

COLUMBINE LAKE COUNTRY CLUB, INC.

BOARD OF DIRECTORS MEETING

APRIL 9, 2011

I. Call to Order

– President Dick Lacouture called the regular monthly meeting of the Columbine Lake Country Club Board of Directors to order at 9 A.M. Other Board members present were Scott Wilson, Jeff Buckley, John Amerman, Pieter Knight, Kirstin Reimann, Stephanie Kroepfl and Tony Lombard. Staff members present were General Manager Ken Lund and Administrator Katie Nicholls.

II. Acceptance of Minutes

– The minutes of the March 12, 2011 Board of Directors Meeting were reviewed and **a motion was made and passed to accept them as amended.**

III. Members Forum

– Marilyn Binkley, owner of Block 8 Lot 110, was present. Mrs. Binkley stated that she is very appreciative of the work Manager Ken Lund and Maintenance Technician Tracy Temple have done in keeping up with the large amount of snow seen this winter. Mrs. Binkley also stated she is pleased with the work Administrator Katie Nicholls has done specifically in regard to the newsletter and website improvements; she relies heavily upon the website and is glad to see that not only is current information being placed on there, but that the board has made updating the website a priority.

Mrs. Binkley expressed concern regarding the shower room in the women's room in the pool area which is showing wear in the form of holes and rust. Despite the perceived excessive wear and tear, she stated that the cleanliness of the showers/bathroom has improved and that the new tile and fan were a nice improvement.

A concern regarding the stability of the railing going into the pool itself was also brought up. She inquired about the cleaning, specifically vacuuming, of the pool area carpeting. Manager Lund stated that the carpet is not vacuumed due to the moisture, but staff walks around and picks up anything seen on the carpet. Manager Lund further stated that to address Mrs. Binkley's concern they will walk around the pool more often and pick up anything visible.

Mrs. Binkley further inquired about painting of the pool area. Manager Lund explained that during the first week of May, the staff will be acid washing the pool and hot tub, which will address any staining, and that touch up painting occurs on a regular basis. Mrs. Binkley also inquired about the possibility of getting a dock on the North end of the lake; getting into and out of the area with a kayak is difficult. Several board members made suggestions

on ways to enter a kayak, and suggested a dock may not be the best answer. The Board requested that the General Manager look into all the matters brought up by Mrs. Binkley.

IV. Financial Reports

– Treasurer Scott Wilson presented the financial reports for the month ending on March 31, 2011. It was noted that the Roads, General category will be used in May and June for road base, grading and dust control. Fish will be stocked prior to Memorial Day, and once or twice before the July 4th weekend.

– Noteworthy expenses for the month were \$810.64 to Haynes Mechanical, which is a service contract for the dehumidifier paid on a quarterly basis.

– The Board reviewed the expense journal for the month and stated it was a pretty normal month with no unusual expenses.

– President Dick Lacouture asked if the disbursement journal could be sorted by account number. The staff will research this, and present the check detail in a new format next month.

– There being no further questions or discussion on financial issues, **a motion was made and passed to accept the financial reports for the month of March, 2011 as presented.**

– Treasurer Wilson reported on the Budget Committee Meeting held on March 26th with Dick Lacouture, Jeff Buckley, Tony Lombard, Scott Wilson and Ken Lund in attendance. Among the major topics of discussion were building permit fees, legal fees, utilities, gas and oil prices and forest management. Based on recent history, only two home starts were projected, which equates to \$7000 less revenue in next year's budget. Legal fees will remain the same in the Operating Budget, but there is still a large amount in the Reserve Budget for unexpected legal expenses. Electricity costs were down significantly, largely due to the new LED lighting at the Clubhouse, and the continued use of the variable speed pumps in the swimming pool and spa. Natural gas and propane should remain low, but the cost of gas and diesel will rise dramatically. There was also discussion about moving the bulk of the Forest Management expenses from the Reserve Budget back to the Operating Budget, including Slash and Trash Weekend.

– The Budget Committee ultimately recommended to the full Board that the annual assessment be increased to \$650, which is a \$26 increase or 4.1%. The Board decided after a lengthy discussion to conduct the Slash and Trash Weekend at least for this year, and to fund it from the Reserves. Based on a recommendation by Dick Lacouture, the BOD decided to conduct a line by line review of the Reserve Budget this fall to determine what adjustments need to be made to meet the challenge of falling revenues due to the lack of new home starts.

