

# COLUMBINE LAKE COUNTRY CLUB, INC.

## BOARD OF DIRECTORS MEETING

MARCH 12, 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 Jim DeMersseman, Scott Wilson, Jeff Buckley, John Amerman, Pieter Knight, and Tony Lombard. Staff members present were General Manager Ken Lund and Administrator Katie Nicholls.

### II. Acceptance of Minutes

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

### III. Members Forum

– No members were present.

### IV. Financial Reports

– Treasurer Scott Wilson presented the financial reports for the month ending on February 28, 2011. An inquiry was made about the ‘Other Income’ category being over budget on the Income Statement and what that category consists of. Manager Ken Lund explained that it is the miscellaneous income such as fees to replace owner cards. A question was asked about the “Vehicles – Gas/Oil” category, which is at 98% of the budgeted amount. Manager Lund stated that it is a difficult category to estimate fuel usage because it is largely based on the amount of snow each winter and can fluctuate dramatically, and fuel costs are unpredictable. Treasurer Wilson went on to state that it should be expected that this category will most likely go over budget. “Roads General” is currently well below budget and Manager Lund explained that this is a lumpy category which will take a hit this May and June with road grading, road base and dust control.

– Treasurer Wilson reviewed the cash disbursement journal for the month of February. Noteworthy expenses were to Day & Associates for the financial review (\$3,500), diesel fuel paid to Blackwell Oil Company (\$1,540.46), and for assistance with snow removal on the lower road between Deer & Laurel by Williams Tree Service (\$280.00).

– There being no more questions or discussion concerning the financial issues for the month of February 2011, **a motion was made and passed to accept the financial**

## **reports as presented.**

– Treasurer Wilson asked for volunteers for the budget committee which will meet Sunday March 27<sup>th</sup> at 10 AM in the office. Board members Tony Lombard, Dick Lacouture, Scott Wilson, John Amerman, and Jeff Buckley volunteered to meet up at the scheduled time and place.

## **V. Manager's Report**

– The annual budget review process begins this month with the Budget Committee Meeting held the third or fourth weekend in March. The Treasurer and General Manager work together in advance of the meeting to review the current budget, gather estimates for the next fiscal year and prepare a presentation for the committee. The committee will review all categories in the budget and come up with a recommendation for the full Board of Directors, to include proposed spending, expected revenues, projects and most importantly the amount of next year's annual assessment. This Proposed Budget for Fiscal Year 2011/2012 is presented by the Treasurer at the April BOD meeting for discussion and final approval by the full Board. Once approved it is prepared by the staff for the ballot packet mailed to the membership the first week of May, along with the candidates for the three BOD positions. If approved by the owners it becomes the Operating Budget for the next fiscal year beginning July 1, 2011 and running through 30 June, 2012. This is a thorough process which provides a "best guess" estimate for the funding for the association's activities for the next year, and has worked well over the years.

– It appears from the weather report that the dreaded slush season is upon us. From all indications the snowpack is fairly deep in some places, and the total amount of snow that will begin melting is substantial. This will make for a few days of severe slush when the roads finally decide to come apart. The staff will once again work a reverse schedule and attempt to remove the mess from the roads beginning mid-day and lasting into the night when the slush begins to refreeze. The amount of snowpack this year may require that we hire a contractor to help scrape the slush, if the roads come apart at the same time. It is slow, bone-jarring work for the most part, but necessary to get the roads at least passable. They will be rough for a few days. The staff will remove the slush and snow buildup from community roads as soon as possible to allow for a normal flow of traffic. Priority will be main roads and entryways, followed by the worst areas first. Additional heavy equipment will be brought in at the discretion of the General Manager if necessary to remove the slush from the roadways.

– The Chili Cook-Off was well attended this year, possibly because it was scheduled for the Saturday of President's Day Weekend. Recommend we schedule it this weekend in the future because more of our owners are up here for the three day holiday.

– Just a reminder that the executive session on Saturday is for the discussion of salaries for the upcoming fiscal year. The BOD will need to determine the salaries of the staff so that the amounts can be plugged into the budget recommendation.

– Our work should begin on the rear door at the Clubhouse in the next two weeks. The General Manager is meeting with the contractor today to finalize plans.

– CLCC got registered with the State of Colorado as a homeowners association per the new laws. It cost \$8.95 to register and Manager Ken Lund is listed as the contact.

– A member of the board brought up that several people were very uncomfortable with the manner beer was served at the Chili Cook Off. Manager Lund stated that he will address this at the next event.

## **VI. Administration Report**

– Following a training session with Bonnie Basemann, Administrator Katie Nicholls has begun to update the website. Initial updates included making sure the information in the current format is accurate, and all links are working correctly. Ultimately, the desired goal is to redesign the website, with the most important information on the home page for quick reference. Katie will be working closely with General Manager Ken Lund in the redesign of the website.

– After extensive research we have reworked our services for phone and internet. CLCC has been paying both Qwest and Grand County Internet Services for internet service. It was discovered that Grand County Internet Services, who was acting as our Internet Service Provider (ISP), was being paid for providing something we could get through Qwest for free by signing up for a plan. The phone service was also slightly modified to provide further savings. All in all, we are able to save \$85.37/month before taxes, which equates to an approximate annual savings of \$1,024.44. We are locked into these prices for the next 3 years, so the only changes will be seen in the taxes.

– The updated email list is nearly complete and should be finalized with the current information this month. Once completed informational emails will be occasionally sent out to remind members of important dates, events or other pertinent information. The first full-list email will likely be a reminder regarding the up-coming election. Email collection efforts will remain an ongoing task, and will hopefully benefit from high publicity on the website.

– General estimates of administrative costs will be reviewed and calculated this week for the upcoming budget committee meeting.

– In preparation for maternity leave, a list is being compiled of tasks to be completed or started prior to leaving in hopes of easing the workload upon Barb Koenig and Bonnie Basemann, who will both have to pitch in to get some of the larger projects done, like the election mailings and billing statements.

## **VII. Unfinished Business**

– Following up from the previous meeting Pieter Knight presented a draft written policy on the multi-lot discount policy to replace the current on. The policy presented maintained discounts already in place as it promotes open space and density. The policy provides owners of multiple lots a 25% discount for a second lot that is unimproved, and a 50% discount for a third or more lot that is unimproved.

Improved lots are assessed at the full rate. To qualify for the multi-lot discount lots must be titled exactly the same or prove beyond a reasonable doubt that the lots share ownership. Members of the board brought up the difficulty in proving ownerships in some circumstances, but agreed that if the staff and/or board, when necessary, was provided proof by the owner that at least 50% of the ownership between lots is shared the discount could be applied. **A motion was made and passed to continue to provide the current multi-lot discount policy for commonly held property, however effective June 1, 2011 any owners with special circumstances must show that on its face there is a majority of ownership (50% or greater) shared amongst all lots to qualify for the discount.** Board members Dick Lacouture and Scott Wilson recused themselves from the vote due to personal involvement in the policy.

### **VIII. New Business**

– The topic of having a tree survey was brought up by some of the board members, specifically if one is needed for this year. President Lacouture recommended that we close the loop on the inspections from last year and place a moratorium for next year and then revisit the issue again. **A motion was made and passed to place a one year moratorium on the tree survey program, other than performing follow-up compliance on those lots that received letters last year.**

### **IX. Adjournment**

– There being no further business to discuss, **a motion was made and passed to adjourn the meeting at 11:03 A.M.**

Respectfully submitted,

Katie Nicholls  
Administrator  
Columbine Lake Country Club, Inc.