

COLUMBINE LAKE COUNTRY CLUB, INC.

BOARD OF DIRECTORS MEETING

AUGUST 13, 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 Tony Lombard, Scott Wilson, John Amerman, Kirstin Reimann, Jim DeMersseman, Pieter Knight and Stephanie Kroepfl. Staff members present were General Manager Ken Lund and Administrator Katie Nicholls.

II. Acceptance of Minutes

– The minutes of the July 9, 2011 Board of Directors Meeting were reviewed and a **motion was made and passed to accept them as amended.**

III. Members Forum

– No members were present.

IV. Financial Reports

– Treasurer Scott Wilson presented the financial reports for the month ending on July 31, 2011. It was noted that an increase in home sales has been seen.

– Noteworthy expenses for the month were \$2,320.00 for trout from Liley Fisheries; another stocking is scheduled for before Labor Day Weekend. Slash and Trash Weekend, while not reflected in the month's numbers yet, will be added in at \$4,585.00 for slash and \$1,060.00 for trash.

– Treasurer Wilson presented the soft close of the 2010/2011 fiscal year prepared by Bonnie Basemann. CLCC ended up ahead of budget at \$943.55, which may be moved into the reserve account. Treasurer Wilson will create a final sheet, to include the reserve account, broken out by expenditure type. President Dick Lacouture reminded the Board that it was previously discussed that this fall the Board should review the reserve schedule. Treasurer Wilson asked that it be added to the agenda for October's meeting. Manager Ken Lund noted that the creation of a financial document to be released to the public as requested should also be put on the agenda for October per previous discussions.

– Manager Lund informed the Board that a CD in the 2 year CDARS program recently came to maturity, which will bump the reserve account up by about \$15,000.

– 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 July, 2011 as presented.**

V. Manager's Report

- The Slash and Trash Weekend conducted on July 30th and 31st once again removed literally tons of trash, dead trees, slash and metal items from our community. We also removed eight junk snowmobiles from where they had been sitting for years. Both of the two trash containers and the metal container were full to the brim and then some. The cost for the slash removal was \$4585, and the trash portion was \$1060.95. We do not have the bill for Williams Tree Service who provided the bobcat support for unloading and pushing back debris at the horse pasture on Saturday, but it should be around \$400. This would bring our total cost to just over \$6000 for the whole weekend or about a grand less than last year. The hot dogs and hamburgers left over from the 4th of July cooked and served by Tracy Temple were again a big hit. This is a long, busy weekend but well worth the effort and the expense. It clears all sorts of unwanted items and wildfire fuel out of our neighborhood, and is greatly appreciated by our owners. It is recommended that CLCC continue to conduct the Slash and Trash Weekend as long as the need exists, and funds are reasonably available. President Lacouture stated that the owner's regulations currently require CLCC to annually provide a slash and trash dumpster. He continued to point out that the regulations also state that during all other times, owners are directed to go to Granby Landfill, which no longer exists, and should be updated the next time the regulations are amended.

- More and more CLCC owners seem to be purchasing "above ground fire pits" for lack of a better term. These are free standing devices sold in many shapes and sizes at a range of stores to include the big box home improvement chains like Lowe's and Home Depot. They come in two basic types: propane and wood burning. There may be natural gas models out there somewhere also. In the past month we have had at least three inquiries concerning these devices, and a number of owners have asked in the past. The current CLCC regulations do not specifically include this type of fire pit unless the definition is "anything which produces a flame and looks like a campfire." A starting point for discussion may be the difference between the gas and wood burning models. If the BOD believes there should be a change to the Owner's Regulations concerning these items, they may want to consider lumping the gas burners with propane grills which are not restricted, and the wood burners with the current fire pit regs as pertains to distances from trees and other structures, and having to have a water source available. The flame from propane devices ends when they are turned off, and there are no smoldering ashes to deal with. Most are meant to be used on decks more for ambiance rather than heat, and have safety features which turn them off if tipped over. The wood burners are pretty much the same as an actual fire pit, and not intended for use on a wooden deck or near a structure. Most come with a mesh screen which is designed to restrict the ashes from flying around. It is recommended that the CLCC BOD consider amending the governing regulations to specifically address "above the ground fire pits". Wood burning free standing fire pits meet the same criteria as actual fire pits, but propane devices be considered the same as a propane grill. It is recommended that wood burners not be allowed on decks, as the vast majority of structure fires over the past decade have occurred when hot ashes have been

left unattended on decks. The Board requested that the staff prepare a draft change to the Owner's Regulation's covering above ground fire pits.

