

COLUMBINE LAKE COUNTRY CLUB, INC.
BOARD OF DIRECTORS MEETING
May 14, 2022

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. 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 member virtually attending was Director Liza Eilers. Board members who met in person at the clubhouse were Directors Mark Woltkamp, Scott Wilson, Becky Brentlinger, John Joyce, Geoff Schaney, Julie McCarty, Rebecca Fine and Sharon Illsley along with staff member Jason Gentry. A quorum was declared for the meeting to proceed. Board Secretary Julie McCarty reported 6 owners were in attendance at the clubhouse and 11 owners by the teleconference platform at the start of the meeting; 1 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. 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 either virtually or in person at the clubhouse.

III. Approval of Minutes

The minutes of the April 9, 2022 Board of Directors meeting were reviewed. A motion was made to approve the minutes with one minor from edit by Director Joyce, seconded by Director Brentlinger and approved unanimously by the board. Director Illsley abstained because she was not able to attend the entire meeting.

IV. Members Forum

Of the 13 owners who registered for the meeting, 11 joined the call in the beginning. Two 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:

John Sack - Block 8 Lots 42-44:

John spoke about being able to post “no-trespassing signs” on his property. His concern is for the legal issues of his insurance and law enforcement.

President Woltkamp suggested we put out an email to the community talking about no trespassing on private property, not taking shortcuts to the lake. Director Schaney talked about adding a new regulation. The board will take this under consideration.

Janna Sampson - Block 10 Lot 60:

Thanked the board for adding the dashboard to the homeowner's board agenda. Concerned about water run-off at the intersection of Kinnikinnick and Deer and what we are doing with the culverts.

President Woltkamp addressed the culverts and said the intersection was brought up last month and that it is being looked at by our General Manager.

V. Financial Report

Treasurer Wilson presented the financial packet for April 2022. A motion was made to approve the April 2022 financials as presented, by Director McCarty, seconded by Director Schaney, and approved unanimously by the board.

VI. General Manager's Report

See attachment A

VII. New Business

a. E-Fence Variance - President Woltkamp

Director McCarty made a motion seconded by Director Wilson to grant the Strizich's a variance to the Owner's Regulations article IX, section 9.01 to allow for an e-fence sign providing that only one sign is displayed on the road side of their property and the sign is displayed only when the owners are at their property and removed when they are not. The variance would be valid as long as no issues result from their dogs and the usage of the e-fence. The motion was approved unanimously by the board.

b. Access to Pool for Off-Hours Use - GM Gentry

A keypad will be added to the upper door to allow for entry during off-hours swim times and all doors will remain locked during off-hours until the lock is installed or

unless clubhouse staff are on duty. Our insurance company and our attorneys said we are liable if our clubhouse pool door is unlocked. Off-hours swim times will be closed until the lock is installed.

c. Grothe Transfer Fee Refund - GM Gentry

Director Wilson made the following motion; Whereas Mr. and Mrs. Grothe sold a property at 233 Alpine Circle and then purchased a 2nd or replacement property at 927 Columbine Dr and paid a 1% transfer fee of \$4,150 and have requested a refund of said fee, I move that we grant them a refund of \$4,150 less the \$250 administrative fee. Director Joyce seconded the motion and was approved unanimously by the board.

d. Bylaws Section 7.02.1 GM Voting on ARC Matters - GM Gentry

Director Joyce made the motion that we make an amendment to the by-laws section 7.02.1. Removing the General Manager from voting privileges on the Architectural Review Committee Review Committee as proposed and seconded by Director Fine and was approved unanimously by the board.

VIII. Unfinished Business

a. Proposed 2022/23 Budget and Budget Mailer – Director Wilson

Director Wilson went over the proposed budget and the proposed assessment increase due to increased costs in many categories. There will be minor changes made in the next 72 hours that will be communicated to the board, and then the board will vote on the proposed budget.

b. Proposed 2022/23 Reserves – Director Wilson

Director Wilson went over the 10-year reserves plan.

c. Annual Meeting, Election and Ballot Plans – President Woltkamp

This week the budget mailer, the reserves and the board candidate letters will go out via email. In the week after the annual meeting voting will take place online using the same method as the last two years.

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

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 Wilson, seconded by Director Joyce, and approved unanimously by the board to adjourn the meeting at 12:20 pm.

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

Attachment A

Columbine Lake Country Club, Inc. Board of Directors. Manager's Report – May 14th, 2022

- Office administration
 - AppFolio migration has begun, currently moving data over into there system. Regular conference calls with the migration team to keep on track for a June 1st going live date.
 - Updating all owner information for accuracy going into AppFolio
 - Boat racks payments have been coming in, have roughly 30 that remain, some board members as well.
 - Annual meeting prep, organization and logistics as well as voting on-line
 - Home transfers 34 YTD, several pending closing dates
 - Evaluation of bank accounts and needs, streamling accordingly
 - Ongoing 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:
 - Mezzanine build out is about 70 percent complete, lights, handrail, rolling stairs remain. JJ thank you for your assistance in the project.
 - OSB and painting of the walls, all but a small section remain above the mezzanine working to complete
 - Continuing to purchase items to retool the shop, organize and making functional
 - Racking purchased for the shop, will begin setting up and organizing the remainder of this month
 - Requesting pricing on remainder of concrete work for apron and awning area
 - Shop operational for maintenance, projects and storage
- Waste Management damage to the trash fence, still an open item, continuing to work with insurance company to resolve issue
- Trash update: Waste Management has provided solutions to make the current compactor automated to run after a preset number of door cycles as well as a heating solution. Anticipate 8 weeks out for material to be ordered and installed
- Replacement trailer purchased with fire funds, it is licensed and operational
- Clubhouse shutdown went very well accomplished most of the tasks that where on the list. Pool cleaning looked great, did discover a metals issue upon refilling, have purchased and installed a filter system to remedy this moving forward. Correct pool lights and transformers installed and bubblers for the hot tub. Painting on doors, filter changes and cleaning of all pool deck, chairs and tables.
- Have identified several culvert related issues from plugging, working to identify all culverts that are HOA responsibility and level of urgency to resolve any issues.
- Several conversations with the rec district on Deer drive and who is responsible for maintenance, still in conversations.
- Went through all boat racks and made many and necessary repairs to keep them functional.
- Have begun placing the mosquito pre-emergent in standing water
- Busy May, quick update on dates:
 - Week of 5/16 road grading,
 - Week of 5/16 Harborsin Ditch cleanup and opening
 - 5/20 Mag Chloride will be placed on the roads
 - 5/23 fish stocking
 - 5/29 Annual meeting, meet and greet

- Pike nets, have been in the water starting 5/3, have had minimal results:
 - Pike: 1
 - Trout: 4
 - Other: 0
- Pike bounty process and tracking is in place
- Current staffing
 - We are lacking clubhouse employees, will be down to three by the end of the month. Long time employee has sold her house and moving out of the area. In need of help to bring the clubhouse to summer operating hours.
 - Training items, CPR scheduled for all staff 5/18, have identified a course for David on pool maintenance, will be getting him registered
- Violations/notifications: Trash issues mostly due to STR's placing trash into the recycling, dumping at the office. Sign issue of an unwanted sign,
- Complaints: road condition, ponding water on homeowners properties
- April operational activity level, numbers much lower than March
 - Clubhouse
 - 217 check in's
 - Trash
 - 871 visits to the compactor
 - 126 staff codes entered (to compact trash)
 - 24 STR visits to the trash

