new pool decking has been completed. The company came back for a third time and ground down the top coat that was applied too thick, which kept causing the surface to be too slick. Since this has been completed, we have had no issues, no complaints. We will continue to lay rubber mats where the water seems to gather more as a safety concern. Homeowners and guests are reminded there is no running in the pool area and they should always be careful when walking around the pool and hot tub with wet feet.

ACTION: General manager has asked for a bid to put in a horseshoe shaped drain that would go all the way around the pool deck to help reduce the issue with water pooling.

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 looking at a way to modify it to blow out, a lower bid was received for replacement. As costs for replacing this unit are so expensive, we will limp along, as long as it doesn't constitute a safety issue. We would probably need 3-5 days to install a new dehumidifier when the need arises.

E. Boat Lottery
This topic has been deferred until after the 2nd annual strategic planning session. The board would like to accommodate as many homeowners as possible, as well as make repairs to the current boat racks. Therefore, the

Board of Directors will discuss this issue and make recommendations following this strategic planning meeting. A separate mailout will occur by the end of January so that all homeowners will be able to participate in the boat lottery.

VII. New Business

A. Strategic Planning Session moved to January 13, 2018

The Board of Directors agreed to host their 2nd annual Strategic Session, in lieu of the regularly scheduled Board Meeting, for January 13, 2018. This became necessary to move as there were 2 board members unable to attend on the prior date of 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 from 8am to 5pm on January 13, 2018 for 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.
Notices for this strategic session have been posted on all bulletin boards and on the front page of the Columbine Lake website.

ACTION: Treasurer Mark Woltkamp will provide the Reserve Budget spreadsheet for all board members at the Strategic Planning Session 1/13/18.

B. Short Term Rentals

Two meetings were held for all homeowners to attend. At the second meeting held December 2nd, a representative from the county was also in attendance to share county information and address any questions from CLCC homeowners.
Homeowners were advised how to register their home with the county if they did not know how, or had not done this already. They were also advised that enforcement of registering comes from the *county*. It is a county violation if a home is not registered, and can cost a homeowner $500.
At this time, Columbine is merely trying to manage the short-term rental ads, by providing suggested verbiage so homeowners won't be in violation of CLCC Regulations. CLCC is also providing a laminated sheet of STR Rules & Responsibilities that the homeowner can post in their home. These are currently available in the CLCC office. This sheet includes the STR permit # and the address of the home (for renters' info) as well as contact Names and Numbers. This will be helpful should an emergency arise. It is suggested that this sheet be posted on the back door of the home, as a reminder to the

renters' every time they leave, as to the rules & responsibilities at Columbine Lake, and for easy access to this information should it be needed.
To register, you may go to: co.grand.co.us

C. Lake/Fish Meeting Update

On November 11, 2017 a meeting was held with Geoff Elliott, project scientist with Grand Environmental Services, and Jon Ewert, aquatic biologist with Colorado Parks & Wildlife, with our fish committee members that were available. Approximately 10 people attended.
A conclusion offered by Geoff Elliott was that Columbine Lake is a good lake, and the chemistry hasn't changed much in about 20 years. Mr. Elliott had nothing negative to say about the lake, and suggested we not wait another 15-20 years to do another study, but possibly in about 2 years perform the chemical study once again.
In regards to the pike population, Mr. Ewert was not able to drag the lake for sampling yet. The fact that we have found smaller pike in the lake means that they are breeding. Mr. Ewert suggested Columbine purchase 3 or 4 special nets called ***fyke nets***. These are about 50' long. A volunteer team will set the 4 nets in the north end of Columbine Lake in shallow water. The next day they will go out and remove any captured fish from the nets, determine the species of fish caught, try to determine which, if any of the fish species are breeding, and permanently remove an captured Northern Pike. The best time to do this is just after ice melt, when the fish spawn. This will also be a good time to check the gill lice.
In the meantime, whether winter or summer, we encourage all homeowners who catch a pike to please remove it from our lake!

ACTION: As suggested by our scientist Geoff Elliott, general manager Chris Atencio will check on costs for the possibility of some workshops. Were these included as part of our fees with Grand Environmental Services? What type of workshops would be available?

ACTION: General Manager will contact Jon Ewert to purchase 4 of these fyke nets prior to the spring ice melt.

VIII. Board Headcount for January, 2018 Meeting

To All CLCC Homeowners: Please be advised that we will not be having a CLCC Board meeting on Saturday, January 13, 2018. Instead, your Board of Directors will be conducting their 2nd annual Strategic Planning Session at the Grand Lake Nordic Center on that day. Interested homeowners are welcome to observe the prioritization of the key initiatives and funding necessary for 2018, during the period of 2:00pm-4:00pm on that day.

As seating is limited in the room, please advise Nancy Negri via email (office@columbinelake.com) or phone call (970-627-8120), if you would like to observe the session during this time.

All members present anticipated being able to attend the 2nd annual Strategic Planning Session scheduled for Saturday, January 13, 2018 at the Grand Lake Nordic Center.

IX. Adjournment

- There being no further business to discuss, **a motion was made and passed to adjourn the meeting at 11:45am.**

Respectfully submitted,

Nancy Negri, Administrator
Columbine Lake Country Club, Inc.