– After discussion, **a motion was made and passed to approve the 2011/2012 Proposed Budget submitted by the Budget Committee.** The Proposed Budget will be mailed to the membership for approval, along with the Candidates for three open Board positions the first week of May, as required by the By-Laws.

V. Manager's Report

- General Manager Ken Lund shared a couple of thoughts on the Budget meeting including the productive discussion of the relationship between the Operating and Reserve Budgets, and the future use of reserve funds. Gas and Oil and Pool and Spa Maintenance were increased in the Propose Budget due to steady price increases, and the Roads category was increased due to recent historical data showing a need for more funds in this area.

- The vast majority of the snowpack has been removed from the community roads over the past three weeks. There are some shady spots and infrequently used portions of cul-de-sacs which have some pack remaining but they are melting gradually and posing no problems. Mud season has arrived in all its glory, bringing the water flow, muddy roads and potholes along with it. The staff will work on getting the water to flow where it needs to, but the potholes, as usual, will have to wait for most of the water to abate in order to fill them properly. The continuing rain and snow will make this difficult. They are annoying, but do not cause too much difficulty for those driving the 15 MPH speed limit. The amount of snow still remaining around the community is significant, and it is expected that this melt down season will last for some time.

- BOD candidate letters are due in the office not later than close of business on April 15th, 2011. Current BOD members up for re-election are John Amerman, Stephanie Kroepfl and Kirstin Reimann.

- The new rear entryway doors have been finished except for some trim on the outside, and possibly some stain. They look great and are a significant improvement over the large, ugly one that has been there forever. Better light and insulation too. Cost of the improvement will be reimbursed from Reserves, per the vote of the Board.

- The pool area of the Clubhouse will be closed the first full week in May in order to acid wash the surface of the pool and spa, and perform other periodic maintenance on the equipment, and building. We will announce this to the membership with posters and an email blast, and also put it on the website.

VI. Administration Report

- The member email list has been finalized with the current information we had on file from various sources. We currently have about 140 owners' emails on file, which we hope to keep growing. The first informational email went out at the end of March to remind members of the BOD positions available. Only a few people opted out of the email list. The plan is to send out no more than 1-2 emails a month maximum to ensure they are seen as valuable instead of junk mail.

- The second quarter newsletter went out this week with no issues. The new format is continuing to get praise from the members. Overall the process was much smoother now that the procedures have been established for the new format. The next newsletter is scheduled for July. Administrator Katie Nicholls, who will still be on maternity leave, plans on coming in for a couple of hours around that time to get the draft created and instruct Barb Koenig on the printing process.

- Administrator Katie Nicholls' due date is quickly approaching and preparations for her absence have begun. Directly following the April meeting, with the assistance of Bonnie Basemann, the process of assembling the budget and election mailer will begin, and to the extent possible will be completed before Katie begins her maternity leave. Assessment billing preparations in QuickBooks will also be started if time permits.

- The current goal for the website redesign is late summer or early fall, after the Administrator returns from maternity leave. However, the General Manager and

Administrator have discussed the possibility of taking advantage of the limited work from home opportunity granted by the maternity leave policy to do some at home web design training, if the Administrator feels up to it.

VII. Unfinished Business

- There was no unfinished business to discuss.

VIII. New Business

- The Board discussed future starting times for the monthly Board of Directors meetings, which have begun at 9 AM during the winter months. The Board determined this starting time works best for those Directors and members who come up the day of the meeting. After a short discussion **a motion was made and passed to keep the starting time for future Board of Directors meetings at 9 AM.**
- The BOD decided to have its annual dinner at the Daven Haven on June 11, 2011. The staff will obtain a menu for the next meeting and discuss times for the event.
- A major topic for the May meeting will be the agenda items for the annual meeting on May 29th, and talking points to present to the membership.

IX. Board Headcount for May Meeting

- Tony Lombard stated he would not be able to attend the May meeting. All other members expected to be present.

X. Adjournment

– There being no further business to discuss, **a motion was made and passed to adjourn the meeting at 10:56 AM.**

Respectfully submitted,

Katie Nicholls
Administrator
Columbine Lake Country Club, Inc.