

COLUMBINE LAKE COUNTRY CLUB, INC.

BOARD OF DIRECTORS MEETING

DECEMBER 10, 2011

I. Call to Order

– Vice President Tony Lombard called the regular monthly meeting of the Columbine Lake Country Club Board of Directors to order at 8:32 A.M. Other Board members present were Scott Wilson, Jeff Buckley, Jim DeMersseman, Pieter Knight, Kirstin Reimann, and Stephanie Kroepfl. Staff members present were General Manager Ken Lund and Administrator Katie Nicholls.

II. Acceptance of Minutes

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

III. Members Forum

– Two new members were present to observe the meeting.

IV. Financial Reports

– Treasurer Scott Wilson presented the financial reports for the month ending on November 30, 2011.

– Noteworthy expenses for the month were \$1,816.92 for the remaining tax lien balance on the properties won, \$256.22 for QuickBooks payroll renewal, and \$129.00 paid to Absolute Fire & Safety for fire extinguisher inspections.

– 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 November, 2011 as presented.**

– Treasurer Wilson stated that a 6 month financial review will be completed for the next Board of Directors meeting in January 2012.

V. Manager's Report

– The Board of Directors will begin discussing and updating the Reserve Budget at the December BOD meeting. In effect, this constitutes an internal reserve study, required periodically by the Colorado Revised Statutes and even if it were not required is a sound financial practice. CLCC had historically set money aside for reserves in order to handle unexpected contingencies or capital improvements without the imposition of special assessments. The current loader was purchased largely with reserve funds. Until the late 1990's, the funds were lumped into several large general categories, but not broken down by specific replacement items, or actions. The Board conducted an initial reserve study with a reserve committee existing of the President, Treasurer, General Manager, Administrator and a Director which, once approved by the full BOD, became the governing document still used today

for planning and tracking reserve funds. Manager Lund presented a brief historical overview of the Reserves to the Board. Funds are added to the Reserve Budget from money left over at the end of each fiscal year (if any), interest from all CLCC accounts including tax liens, and contributions from the Operating Fund as necessary to fund upcoming projects. Going forward the Board may want to add or subtract projects, and may want to consider breaking down larger expense items, like the dehumidifier, into smaller more specific component parts rather than planning to replace the entire unit. This was done two years ago with the loader. Manager Lund recommended that the Board of Directors conduct a review of the current Reserve Budget and update the document on an annual basis. That more specificity in projected expenditures be considered where possible in the larger items due for replacement. The review should be completed by February so that it may be utilized by the Budget Committee in March 2012 for preparation of the budget for the upcoming fiscal year.

– The one owner found in non-compliance of the Tree Rule and Regulation by the 2011 Tree Survey requested a hearing in accordance with the CLCC Hearing Policy. By way of reminder, the owner's input will be heard by the "Decision Maker" appointed at last month's BOD, and will consist of the Board members present at the December meeting. Per the Hearing Policy, the owner will have five minutes to summarize any information he wishes to provide to the decision maker on the issue. The two issues to be determined are whether a violation occurred and whether or not the property owner is the one who bears the responsibility. After the presentation by the property owner, the decision making body will come to a conclusion on the two issues and forward it to the full Board for final disposition and imposition of fines if necessary.

– The staff drained and maintained the swimming pool the week of November 28th. The boilers for both the pool and spa are scheduled for maintenance by Hydrodynamics in early January. This is necessary for efficient operation and longevity of the boiler systems.

– The staff has also been busy insulating and caulking known leaks in the entries at all three buildings to reduce heat loss during the winter. Several lighting fixtures had to be replaced in the swimming pool area, and a baseboard heater in the fisherman's bathroom was replaced.

– A windshield wiper motor had to be replaced in the 2008 Dodge truck. It was a motor that was put in less than two years ago as a factor recall, and the General Manager is working with Chrysler Customer Care to get reimbursed for all or part of the cost.

