

**COLUMBINE LAKE COUNTRY CLUB, INC.**  
**BOARD OF DIRECTORS MEETING**  
**May 9<sup>th</sup>, 2020**

**I. Call to Order**

At 9:02 am, President Mark Woltkamp called to order the regular monthly meeting of the Columbine Lake Country Club Board of Directors. Given the State of Colorado “Stay at Home” order due to the COVID-19 pandemic, the meeting was conducted as a virtual meeting using Uber Conference. Board members virtually attending were Directors Scott Wilson, Liza Eilers, Julie McCarty, John Amerman, Geoff Schaney, Rebecca Fine, Becky Brentlinger, and John Joyce. A quorum was declared for the meeting to proceed. Staff members Dave Kaeding and Heike Wilson were also on the call. Administrator Heike reported 19 homeowners were in attendance by the teleconference platform.

President Woltkamp asked the board members if anyone had any potential conflicts of interest regarding any of the discussion topics on the Agenda. There were no conflicts of interest reported.

President Woltkamp let everyone know he wanted to make a change to the order of the agenda to move the members forum up to next and to add Bylaw modification to Article II.

**II. Meeting Protocols**

President Woltkamp explained the protocols for the virtual meeting to ensure the meeting could be efficient and effective for the board members and all homeowners in attendance. The stated objective was to make the virtual meeting follow the format and flow of a regular board meeting as much possible.

**III. Members Forum**

Homeowners on call included Smitty Jost, Janna Sampson, Elizabeth Padilla, Gregg & Sherrie Piburn, Jim McComb, Thomas Hendricks, Rusty & Rena Czerwinski, Dennis McNinch, Julie Niehaus, Barbara McDonnell, Ryann Reddy, Phil Goldstein, Marty Jacob, Sarah Gray, Carrie & Norman Edson, Glenn Hertzler, Scott Belknap, Katie Ellis, and Josh Sewell

## **Jana Sampson Block 10 Lot 60 & 61**

Wanted to let us know how much she likes being able to be a part of the board meeting from her home in IL. President Woltkamp also let everyone know CLCC conducted a beta test by homeowner Katie Ellis for the CL YouTube Channel to give homeowners the capability to view the meetings real-time/ recorded via our YouTube channel during the March meeting. The plan is to start broadcasting/ recording future meetings when we can hold regular board meetings again.

## **Richard Brinkley Block 14 Lot 21**

Wanted to let us know what a wonderful job everyone is doing and commended General Manager David Kaeding on how he has gone out of his way for himself and his daughter when they lost their keys. General Manager Kaeding thanked Richard and let him know how nice it is to hear positive feedback.

President Woltkamp addressed a couple of frequently ask questions that the office receives.

**Grading of the roads** – David let everyone know that before the grading can happen all the roads must be completely clear of all snow; this includes the sides of the roads. Beckon Spring on Columbine Drive around Beaver also needs to be dry. This natural spring is fed into the pump station below the clubhouse. That is where CLCC gets its drinking water. Last year the roads were graded around June 10 and will be around the same time this year when the grading will happen, then we will look at getting speed bumps done.

**Short Term Rentals (STR)** - Community members are concerned that their neighbors might be renting during the STR restrictions imposed by Grand County. President Woltkamp let everyone know this is a Grand County restriction so all complaints need to go to the county by calling 970-725-6022 or filing a report at <https://www.co.grand.co.us/violation>.

## **IV. Approval of Minutes**

The minutes of the April 11<sup>th</sup>, 2020 Board of Directors meeting were reviewed. Director McCarty and President Woltkamp asked for a couple of edits and were noted by Administrator Wilson. A motion was made to approve the April minutes as edited by Director Eilers seconded by Director Joyce and was passed by all present.

## **V. Financial Report**

Treasurer Wilson presented the financial packet for April 2020. Director Joyce asked for minor edits and were noted by Administrator Wilson. A motion was made by Director Eilers, seconded by Director Amerman, and passed unanimously to accept the Financial Income Statement for the month of April 2020 as presented with minor edits.

Treasurer Wilson also discussed the possibility of CLCC doing direct deposit for the employees with concerns and cost. No motion is needed to pursue. All board members support moving forward with direct deposit. Treasurer Wilson and Administrator Wilson will work on an SOP.

Treasurer Wilson also discussed the possibility of accepting credit card payments. CLCC did have a PayPal account last year however the fees were high. Board will need to discuss further on how to offset the fee.

## **VI. Manager's and Admin Report**

See attachment A.

