

COLUMBINE LAKE COUNTRY CLUB, INC.

BOARD OF DIRECTORS MEETING

OCTOBER 8, 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 9:09 A.M. Other Board members present were Tony Lombard, Scott Wilson, John Amerman, Jeff Buckley, 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 September 10, 2011 Board of Directors Meeting were reviewed and **a motion was made and passed to accept them as amended.**

III. Members Forum

– John Griffin, owner of block 10, lot 26, was present. Mr. Griffin was following up on a letter he previously sent to The Board regarding the use of magnesium chloride for dust control and the environmental impacts of the chemical. Mr. Griffin presented pictures of trees on his property that he believed were damaged by the chemical and asked that The Board look into alternative methods of dust control. The Board informed Mr. Griffin that the letter was received and reviewed at the September board meeting, but a response was still forthcoming awaiting a review by the CLCC attorney.

IV. Financial Reports

– Treasurer Scott Wilson presented the financial reports for the month ending on September 30, 2011. Among the items of note were a new addition project and the 2011 Tax Sale Auction.

– Noteworthy expenses for the month were a renewal of the tax liens currently held at \$4,530.26, and fertilization of the community property trees by Timberline Spraying & Services for \$280.00.

– 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 September, 2011 as presented.**

– Treasurer Scott Wilson presented the findings of the 2010/2011 fiscal year financial review done by Day & Associates. Two recommendations were made by Day & Associates; first that monthly reconciliations be saved as an internal control measure, and second that a \$10,000.00 minimum working capital balance be maintained, which would require the transfer of \$1,815.00 from the reserves account to the operating account returning the operating account balance to the previous year's balance of \$10,282.00. After a discussion of the findings **a motion was made and passed to adopt the Day & Associates recommendations.**

– Following up on previous discussions regarding the state of the reserves account, The Board decided to set The Reserve Budget as an agenda item for the December 2011 board meeting.

V. Manager's Report

- Bonnie Baseman completed the 2011 Tree Survey on September 24th, inspecting the lots that received letters last year. A limited number of lots appear to have dead, downed or diseased trees and several of them may be problems along lot lines. The General Manager reviewed the findings with Bonnie on October 3rd in conjunction with input received from some of the owners, and we may only be dealing with two or three lots who are in non-compliance. Manager Lund visited the lots on October 4th and noted that we are dealing with a very few trees overall. The Board will recall that last year CLCC extended the deadline for removal of non-compliant trees to just prior to the November meeting, allowing the General Manager time to contact the lot owners and get the trees removed without having to conduct hearings. Manager Lund recommended the Board of Directors once again extend the annual deadline for removal of identified dead, downed and diseased trees until 10 November 2011 to give owners one last chance to remove trees and debris without penalty. **A motion was made and passed to move the tree compliance removal deadline to November 10, 2011.**

- Scott Marks of Day and Associates completed the annual review of all financial documents, accounts and procedures last month and forwarded a draft report to the office late last week. The General Manager reviewed the results with Bonnie Basemann on Monday October 3rd, and a copy was forwarded to the Treasurer Scott Wilson for review. The review of Fiscal Year 2010/2011 went very well and found that all CLCC financial documents, procedures, and controls are in accordance with the accounting principles generally accepted in the United States of America. As always there were some adjustments made to the numbers, and all but one of these have been made. The one that still needs to be done is a transfer of \$3474 from the Operating Account to the Reserve Account at Liberty Savings. This will true up the accounting as of June 30th, 2011, and is included in the Financial Statement. The recommendations made by the accountants included a procedure for maintaining the monthly reconciliations in the Association's records. Bonnie Basemann has already started a file to collect these reconciliations that will be maintained at the office. The other recommendation concerns the maintenance of a minimum Working Capital balance of \$10,000 in the Operating Fund and this would require a transfer of funds from Reserve to Operating of \$1815 to bring this year's balance back to the same as last year's, which was \$10,282. This would need to be approved by the Board of Directors. Bonnie Basemann once again did a fantastic job working on and preparing our finances for the review. Katie Nicholls was also instrumental in gathering the documents needed for the review and working with both Bonnie and Scott Marks during the review, which was her first. Lastly, our conversion to QuickBooks made this whole procedure much more efficient and less mind-numbing than PeachTree. The necessary documents could be passed easily between Bonnie, the accountants and the office.