– The holiday schedule for the Clubhouse will be the full summer schedule beginning on the 22nd of December and running through January 2nd, with Sunday hours extended until 8 PM.

– The Columbine Lake Employee Christmas Party will be held at El Pacifico on December 21st. Feliz Navidad!

VI. Administration Report

– Administrator Katie Nicholls completed the new website re-design and launched the new website with little difficulty on December 1, 2011. While there appear to be a couple minor glitches with one of the browsers, Katie hopes to have those issues resolved prior to the December Board meeting. The new website features an easier navigation and more cohesive design. An interactive form was added to the "Contact Us" page to enable owners to update their contact information directly through the website, which will hopefully help the staff gather more email addresses and reduce printing costs.

– 11 owners did not pay their second half assessments by the December 1 deadline and a \$50/lot late fee was applied to their accounts. The owners will have until January 5, 2012 to bring their accounts current, at which time liens will be filed.

– An increase in property sales within Columbine Lake has been noted. Since the start of the 2011 calendar year 20 properties have sold, with all but 3 of those sales occurring since summer began. CLCC receives a \$150.00 transfer fee for each property.

– The 2012 Boat Lottery is on the agenda for the January board meeting. We currently have 85 entries with more rolling in each day.

VII. Unfinished Business

– There was no unfinished business.

VIII. New Business

– Manager Lund informed The Board that the Fourth of July falls on a Wednesday next year and a decision needed to be made regarding the date of the Columbine Lake parade and picnic. After a brief discussion it was decided that the parade and picnic would be on Wednesday July 4, 2012.

– The Tree Rule & Regulation Hearing Decision Maker reported to The Board the findings of The Hearing Panel from the hearing which occurred prior to the Board of Directors Meeting. The Decision Maker informed The Board that the one member still not in compliance with the tree and slash removal deadline pleaded that leniency be shown toward the member as said member has been working to clear the slash and trees from the properties in question despite on-going health problems. The Hearing Panel concluded that the owner in question is the owner of the two lots in question and that a violation was noted on both lots. A general discussion ensued by The Board regarding the findings. It was noted that while the member has shown good faith by diligently working to remove the slash and trees, the property was still in violation and fees must be applied. After discussion and a review of the relevant information **motions were made and passed providing (1) that the property owner be fined \$750.00 per lot, effective December 10, 2011, for non-compliance with the Tree Rule and Regulation. \$250 per lot of this fine will be due 60 days from the date of this meeting. \$500 per lot of this fine will be due on July 29, 2012, provided that if the owner provides verifiable evidence of full compliance to CLCC management on or before that date, the \$500 per lot portion of the fine will be waived; and (2) that additional fines of \$100.00 per lot be imposed effective May 1, 2012 and the first of each month thereafter, unless and until the owner has provided verifiable evidence of full compliance for both lots to CLCC management. Monthly fines through July 2012 will accrue until July 29, 2012. If the owner provides verifiable evidence of full compliance for both lots to CLCC management by July 29, 2012, the \$100.00 per lot monthly fines will be waived. If compliance is not met on both lots by July 29, 2012, all accrued monthly fines will be due and payable on that date, and \$100 per lot monthly fines will continue and be due each month thereafter until the owner provides verifiable evidence of full compliance to CLCC management.**

IX. Board Headcount for January Meeting

– All members present anticipated attending the January board meeting.

X. Adjournment

APPROVED

– There being no further business to discuss, **a motion was made and passed to adjourn the meeting in order to conduct an executive session to review the advice of the CLCC attorney regarding the use of magnesium chloride on the community roads. The meeting adjourned at 10:31 AM.**

XI. Executive Session

XII. Recall to Order

– Vice President Tony Lombard recalled the meeting to order at 10:45AM.

XIII. Final Adjournment

– There being no further business to discuss, **a motion was made and passed to adjourn the meeting at 10:50 AM.**

Respectfully submitted,



Katie Nicholls
Administrator
Columbine Lake Country Club, Inc.