

COLUMBINE LAKE COUNTRY CLUB, INC.
BOARD OF DIRECTORS MEETING
April 9, 2022

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 in a hybrid format with some board members and owners being present at the Clubhouse while others chose to participate virtually by phone using Dialpad Meetings. Board members virtually attending were Directors Liza Eilers, Rebecca Fine and Sharon Illsley. Board members who met in person at the clubhouse were Directors Mark Woltkamp, Scott Wilson, Becky Brentlinger, John Joyce, Geoff Schaney, Julie McCarty along with staff members Jason Gentry and Kaiti Shepherd. President Woltkamp introduced and welcomed Kaiti Shepherd, our new office administrator. A quorum was declared for the meeting to proceed. Board Secretary Julie McCarty reported 7 owners were in attendance at the clubhouse and 5 owners by the teleconference platform at the start of the meeting; 2 more joined by teleconference later.

President Woltkamp asked the board members if anyone had any potential conflicts of interest regarding any of the discussion topics on the agenda. Directors Ilsey, Joyce and McCarty have conflicts of interest with VII. E and F. It was decided later in the meeting that these three directors do not have a conflict of interest since their home builds were already approved.

II. Meeting Protocols

President Woltkamp explained the protocols for the meeting to ensure the meeting would be efficient and effective for the board members and all homeowners in attendance either virtually or in person at the clubhouse.

III. Approval of Minutes

The minutes of the March 12, 2022 Board of Directors meeting were reviewed. A motion was made to approve the minutes with one minor modification, a name edit by Director Eilers, seconded by Director Joyce and approved unanimously by the board.

IV. Members Forum

Of the 12 owners who registered for the meeting, 5 joined the call in the beginning. Three owners signed up to speak during the members forum. Below are the owners that were either at the meeting in person or virtually and wanted to speak with a brief synopsis of the topic they spoke about:

Lorri Strizich - Block 6 Lot 7: They have an invisible fence on their property and they want to put up one or two signs to let homeowners know that their dogs are safe on their property and that they won't come after you. They could have the sign out permanently or just when they are there with their dogs.

President Woltkamp stated that the board will have to take it under consideration as could affect our sign language in the CLCC Owner's Regulations and that we can't vote on it today as all homeowners would need to be told about it.

Jim Kroepfl – Block 3 Lot 12: Spoke about water as he's on the CLCC Water Board. If power goes out for a few days the CLCC water storage tank will not be able to fill up and homes in CLCC could be without water. There is a plan to add a back-up generator at the pump house that would run by natural gas.

President Woltkamp said it would be a good idea to put this on the agenda as a topic or to meet separately to discuss when there is additional information as we need to make sure we understand all the issues, including the implementation plan, the maintenance responsibility and any potential noise impacts to the community.

Katie Ellis - Block 6 Lot 70: Spoke about several subjects: pool cleaning closure, that it would be a time to go through the pool toys and throw out those that are broken and that it would be nice to see the basketball hoop pool toy be brought back out again; asked again about remote access (similar to the trash enclosure) to the pool for adult swim hours; said our current sign and flag regulations do not align with the state laws; would like to see the financials added to the back of the printed agenda for those who attend the board meetings in person.

President Woltkamp replied as follows: most of the pool toys have been left by owners, GM can take a look during the cleaning and we will take his recommendations. The concern about remote access is the issue of liability if someone got hurt given CLCC staff are generally not present at adult swim times. We will review with our attorney an insurance agent. Sign and flag language is something we will be taking a look at as we know there are some discrepancies. When we convert to AppFolio over the next month or two each owner will have a portal to access monthly financial information. Until then we will make copies of the financials available at each board meeting.

V. Financial Report

Treasurer Wilson presented the financial packet for March 2022 and the restated financial packets for January and February 2022.

Director McCarty made the motion that we approve the restated financials for January and February 2022 as presented by Treasurer Wilson, seconded by Director Schaney and approved unanimously by the board.

A motion was made to approve the March 2022 financials as presented, by Director McCarty, seconded by Director Joyce, and approved unanimously by the board.

VI. General Manager's Report

See attachment A

VII. New Business

a. Annual Meeting: Plans Prep - President Woltkamp

Plans are underway to prepare for our annual meeting. CCIOA has specific rules we will follow for our annual meeting notification, including physical mailing of the agenda and posting of the agenda on community bulletin boards.

b. Board Elections and Budget Approval Plans - President Woltkamp

The proposed budget for next year will be sent out to owners prior to the annual meeting. At the annual meeting, Treasurer Wilson will present the proposed budget to the community. During the week after the meeting, a virtual ballot process will be utilized for the community to vote on the acceptance of the budget.

At the annual meeting, prospective board candidates will speak about their reasons for wanting to join the board and will take questions if time permits. During the week after the meeting, a virtual ballot process will be utilized for the community to elect board members to the three open positions.

c. May Board Meeting - President Woltkamp

We will have a May 14th meeting but we will keep the agenda very short to focus primarily on the budget approval by the board.

d. Distribution and Use of Fire Funds - Director Eilers

Some of the donated fire fund money has been used as follows; planted large tree and purchased insulation and tools for the new maintenance shop which was lost in the fire. The fire fund committee decided to allocate remaining funds to cover additional expenses related to the building of the maintenance shed. Once all the funds have been distributed the account will be closed.

e. ARC and Building Criteria Language - Director Eilers

A motion was made by Director Eilers that we change the language in our Building Criteria, section 4.02, to be consistent with our dock permit language that includes consulting with the Federal United States Army Corps of Engineers. The motion was seconded by Director McCarty and approved unanimously by the board.

f. ARC Survey Discussion – GM Gentry

GM Gentry proposed new ARC language to require a certified survey if building plans are within 3 feet of setback and or height limits. The board fully supported the proposed language but felt it would be more consistent to have the survey requirement for all relevant projects. The board asked GM Gentry to modify his proposed language to eliminate the 3-foot qualifiers. Given full board support and the critical timing needs the board agreed the new language would be voted on using electronic voting after the board meeting.