- The General Manager and Administrator, with some help from Barb Koenig have sorted through and boxed up years and years of paper records stored in the office. This includes years of bills, personnel records, ARC documents, completed house plans and other assorted files. The staff has contacted our attorney, our auditor and the internet to collect the recommended length of time these documents need to be stored. We are currently comparing those in order to determine what to keep and what to possibly discard. Colorado Revised Statutes has the standards for HOA's and most are three years. Some personnel and tax info need to be kept seven. Almost nothing needs to be kept longer than that. Historically, CLCC has kept documents based on the premise that some issue may come up that will require digging into old files to either guide the association or assist a homeowner. To my knowledge, this has never happened. There are currently boxes and boxes of documents, many old house and project plans and old financial records stored over the kitchen in the Clubhouse, at the shop and some still at the office, although most of these have been moved. Some of these date back decades. Although some research still needs to be done it is the staff's opinion at this time that all documents prior to 2000 be discarded. This provides a small buffer between the seven years required for some files, but gets rid of stuff from the 70's, 80's and 90's. It is recommended that the BOD authorize the staff to discard all paper files not necessary for the current conduct of business, and/or required by law or generally accepted business practices, based on the advice of our attorney and auditor. **A motion was made and passed to direct the staff to develop a record retention policy for board review at the September meeting.**

- The last scheduled tree survey will be conducted mid-September, and will re-inspect only those properties which received letters last year. This will include approximately 60 lots, most of them with one or two dead or downed trees. As the BOD has voted to temporarily suspend the Tree Program following the end of the current compliance cycle, and since there are so few lots left, the staff is considering sending a reminder letter next week to the owners who received last year's notifications. This has not been done in past years due to the larger number of lots involved, but should prove helpful to those remaining lot owners who may have forgotten that the program is still ongoing. At this point it is a small expense of both time and money to remind our owners of the deadline, and possibly avoid having to conduct hearings for those who may still be non-compliant. It is recommended that CLCC send out reminder letters to those owners who received a Tree Survey letter in 2010, in order to reduce the potential non-compliant lots during the 2011 survey. The Board agreed with Manager Lund's recommendation.

- The Annual Pancake Breakfast will be on September 4th this year. We will need to start finding out who can help run this labor, equipment and ingredient intensive event. The staff will once again fetch all the makings and equipment.

- The Howard Ditch continues to spring leaks along Primrose Drive. The latest is in an area that has had problems before, and will be fixed on either Monday or Tuesday of next week. The individuals who have the downstream water rights, particularly Pete Gunderson have been extremely diligent this year on finding and fixing these leaks.

- Bonnie Basemann has completed the initial close out of Fiscal Year 2010/2011. She will be forwarding those documents and other financial information needed by Day and Associates to conduct our annual financial review later this month or in early September as planned.

- Grand Mountain Bank informed us that we had a \$15k CD left from the CDARS program mature. As the CDARS program was used for reserve funds, the General Manager directed it be placed in the CLCC money market account at GMB, and recommends it be transferred to the Reserve Account at Liberty Savings. The Board of Directors concurred.

VI. Administration Report

- August 1st was the deadline for on-time Annual Assessment payments. 19 owners (22 lots) were fined late fees and sent a letter on August 5, 2011. Liens will be placed on September 20, for any remaining unpaid properties.

- Efforts on improving the Columbine Lake website have made some progress. After discovering the CLCC version of Dreamweaver software was too old to update an entirely new version was bought. The overall improvements to the software will improve the overall website. In addition to the new software, a DVD & training book were purchased, so that Administrator Katie Nicholls can learn to use the software. She began the individual lessons this week. The website improvements continue to remain on track for a fall release.

- General office cleaning to include file retention has been an ongoing project that made some good traction the last few weeks. Manager Lund and Katie were able to purge quite a bit of outdated materials and file away old documents no longer in use.

- An increase in property transfers has been noted by the office staff. 5 transfers occurred in the month of July alone.

- The original supply of lanyards purchased for Owner Cards and Fishing Passes are depleted, so a new order was placed on July 26, 2011. The total cost for 500 lanyards and plastic cardholders was \$655.00, which should last for at least 5 years.

VII. Unfinished Business

- Manager Lund followed-up on the Board's request, in response to a member's discussion at July's meeting, to research camping regulations throughout the area. The camping regulations in effect for Grand Lake, Grand County and Rocky Mountain National Park were reviewed, which revealed that no one is more definitive than we are right now. After a brief discussion it was decided that CLCC cannot override County law, and therefore no further action is required, however, the specific event of concern brought up by the member should be monitored closely. Manager Lund was directed by the Board to follow up with the concerned member following the event in question.

- Per the Board's request at the last meeting Manager Lund presented a draft letter addressing the rental home concerns expressed by several owners throughout the

community. A general discussion ensued regarding amenities use and renters. The Board offered a few revisions to the letter and asked that the staff email an updated draft to the Board members for final review before mailing, which will occur prior to the next Board of Directors meeting.

VIII. New Business

- Social Director Kirstin Reimann discussed the upcoming Pancake Breakfast. Board members volunteered to help out for the event, to include helping with setup, cooking, cleanup, and coffee. The staff will purchase all necessary food and supplies, to include a new large coffee pot and hand mixer.

- Manager Ken Lund noted that Linda Willing had dropped by an article from the Sky-Hi News about noxious weeds.

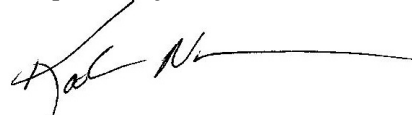
IX. Board Headcount for August Meeting

- All members present anticipate attending the September board meeting, with the exception of Scott Wilson

X. Adjournment

- There being no further business to discuss, **a motion was made and passed to adjourn the meeting at 11:20 AM.**

Respectfully submitted,



Katie Nicholls
Administrator
Columbine Lake Country Club, Inc.