

Columbine Lake Country Club, Inc.

Board of Director's Meeting

Minutes of June 12th, 2010

I. Call to Order:

-President Dick Lacouture called the regular monthly meeting of the Columbine Lake Country Club, Inc. Board of Director's to order at 8:00 A.M. Other Board members present were John Amerman, Jeff Buckley, Pieter Knight, Tony Lombard and Scott Wilson. Staff member present was General Manager Ken Lund. Owners present were Mr. and Mrs. R. P. Murphy and Mary Bown.

II. Acceptance of Minutes:

- The minutes of May 8th, 2010 were reviewed and a motion was made and passed to accept them as presented.

III. Members' Forum:

- Pat and Stevie Murphy, owners of Block 3 Lot 28 were present to ask about the trees that had been cut down in the Rocky Mountain National Park, under the power lines. Some still had not been removed and they asked whose responsibility it was to take the downed trees out. Manager Ken Lund stated the RMNP had several ongoing tree removal projects going on, and that these may be a part of that program. Since they were under the electrical power lines, it may have been Mountain Parks Electric who cut the trees in their easement to protect the power lines. He suggested the Murphy's contact those two organizations if they wanted further information. They also inquired about a house on Alpine Circle that seemed to have a lot of items stored around the property. Manager Lund stated the home was being rented on a long term basis and the current renters had been there almost two years. He agreed there were a lot of items on the lot, but they were basically stored in an orderly fashion, and none of it appeared to be junk, but rather items such as a snowplow, boat, trailer and legally registered vehicles. There are also a number of children's toys in the front that added to the cluttered look. Manager Lund will check the property on a regular basis, but currently no community regulations are being broken.

- Owner Mary Bown of Block 14 Lot 26 was present to report the presence of a large commercial dump truck on Beaver Road, along with several other trailers. Manager Lund stated he was aware of the vehicle, and was attempting to contact the owner, who had just started renting the property in question. The individual is a long time resident of Grand Lake but may not be aware of the Columbine Lake restriction on commercial vehicles. Manager Lund is confident the individual will cooperate and remove the vehicle once he is informed of the rule.

IV. Financial Reports:

- Treasurer Scott Wilson reviewed the Financial Summary and noted no significant pending issues, other than an expected new home start. Manager Lund expects the application to be submitted next week, and the building fees to be \$5600 based on the member's seven years of ownership. Treasurer Wilson stated that it may be time to look at this "credit" as it was established to ease the

burden of building a home when the fees were increased to \$7000. The fees have been at that rate for some time now and with the decrease in home starts it may be time to rescind this program. Treasurer Wilson recommended that the building fees for this home start be credited for the next fiscal year, as it appears we may have enough cash on hand to finish this year in the black, and this would be a good start for next year. The Board members present and Manager Lund agreed with this recommendation.

- Manager Lund reported that based on the estimate he and Bonnie Basemann are tracking, we may have as little as \$3000 cash on hand left at the end of the 2009/2010 Budget, despite the \$34,000 shortfall in revenue, due to the lack of home starts. The Operating Budget will be tracked on an almost daily basis until the end of the fiscal year on June 30th.

- Signature cards at Grand Mountain Bank have been changed to include two Directors, Jeff Buckley and John Amerman, who both live here at Columbine. The General Manager will sign all checks, and one of the Directors will review and sign all checks so that we can maintain our internal controls. **A motion was made and passed authorizing Directors John Amerman and Jeff Buckley to be added to the signature cards at Grand Mountain Bank.**

- The Board reviewed the check register for the past month and had no questions concerning the expenditures.

