

**COLUMBINE LAKE COUNTRY CLUB, INC.**  
**BOARD OF DIRECTORS MEETING**  
**June 18, 2022**

**I. Call to Order**

At 9:03 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 person only with limited board members and staff to run the call-in program. Board members who met in person at the clubhouse were Directors Mark Woltkamp, Scott Wilson, Becky Brentlinger, Geoff Schaney, Liza Eilers and Sharon Illsley along with staff member Jason Gentry. A quorum was declared for the meeting to proceed. GM Gentry reported 7 owners were in attendance at the clubhouse.

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 potential conflicts.

**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.

**III. Approval of Minutes**

- a. The minutes of the May 14th, 2022, Board of Directors meeting were reviewed. A motion was made to approve the minutes by Director Schaney, seconded by Vice President Eilers and approved unanimously by the board.
- b. Annual meeting May 29<sup>th</sup>, 2022, minutes were reviewed. A motion was made by Vice President Eilers to approve the annual meeting minutes and a second by Director Illsley and approved unanimously by the board. Director Schaney abstained from voting as he was not present in person or virtually at the meeting.

**IV. Members Forum**

Of the 7 owners who registered for the meeting. Two owners signed up to speak during the members forum. Below are the owners that were at the meeting in person and wanted to speak:

**Janna Sampson - Block 10 Lots 60-61:**

Janna asked questions about mosquito fogging and if it has been completed as she saw a note on the financial statement for May.

GM Gentry responded it was on the schedule as a significant expenditure for the month of June and noted as such on the May Dashboard.

**Duane Graham - Block 10 Lot 51:**

Duane asked about the fish stocking quantity stocked this year and what was typical in years past. Also asked the size of the fish that was stocked.

GM Gentry responded with what was stocked before Memorial Day and what to anticipate for the remainder of the summer season.

**V. Financial Report**

Treasurer Wilson presented the financial packet for May 2022. A motion was made to approve the May 2022 financials as presented, by Vice President Eilers, seconded by Director Brentlinger, and approved unanimously by the board.

**VI. General Manager's Report**

See attachment A

**VII. New Business**

**a. Hiring Office Admin, alternative structures – Treasurer Wilson**

Treasurer Wilson discussed options for third party resources to assist with the bookkeeping functions of the office admin position. Also discussed the auditing steps that will be taken this year and fiscal year end close. Next steps are to simultaneously look at candidates and third-party options to meet the needs of CLCC in the office to complete all required tasks.

**VIII. Unfinished Business**

**a. Voting Election results—President Woltkamp**

President Woltkamp provided the results of the 2022/2023 voting results for the three open positions, the top three elected are Rebecca Fine, John Joyce, and Mike Boileau. 44% of the residents voted this year. Next steps, Secretary McCarty will be stepping down, an executive session will be held to elect the next Secretary, e-blast will be sent to the community with the results.

**b. Budget voting results – President Woltkamp**

President Woltkamp provided the results of the budget proposal which was passed.

**c. Annual Meeting feedback– President Woltkamp**

President Woltkamp provided feedback on the annual meeting he received from the board and residents, summarized the quantity of attendees and potential changes to improve the meeting next year. GM Gentry provided additional feedback received and thoughts for the next annual meeting.

**IX. Board Headcount for the July 9th, 2022, Board Meeting**

All Board members with the exception of President Woltkamp and possibly Director Fine will be in attendance for the July 9<sup>th</sup> Board Meeting giving us a quorum.

**X. Adjournment**

There being no further business to discuss, a motion was made by Director Wilson, seconded by Director Illsley, and approved unanimously by the board to adjourn the meeting at 11:10 am.

Respectfully submitted,  
Jason Gentry  
GM, Columbine Lake

**Attachment A**

**Columbine Lake Country Club, Inc.  
Board of Directors.  
Manager’s Report – June 18<sup>th</sup>, 2022**

- Office administration
  - AppFolio migration moving forward, providing data, process has slowed without admin, Nan has been assigned the data entry and verification
  - Recruiting for office administrator, job posted on-line, 25 candidates being reviewed
  - Boat rack lottery has been completed; all payments received

- With budget approved will begin invoicing for 22/23 assessments
- Home transfers 38 YTD, several pending closing dates
- STR review and discussions with county and evaluate CLCC moving forward
- Check scanner received, up and working and will streamline processes with check processing as we move forward
- Consolidated UBB accounts, closed fire fund and debit account
- Finally received credit cards from 1<sup>st</sup> bank, we are no longer utilizing debit cards
- Maintenance shop:
  - Mezzanine build out is about 85 percent complete, lights, rolling stairs remain.
  - OSB and painting of the walls, all but a small section remains above the mezzanine working to complete
  - Continuing to purchase items to retool the shop, organize and making functional
  - Racking has been set up on the lower section, on top of the mezzanine needs completed.
  - Requesting pricing on remainder of concrete work for apron and awning area
  - Shop operational for maintenance, projects, and storage
- Completed road grading and mag chloride in May, did have significant moisture after completion that created some pot holing. Bob will be retiring in September, will need to find another source for blading services next year. Also spoke to him about blading out defining ditches in the fall.
- Harbison ditch opened, appreciate all the volunteers, considerable amount of digging silt out this year. Had some assistance from the rec district. Met with park management on future clean out, which they have agreed to the use of equipment to dig out/clean ou the ditch better. Several sections have considerable blown down timber that will need to be removed which we will continue to work this summer.
- First aid/CPR training completed for all staff
- Waste Management damage to the trash fence, still an open item, continuing to work with insurance company to resolve issue
- Trash update: upgrades to the trash system, still open, waiting for parts/material to be completed for them to be installed
- Voting completed, surprising number of residents had issues navigating the ballot, assisted about 5 daily from the time period voting was opened until closed
- Clubhouse “Alarm Lock” system has been installed and functional for lap swimmers, working through the programming items and fine tuning the system

- Culverts: Deer and Kinnikinnick, needs to be addressed, both culverts completely plugged. Solution we will need to rent a piece of equipment expose the 3 completely covered up ends and then evaluate if culverts are intact.
- Portion of the horse pasture fence replaced, neighbored provided the fence and gave us the old fencing, determining the next steps to complete the pasture and other areas with fencing
- Broken window replaced in the clubhouse pool area
- Have placed 98 mosquito pellets in standing water
- Pike nets, in the water from 5/3-5/19, minimal results:
  - Pike: 7
  - Trout: 8
  - Other: 0
- Pike bounty process and tracking is in place
  - Pike caught: 8, \$160.00 paid out in May
- Violations/notifications: Trash issues in the recycling, dogs off leash, watercraft on the ground
- Complaints: Neighbor dogs getting onto owners' property, drainage and plugged up culverts. Watercraft impeding another boat rack access
- May operational activity level
  - Clubhouse
    - 310 check in's
  - Trash
    - 1348 visits to the compactor
    - 171 staff codes entered (to compact trash)
    - 72 STR visits to the trash