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♦Columbine Lake Country Club, Inc. ♦ P. O. Box 714 ♦Grand Lake, Colorado 80447♦

TO: All CLCC Owners

FROM:  Mark Woltkamp

SUBJECT: CLCC Organizational Changes

DATE: March 23, 2021

Dear CLCC Owners,

On behalf of the entire Board of Directors, I am pleased to announce the following CLCC organizational changes:

1).   Heike Wilson, the current CLCC Administrator, has been promoted to be the CLCC Office Manager.  This promotion is in recognition of Heike’s significant contributions over the challenging past year during which she assumed new and increasingly complex responsibilities to meet the demanding needs of the board, the staff, and the owners.  Most notably, Heike has been instrumental in bringing a higher level of technology to the CLCC business, greatly increasing the efficiency and effectiveness of the HOA.   Her successful efforts included developing virtual meeting management protocols, promoting widespread digital communication, creating a secure electronic voting platform, turning the majority of our paper forms into easy online applications, and developing the new online reservation system for the Pool, to name just a few.  Many other creative uses of technology are in the works.  As the CLCC Office Manager, Heike will continue to report to General Manager David Kaeding and will also assume responsibility to directly manage a new part-time staff member (as discussed below).

Please join us in congratulating Heike for her well-deserved promotion to CLCC Office Manager!

2). Maryann Hoos has been hired as a part-time office employee to manage the CLCC Short Term Rental program. She will report directly to Heike.  When needed, Maryann will also take on other administrative duties, which will be financially tracked separately. Maryann has been a CLCC owner since 2000.  Please join us in welcoming Maryann to the CLCC team.

3).  Phoebe Keller has joined CLCC as a part-time Clubhouse employee reporting to David. Phoebe has been part of CLCC for almost 5 years.  Please also join us in welcoming Phoebe to the CLCC Clubhouse team.

Thank you for your attention.

Mark Woltkamp  
  
President, Board of Directors  
Columbine Country Club  
Grand Lake, Colorado