- All of the drainage projects have been completed, and some took a little more work than anticipated, but they should significantly improve the spring run-off. A final total for the work has not yet been determined.

- The 2006 Dodge truck is in the paint shop this week repairing dents in both wheel wells. One side had a piece of equipment fall against it at the shop and the other side was damaged while removing slush last spring.

- The main roads and one cul-de-sac were graded last week by Bob Mulder, and look great. The roads held up well this summer until the last rounds of heavy rain, which created numerous potholes around the property.

- As discussed at the last meeting, Billy Summerlin of SSR Vegetation Management sprayed a fairly large amount of viable Canadian Thistle around the community two weeks ago. This will help significantly next spring as the viable seeds will not be spread this year. Cost was \$500.

- Tracy Temple will be taking a well deserved vacation at Disneyland from the 14th to the 24th of October.

VI. Administration Report

- 5 lots had liens placed against them on September 20, 2011 for unpaid assessments. They have until November 1, 2011 to provide full payment, to include the second half, before the matter is turned over to the attorney.

- The second half assessment statements went out on September 29, 2011. Payments have been starting to roll in this week.

- A tax lien redemption in the amount of \$4,559.59 was received from Grand County.

- The Grand County tax lien public auction opened up on October 1, 2011, currently available online and will be published in the local newspaper October 7, 2011. There are currently 7 properties on the list, a total tax lien value of \$8,613.58. Courtesy letters are being prepared to inform the owners of the inclusion of their property in the auction. The letters will be mailed once it has been confirmed via the newspaper on Friday. CLCC will place their bid mid-to-late October prior to the auction bid deadline of October 28, 2011.

- The fourth quarter newsletter went out via mail and email on October 4, 2011. An increased amount of content was able to be included in the newsletter this time due to some slight changes in layout needed for the inclusion of the boat lottery slip.

- Content for the new website is currently being collected, and training sessions by Administrator Katie Nicholls are almost complete. Development of the new site will commence later this month with a release date no later than Thanksgiving.

- Administrator Nicholls presented a resolution regarding excess income per Day & Associates recommendations. **A motion was made and passed that any excess of membership income over membership expenses as defined in IRS Reg. 1.277-1 for the year ended June 30, 2011, shall be applied against the subsequent year member assessments as provided by IRS Revenue Ruling 70-604.**

VII. Unfinished Business

- An update draft of the proposed revisions to the Building Criteria was presented to The Board by the staff. The revisions consisted of an added sub-section under section 4.10 to include language addressing above ground fire pits, as well as the deletion of section 3.05 c vii, pertaining to fences, which was discussed at a previous meeting. A general discussion ensued about the revisions resulting in some minor changes to the revised language. **A motion was made to accept the amended language for fire pits to section 4.10 and delete sub-section 3.05c(vii) of the Building Criteria.** The Board instructed the staff to inform the membership of the changes via the website, newsletter and posting signs to be placed on all bulletin boards throughout the property.

- A draft record retention policy was presented to The Board by Administrator Katie Nicholls and Manager Ken Lund. **A motion was made and passed to accept the record retention policy as amended.**

VIII. New Business

- No new business.

IX. Board Headcount for November Meeting

- All members anticipated being in attendance for the next meeting.

X. Adjournment

- 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 follow up on the previous month's discussion regarding CLCC Counsel's advice on the use of magnesium chloride as brought up by Mr. Griffin. The meeting adjourned at 11:09 AM.**

XI. Executive Session

XII. Recall to Order

- President Dick Lacouture recalled the meeting to order at 12:01 PM. The Board directed Manager Ken Lund to send a letter Mr. Griffin, acknowledging receipt of his correspondence and thanking him for his input.

XIII. Final Adjournment

- There being no further business to discuss, **a motion was made and passed to adjourn the meeting at 12:06 PM.**

Respectfully submitted,



Katie Nicholls
Administrator
Columbine Lake Country Club, Inc.