It was decided that the three board members who said they had a conflict of interest at the beginning of the meeting did not since their home builds were already approved.

g. Add Kaiti Shepherd, Office Administrator, as signator for bank accounts- Director Wilson

The following motion was proposed: Whereas Ms. Kaiti Shepherd has been hired to be the Office Administrator of Columbine Lake Country Club, effective April 4th, 2022, and shall thus be responsible for banking and financial duties, I, Scott Wilson, Treasurer, hereby make a motion to grant her signatory approval, authority and access to our banking accounts, which shall include; United Business Bank, City Wide Bank, First Bank, and Blue Credit Union. Director McCarty seconded the motion and it was approved unanimously by the board.

VIII. Unfinished Business

a. Maintenance Shop Update– GM Gentry

Covered in GM report.

b. Trash Facility Update- GM Gentry

Covered in GM report.

c. Banking Options Update: Operating and Reserve Accounts- Director Wilson

Continue to work on it.

d. AppFolio Update/Transition-Director Wilson

Will be implementing AppFolio in the next few weeks.

e. Budget Process: 2022/2023 Operating and Reserve Accounts- Director Wilson

Budget is in process with tight timelines to finish. Director Wilson acknowledges the tight timeframe and is ready to complete the budget as soon as possible for review and approval by the board during the May board meeting.

f. Fire Pit Usage- Director Fine

Director Fine reviewed our fire pit language and does not have any changes to the language at this time. Director Fine is concerned with the safety of our community in regards to homeowners and STR's illegally using their fire pits but feels the current regulatory language is sufficient. Director Schaney believes that STR's should be restricted from using fire pits on any rental property. He may propose new regulatory language in the future to address fire pit usage by renters. Before Memorial Day, GM Gentry will put out an email to homeowners letting them know the rules and regulations regarding fire pits.

IX. Board Headcount for May 14, 2022 Meeting and for the May 29th Annual Meeting

All Board members plan to be in attendance for the May 14th meeting, with the possible exception of Director McCarty, giving us a quorum.

All Board members with the exception of Director Schaney will be in attendance for the May 29th Annual Meeting giving us a quorum.

X. Adjournment

There being no further business to discuss, a motion was made by Director Joyce, seconded by Director McCarty, and approved unanimously by the board to adjourn the meeting at 12:09 pm.

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

Attachment A

Columbine Lake Country Club, Inc.
Board of Directors.
Manager's Report – April 9, 2022

- Office administration

- Kaiti Shepherd Office Administrator has started and on-boarded, very excited to have her on our team. Working to get her trained and up to speed on all aspects of the office duties.
- Have received the final late payment for assessments for 2021-2022, all assessments and associated fees have been received
- Home transfers 35 YTD, 2 pending closing dates
- Boat lottery completed, reviewing lessons learned that will need to be implemented for next year
- AppFolio final review of contract and planning to start the setup process within the next several weeks
- Revising phone system in the office, moved land line office number to cell phone for easier transferring for on call requirements and streamline services and cost in the office
- Day and Associates has curtailed their assistance with QuickBooks, revised account administrator to remove and gain access to software help with QuickBooks
- Updating all accounts with correct account administrator and updating passwords for to streamline access within the office
- Ongoing organization in the office with managers office, files and adhering to the record retention protocol.
- Maintenance shop:
 - Delays with other priority tasks, plow/equipment repair, slush removal on roads, road maintenance and pool shut down prep.
 - OSB installed on 3 walls and painted, working on back wall requiring some furring and additional support of mezzanine
 - Mezzanine material purchased, schedule to complete and solicits volunteers has been pushed out, currently planning for last week in April
 - Continue to purchase replacement tooling and needs per the approved list
 - Sourcing trailer and racking for storage within the shop, used and or new
 - Fuel system both gas and diesel are up and going and being utilized
 - Requesting pricing on remainder of concrete work for apron and awning area
- Waste Management damage to the trash fence, received quote for repairs \$16,191, insurance company has pushed back and they have sourced several potential contractors. Waiting feedback
- Trash update: Have requested several contractors evaluate and provide quotes on redesigning the roof structure to go with standard 8 yard bear proof bins, no feedback or interest at this point for this work.

With significant pressure applied Waste Management has come up with an automatic running option to run the compactor as well as a way to heat the hydraulics. Waiting for feedback on plan and timing.

- Snowplow parts for PT02 which were incorrect have been swapped out and correct ones have been received, this will be a summer project to make these repairs. Plow on wheel loader (Wilson) have had several failures with the angel hydraulics breaking, looking into options for heavier duty repairs.
- Clubhouse shutdown, scheduled for 4/11-4/15, drain clean pool and hot tub, replace pool lights, deep cleaning of clubhouse, painting as needed
- With warmer temperatures road issues with slush and mud, utilized sub-contractor with bigger equipment to assist while Wilson was down. Lessons learned on keeping a shallower snowpack depth and pushing the berms back as far as we can to keep snow melt off the roads and in the ditches
- Current staffing
 - All positions filled with the addition of Kaiti, evaluating our need to move our part time maintenance tech to full time
- Violations/notifications: Parking in roads, STR issues with trash and questions, dogs barking and off leash,
- Complaints: road conditions with melting snowpack
- February activity level
 - Clubhouse
 - 609 check in's
 - Trash
 - 1124 visits to the compactor
 - 170 staff codes entered (to compact trash)
 - 72 STR visits to the trash

APPROVED