

## **COLUMBINE LAKE COUNTRY CLUB, INC. BOARD OF DIRECTORS MEETING September 10, 2022**

### **I. Call to Order**

9:00 AM: Secretary Liza Eilers called to order the regular monthly meeting of the Columbine Lake Country Club Board of Directors. The meeting was an in-person and call-in with Board members in attendance: John Joyce, Liza Eilers, Mike Boileau, Sharon Illsley, and Rebecca Fine. Directors Geoffrey Schaney and Janna Sampson attended via teleconference. President Mark Woltkamp and Treasurer Scott Wilson were absent. A quorum was declared with no conflicts of interest.

### **II. Meeting Protocols**

Secretary Eilers explained the meeting protocols for homeowner participation and the effectiveness of the agenda.

### **III. Approval of Minutes**

The minutes for August 13, 2022 Board meeting were reviewed. A motion was made to approve the minutes with a modification to correct the spelling of Janna Sampson's name by VP John Joyce and a second by Director Rebecca Fine and was unanimously approved. Director Sampson abstained as she was not officially a member of the Board at the meeting.

### **IV. Members' Forum**

A total of 7 homeowners (1 present and 6 on teleconference) attended the meeting with the following member speaking:

Rosemary Stoffel (Block 6/Lot48): presented questions concerning Article VI (STR) from the August meeting. Ms. Stoffel was advised the BOD decision to appoint a STR owner committee to address the STR issues and report back to the BOD in 90 days of which 30 have passed. Ms. Stoffel also asked about storage of vehicles/trailers/OHV's on property throughout the community. Ms. Stoffel expressed concerns how some properties appeared "junky". Ms. Stoffel was advised of the proposal concerning this issue presented at the August meeting and that the BOD was split (4-4) on the proposal and thus was tabled for future consideration.

### **V. Financial Report**

General Manager Jason Gentry presented the Financial Report for August 2022 for absent Treasurer Wilson. A motion was made to approve the August 2022 financials by VP John Joyce and seconded by Director Sharon Illsley and was approved unanimously by the board. A new Financial Report format was presented utilizing the new AppFolio program.

### **VI. General Manager report\***

See attachment (A) below

### **VII. New Business:**

A motion was presented by Director Illsley and seconded by Vice-President Joyce See attachment B), to add Vince Verbal to signatory authority at the banks currently used by CLCC. Mr. Verbal has been contracted for six months to handle the bookkeeping for CLCC. The motion was unanimously approved by the BOD. See \*Attachment B

### **VIII. Unfinished Business**

- (A) Director Boileau discussed an option to outsource payroll and benefits. Currently CLCC does not have a comprehensive plan concerning employee benefits or Human Resources and presented several unanswered questions. A discussion to consider hiring a PEO (Professional Employee Organization) or an ASO (Administrative Services Organization), was conducted by the BOD. There is an urgency to create some form of Human Resources program for CLCC employees as well as establishing insurance benefits for our employees. Directors Boileau and Sampson will research PEO and ASO options and present to the BOD. In the short term, employee health care options will be reviewed due to the November 2022 cancellation of the current CLCC health care provider.
- (B) Secretary Eilers discussed the dead tree and slash mitigation efforts. Homeowners have until September 15 to mitigate all dead trees and slash on their property. Those owners who have mitigation issues will be notified after the deadline (9/15). In order to comply with House Bill 22-1137 owners who fail to comply with the mitigation notice will receive an email, certified letter with receipt and a notice placed on their property concerning their failure to comply, the fine related to the regulation and the "cure period" for compliance. Secretary Eilers requested Vice-President Joyce coordinate with President Woltkamp and the CLCC attorney's to provide the "Notice" which complies with HB22-1137, which will be placed on the non-compliant residents door. Secretary Eilers requested this be accomplished by September 23, 2022.
- (C) Vice-President Joyce presented an amendment to Section 2.12 (Trash Cleanup), of the CLCC Building Criteria and Information. The amendment added a requirement for construction containers to be covered. Director Boileau made a motion to approve the regulation as written (with one typographical error corrected) and was seconded by Director Fine. The BOD unanimously approved the amendment change.
- (D) Director Fine discussed the Labor Day pancake breakfast and social event. In excess of 450 people attended and there were approximately 100 volunteers. The event went well and enjoyed by all. A concern was expressed with a lack of space and bathroom facilities. A review will be conducted to determine if CLCC needs to provide more efficient facilities for social events. In addition, it was decided an additional flat-top griddle is needed.