## **VII. New Business**

- 1) President Woltkamp presented modifications to Bylaw Article II. A motion was made by Director Eilers, seconded by Director Fine, and passed unanimously to accept the modification as presented by President Woltkamp with additional edits to version number, index, and page numbers.
- 2) President Woltkamp presented modifications to Bylaw Article III. A motion was made by Director Eilers, seconded by Director Schaney, and passed unanimously to accept the modification as presented by President Woltkamp with additional edits to version number, index, and page numbers.
- 3) President Woltkamp presented modifications to Bylaw Article IV. A motion was made by Director Joyce, seconded by Director Eilers, and passed unanimously to accept the modification as presented by President Woltkamp with additional edits to version number, index, and page numbers.
- 4) President Woltkamp presented the electronic voting process for proposed annual budget. Administrator Wilson has found an electronic voting platform for the special meeting, voting will be anonymous, results are automatically tabulated, easy to share results, audit trail and verified by neutral third party. Voting can be done by email or cell phone. Each lot will get a special code emailed and/or texted to vote. Special Meeting will be for the annual budget and e-voting will be conducted. Stay tuned for date of special meeting. A

budget mailer will be mailed to each homeowner with more information on the budget and process.

- 5) President Woltkamp discussed the Annual Meeting and Election of Board Members which has been cancelled for the time being due to the group gathering restrictions of the COVID-19 Pandemic. The Board hopes we can reschedule later possibly Labor Day weekend to gather the most homeowners. If the health restrictions are still in effect, then we will move forward with e-voting with no in person meeting.
- 6) The Architectural Review Committee presented a variance request from a current homeowner ID 1913. Discussions were had among the board members and a motion was made by Director Brentlinger and seconded by Director Fine. Director Amerman did not approve variance as presented. Director Joyce would like questions to be answered/resolved before approval and homeowner is not planning to build till next year. President Woltkamp proposed that we postpone decisions till we have more answers. Director Brentlinger rescinded her motion and Director Fine rescinded her seconded motion. Homeowner ID 1913 will get questions answered/resolved to bring in front of the board later.

## **VIII. Unfinished Business**

- 1) General Manager Kaeding presented a new position for a Maintenance Tech / Security Officer. A motion was made by Director Eilers, seconded by Director Joyce to approve the new position of Maintenance Tech / Security Officer to start July 1st. Director McCarty pointed out that if we found the right person and needed to start prior to July 1st we have money in the budget from not having a maintenance person for most of this year. Director Eilers and Joyce both receded their motion. A motion was made by Director Eilers, seconded by Director Joyce to approve the new position of Maintenance Tech / Security Officer , and passed unanimously to accept the position for the Maintenance Tech / Security Officer that is funded by 2020/2021 budget to start by July 1st or hire sooner as needed.
- 2) Treasurer Scott Wilson presented the 2020/21 Proposed Annual Budget Mailer. A motion was made by Director Joyce, seconded by Director Eilers, and passed unanimously to accept the 2020/21 Proposed Annual Budget Mailer as presented.

- 3) Fyke nets were discussed in the Manager's report.
- 4) President Woltkamp discussed CLLC COVID-19 mitigation
  - a. Closing of the Clubhouse
  - b. Closing of the Office with staff working remotely
  - c. Closing of the recycling

All other decisions were made by the State or County. The board discussed if any further actions were needed and that CLCC will continue to follow the recommendations by the State and County and keep the clubhouse, office and recycling closed to keep our staff safer. Discussion will continue at the next board meeting on June 13<sup>th</sup> to see if we can/will change any of CLCC closures.

#### **IX. Board Headcount for June 13<sup>th</sup> Meeting**

All Board members plan to be in attendance for the June 13<sup>th</sup> board meeting.

#### **X. Adjournment**

There being no further business to discuss, a motion was made by Director Eilers, seconded by Director Amerman and passed unanimously to adjourn the meeting at 12:39 pm.

Respectfully submitted,

Heike Wilson, Administrator  
Columbine Lake Country Club

**Columbine Lake Country Club, Inc.**  
**Board of Directors**  
**Manager and Administrator's Report – May 9, 2020**

- Office Administrator is still working from home. GM on site. Communication has been good and working well.
- Two new builds approved by the ARC.
- Clubhouse and recycle remain closed. Touch up painting and repairs continue.
- Pool had to be refilled because of possibility of “Floating”. L bracket replacement will determine clubhouse cleaning and pool being acid washed. GFI in boiler room complete. L brackets moving forward. Bids for windows (office and Clubhouse), office drainage, front door of office.
- The gate on the lake is open lowering the water level of the lake.
- Summer projects have started with Changing of signs from Winter to Summer, truck, mule, repair of roads, fences, boat racks.
- Fyke net upgrades were checked by Jon Ewert of CPW. Liked the improvements for Otter escapes.
- Staff meeting has been moved to May 14, 2020 via conference call.
- Continuing to update homeowner contact list and codes.
- Boat slip racks are full and have waiting list
- Found e-voting platform for annual meeting voting