

COLUMBINE LAKE COUNTRY CLUB, INC.
BOARD OF DIRECTORS MEETING
November 13th, 2021

I. Call to Order

At 9:00 am, President Mark Woltkamp called to order the regular monthly meeting of the Columbine Lake Country Club Board of Directors. The meeting was conducted as a virtual meeting using Uber Conference. Board members virtually attending were Mark Woltkamp, Liza Eilers, Scott Wilson, Julie McCarty, Sharon Illsley, Rebecca Fine, Geoff Schaney, John Joyce, Becky Brentlinger, and staff member David Kaeding. A quorum was declared for the meeting to proceed. Board Secretary Julie McCarty reported 12 owners were in attendance by the teleconference platform at the start of the meeting; 5 more joined later.

President Woltkamp asked the board members if anyone had any potential conflicts of interest regarding any of the discussion topics on the agenda. None had any conflicts of interest.

II. Meeting Protocols

President Woltkamp explained the protocols for the virtual meeting to ensure the meeting would 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 as possible.

III. Approval of Minutes

The minutes of the October 9th Board of Directors meeting were reviewed. A motion was made to approve the minutes with two minor edits by Director Eilers and seconded by Director Joyce and approved by the majority. Director Wilson and Director Fine abstained since they were absent from the last meeting.

IV. Members Forum

Of the 27 owners who registered for the meeting, 17 joined the call in the beginning. Five owners signed up to speak during the member forum but none chose to speak.

V. Financial Report

Treasurer Wilson presented the financial packet for October 2021. A motion was made to approve the financials as presented by Director Eilers, seconded by Director Joyce, and was approved by all present.

VI. General & Office Manager Reports

See attachment A

VII. New Business

Transfer fee refund – Director Wilson

Director Wilson made the following motion to refund referenced 1% transfer fee to the Brynes acquired lot; subject to retaining a \$250.00 administrative fee. A second was made by Director Eilers and approved by all present.

Byrne Transfer Fee Refund Motion:

Whereas; **Andy and Karyn Byrne** own two properties in Columbine Lake located at 76 Aster Lane, Block 5, Lot 110 and 194 Primrose Lane: Block 5 Lot 5 and have purchased a new property in Columbine Lake on 47 Kinnikinnick described as Block 8, Lot(s) 127; and

Whereas; they have requested a refund of the transfer fee paid on the new property and have also complied with the provisions of Article VII., Section 7.01 of Revision #41 of the Columbine Lake Regulations.

Then therefore, I Scott Wilson hereby make a motion to refund such 1% transaction transfer fee of \$8,830.00 less the \$250.00 administration fee or **a net \$8,580.00**

Approval to open another reserve bank account at Citywide – Director Wilson

Director Wilson made the following motion to open another reserve bank account, seconded by Director Eilers and approved by all present.

Motion:

In order to maintain account balances under the \$250,000 FDIC insurance coverage limit, we've allocated funds between different financial institutions and sometimes multiple accounts within one financial intuition. **I hereby make a motion** to add another account with Citywide Bank in Fraser, Colorado, if required to reach allocated account balances under \$250,000 in all our bank accounts.

Approval to update signature cards at Citywide, Blue Credit Union, United Business Bank, and 1st Bank - Director Wilson

Director Wilson made the following motion to update signature cards, seconded by Director Joyce and approved by all present.

Motion:

Whereas; Columbine Lake Country Club has and maintains bank accounts with CityWide Bank of Fraser, Colorado, United Business Bank and Blue Credit Union of Granby, Colorado, and 1st Bank of Colorado and

Whereas; the Columbine Lake Board desires to grant and maintain signatory authority on those accounts only to the following authorized parties:

1. Mark Woltkamp, President
2. Scott Wilson, Treasurer
3. David Kaeding
4. Geoff Schaney, Board Member and acting GM

Also, Whereas: Heikela Wilson, former Office Manager, resigned her employment effective November 9th 2021. Therefore; her prior signatory authority is hereby revoked effective said date.

Now Therefore, in addition to adding Geoff Schaney as a signatory party, and removing Heikela Wilson as a signatory party, the board hereby also authorizes and directs Treasurer Wilson to take whatever steps required to make and effectuate these changes.

VIII. Unfinished Business

Approval to move funds to Reserves – Director Wilson

Director Wilson made the following motion to move funds to Reserves, seconded by Director Joyce and approved by all present.

Motion:

Pursuant to the recommendation and advice of Day & Associates, Columbine Lake’s Financial Auditors, in that certain Governance Letter Dated June 30, 2021, for fiscal ending June 30, 2021, **I hereby make a motion** to transfer \$300,997 from Operating to Reserves, pursuant to commonly accepted accounting, business and historical practice. This adjustment leaves \$45,000 as a Working Capital Operating Reserve.

Insurance and shop update – Director Wilson

The shop is functional as a garage and awaiting the final electrical work (fixtures, etc.) post initial inspection, which has been performed. The HVAC work (heater) is also completed, but waiting on the electrical and propane fuel connection.

The building is 25% bigger than our prior burned structure and also has a 10’ x 50’ lean-to on the east side for storage. We received \$57K under our insurance claim out of the total cap

“insured value” of \$99K. An additional \$42K claim will be submitted once we have all the outstanding contractor invoices and charges. It is anticipated that insurance will ultimately cover more than half of the cost to build the bigger and better building. Total costs to-date are just under \$150K

Remaining discretionary additional items will most likely happen next spring, those include: additional insulation, a concrete apron on the front and a poured concrete pad under the lean-to, work on the water line and a security system. Total costs with all the planned additions would bring the total cost of the 2,000 square foot building to around \$175K, or \$87.50/sq. foot. Interior improvements such as shelving and tools are not included in that number and were covered under a separate insurance coverage.