**VIII. Board of Directors**

Head count for the October 2022 meeting: All Directors plan to attend.

**IX. Adjournment**

Director Fine made a motion to adjourn the September 2022 meeting. Director Illsley seconded the motion. The motion to adjourn was unanimously approved at 11:28 AM.

**\*Attachment "A":**

Columbine Lake Country Club, Inc. Board of Directors     Manager's Report – September 10th, 2022

- Office administration
  - o August last month we are completing dual entries in both AppFolio and QuickBooks
  - o Recruiting for office administrator continues, have 2 part time people to fill the gap short term and possibly longer term. 1 focused on front office duties, the other on back-office duties.

- o Have billed for 22/23 assessments, \$46,171 of unpaid assessments remain to collect
- o Home transfers 2, several in progress
- o STR properties are getting up to speed and current, reviewing process for handling within AppFolio • Maintenance shop:
  - o Mezzanine build out is about 85 percent complete, lights, building work benches remain
  - o Rolling stairs arrived and in good shape, very functional
  - o OSB and painting of the walls, all but a small section remains above the mezzanine working to complete waiting for electrical
  - o Continuing to organize shop make use of available space
  - o Cleaning up around outside of shop, making area more presentable o Concrete companies have looked/measured waiting quotes
    - Working with WM and contractors to get quote on repairing trash structure. On 8/31 they ran into the fence again, discussing the next steps with this repair. Continuing to evaluate CLCC's long term trash needs, I think configuring our trash area to accommodate other trash bins is in our best interest.
    - ARC volume remaining steady, mostly paint/stain, roof, deck re-finishing
    - Automatic trash compactor is working mostly, still working out the bugs and need to educate the community on operations does/don'ts.
    - Culverts: Will be completing a cleaning process on culverts that have some blockage but still functional, scheduling for 9/12. Have identified 2 additional culverts that will need replaced getting pricing to complete.
    - Discussions with Grand Environmental services on chipping slash material, scheduling for later this month first of October
    - Leveled and made repairs to office dock
    - Cleared and cleaned up nature trails
    - Have removed dead trees on community property
    - Large focus on AppFolio functionality, double entries, getting the office running smoothly with the change over
    - Continuing to work the Harbison ditch to keep water flowing with reduced flow coming into the gate. Making plans for excavator work when we shut the ditch down
    - Pike bounty
- o Pike caught: 20, \$400.00 paid out in August
  - Violations/notifications: With HB focus is on notification until our path for issuing fines is resolved. Notification: parking, noise complaints,
  - Complaints: STR issues, parking on the road, portal concerns, tree issues, contractors working on the weekend
  - August operational activity level o Clubhouse
    - 526 check in's
    - 109 lap swimmers
    - 2470 visits to the compactor
    - 141 staff codes entered (to compact trash) ▪ 222 STR visits to the trash
- o Weed spray
  - 13 owners checked out weed sprayers, approximately 12 gallons used

**\*Attachment B:**

Whereas; Columbine Lake Country Club has and maintains bank accounts with City Wide 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 and include electronic access to and on those accounts only to the following authorized parties:

1. Mark Woltkamp, President
2. Jason Gentry
3. Scott Wilson, Treasurer
4. Geoff Schaney, Board Member
5. Vince Verbal, Bookkeeper

Mr. Vince Verbal is a new addition.

Now therefore, in addition to adding Vince Verbal as a signatory party, the board hereby also authorizes and directs Treasurer Wilson to take whatever steps required to make and effectuate these changes.