Since Rocky Mountain health insurance, our current provider, is leaving Grand County we are looking into health insurance options for our one remaining full-time employee, David Kaeding. Homeowner, Gary Glass sent us an email with contact information for his daughter, Leah Denzel, with Rocky Mountain Benefits in the Denver area with whom we are discussing options.

HOA Management & Staffing Challenges – President Woltkamp

Current situation

Plans

Impacts

Mark will take questions and comments from homeowners:

President Woltkamp: On November 8 an email was sent out to all homeowners about our staffing changes, but the bottom line is we find ourselves without a GM and an Office Manager. I will add further context to the email that was sent out:

Staffing model – For 52 years ago CLCC has been operating under a self managed model and it hasn’t changed much; 1 general manager, 1 office administrator, and 1 maintenance tech. We’ve seen significant changes in our community, 460+ homes, along with rising density, overcrowding, safety issues and compliance of regulations. Approximately 40% of our homes have turned over in the last 5 years. Lots of work for our staff which involves answering new owner questions and they tend to do a lot of work on their new homes, bark beetle (dead tree management), East Troublesome Fire (lost 28 homes) 150 permits Spring to Summer – plus many have started projects w/o permits that the staff has to go talk to. Infrastructure continues to age and takes more work. We have to move forward with changes with our staffing model. Change is inevitable, and it will cost the community money, whether it’s in increased salaries or in other areas. Retention and finding qualified talent is hard to find especially from out of the Grand County area.

Next steps, have another meeting this week with Resort Management Group (RMG), we feel we owe it to the community to check it out.

GM candidate, have put the offer on hold for 60 days until we can determine the best possible way to manage our HOA. Geoff Schaney one of our directors is our interim GM.

Below are the homeowners that were on the call and wanted to speak with a brief synopsis of the topic they spoke about:

Lisa Wehunt, Block 6, Lot 91: Lisa asked if there was any consideration of blended role with an in-house GM and a property management group.

Mary Johnson, Block 10, Lot 78: Mary was wondering which duties could be run by a property management company such as STR's, trash and says we need to hire more people.

Rena Czerwinski, Block 15, Lot 2: Thinks it's a good idea to explore a management company.

Bernie Guth, Block 5, Lot 1: Said good job for taking this on, and he appreciates learning the history and changes in Columbine Lake.

Janna Sampson, Block 10, Lots 60, 61: Has had some not so good experiences with property management companies in her home state of IL, suggests we talk to many of their clients and likes the hybrid model of having some people on-site in CLCC.

Terry Jonason, Block 14, Lot 30: Recently bought in CLCC and very much be in favor of a property management company provided they can manage a property the size of ours.

Deron Grothe, Block 3, Lot 25: Wanted to know what the costs would be going with a property management company and wondered how that would get decided.

President Woltkamp thanked all owners for their comments and questions about the staffing challenges. He said that the board is going in with "eyes wide open" in terms of a property management option and that the board understands both the inherent opportunities and risks. We are focusing on two primary factors: 1) cost to the community relative to our self-managed model and 2) ability and commitment of RMG to support our community's needs. It is still too early in the process to have cost information. Our attorney has advised that our governing docs and CCIOA State HOA regs give the board the authority to make such a decision. An election is not required. Woltkamp committed to continue to keep the community well-informed as we move forward.

IX. Board Headcount for December 11th Meeting

All Board members plan to be in attendance for the December meeting giving us a quorum. The December meeting will be a board planning session which typically takes the place of the December board meeting each year. Therefore, there will not be a December board meeting.

X. Adjournment

There being no further business to discuss, a motion was made by Director Joyce, seconded by Director Eilers, and passed unanimously to adjourn the meeting at 12:34 pm.

Respectfully submitted,
Juie McCarty
Secretary, Columbine Lake Board of Directors

Attachment A

Columbine Lake Country Club, Inc. Board of Directors. Manager's Report – November 13, 2021

- Maintenance shop concrete poured, rough electrical in, furnace installed. Need propane filled and connected. Need county inspection. Need a little more outside dirt work. Currently have two different bids for foam insulation. Outside dirt work needs completed.
- ARC issues, stop work order is over. Work continues on the new build. Restrictions for dewatering and soil sediment control are in place.
- 1533 trash users for October 2021 compared to 1730 for October 2020. Number of visitors to the clubhouse since last BOD meeting 280.
- Violations/complaints= Lost big rig wandering CLCC, was trying to get to sun valley. Improper trash disposal 1, STR illegally dumping trash in private roll off, report or unknown individual walking between properties, blue tarps 2, working without permit 2, parking 2, New build/rebuild complaints 2, Pictures of a mountain lion in yard near Western.

Office Manager's Report – November 13th

- Home Transfers: We had 5 for September and 27 since July.
- 2nd half of the assessments have been billed and coming in slowly. We have \$47K in outstanding assessments. Owners have until Nov 30th to pay in full. One owner still owes for the full assessments. 3 owners were listed on the delinquent tax sale.

- Building permit closeouts have been continuous and we have been sending out regular communications to get owners to let us know projects are completed and ready for a final inspection. Only 42 are still in progress.