- **A motion was made and passed to accept the Financial Report as presented.**

V. Manager's Report:

- It has been a busy month since the last Board Meeting, and a number of major events and changes have taken place. The Annual Meeting and Election went well, and the assessment billings resulting from the approval of the budget by a margin of 166 to 19 went out within four days of the voting. Due to the termination of the Administrator, all functions in the office were updated, to include passwords, security and updates on employee health plans. All bank accounts were initially frozen and then redone with new signature cards adding several local Board Directors to ensure internal controls during this transition period. Beginning last week, Barb Koenig was hired by the General Manager to work in the office on an interim basis, and her duties include paying bills, payroll, member updates, bank deposits and general office duties. She is in the office three days a week (M,W,and F) for six hours a day, basically to save money. The General Manager is there for the most part on the other two days. Bonnie Basemann has been amazing and has handled the other accounting tasks, election preparation, assessment billing, and the financial reports, as well as training Barb. Kim Buckley was incredibly helpful in general, and specifically for payroll and the preparation of a final paycheck for the terminated employee. Tracy Temple has also done a great job keeping the grounds and buildings in good shape. All in all, a great team effort with all members of the staff pitching in to keep things running smoothly.

- The 2010 Annual Picnic falls on Saturday, July 3rd. We historically have great crowds when it falls on a weekend, like last year when it was on the 4th. We fed over 600 people and had plenty of side dishes to complement what CLCC provides. The parade will start at noon and the picnic immediately after. It was suggested we look at adding a large amount of a side dish like potato or macaroni salad, and the staff will check with the Gateway to see what is available, and at what cost. We will need to get our crews together for tables and chairs, cooks and clean-up and get the word out for times and places.

- This year's Slash and Trash Weekend will be on the weekend of July 31st-August 1st. The slash will be dropped at the horse pasture and ATH Enterprises has again agreed to remove the material as soon as possible the following week. Mike Hanifen has agreed to provide his bobcat services on Saturday and if needed on Sunday to help keep the piles stacked up and help unload the bigger trees when possible. This went very smoothly last year at half the cost, and was convenient and

easy for our owners to take advantage of. With the large number of trees blown down by the winds we may end up with as much or more material than last year. It was initially anticipated that the amount of trees and slash would gradually decrease over time as all the dead and downed trees were removed, but the blow down factor may change this prediction.

- Getting the Harbison Ditch open this year has proved to be a little more difficult than normal due to the number of fallen trees and the logging operations in the RMNP. We also had to wait for the Park to construct the rock diversion for the stream around the visitor's center that was cleaned out last fall. Several individuals expressed a desire to help with the opening this year but the date has changed several times due to the complications and it has been difficult to coordinate, and get the word out. Tours of the system are available upon request.

- Dust control will be applied to our roads next week, in conjunction with the Town of Grand Lake. We normally like to schedule the dust control closer to the time we grade the roads, but by the time the snow and rain abated and we were able to get the grader, Envirotech, who provides this service, was booked solid for a couple of weeks. Conducting this with the town allows them to bring in a railroad car to Granby with the material and use the same trucks for both projects. The amount of magnesium chloride will be reduced a little this year, because of the amount of residual material we have currently in the roads.

VII. Administrator's Report

- The Annual Election went very smoothly thanks to the efforts of Bonnie Basemann, Marti Lund, Charlene Penson and the rest of the election committee. Bonnie reworked the voter labels in order to make them easier to use, and Marti, with Charlene's help, served as the election supervisor.

- In the interim between full time Administrators, Barb Koenig has been hired to work in the office including Accounts Payable and Accounts Receivable, Payroll and banking. She is a local, semi-retired accountant with experience in HOA's, and was recommended by Kim Buckley. Bonnie Basemann is currently handling the "higher accounting functions" to include the Board reports and General Ledger.

- The Board of Directors list will need to be updated after the election of officers this Saturday to make sure all information is current. A list will be circulated at the meeting for corrections and those Directors who do not attend will be contacted via email.

- The first half assessments were mailed out on Thursday and Friday of last week to all owners, and payments have already started to roll in.

VIII. Unfinished Business:

- Director Tony Lombard stated he should have the final recommendation for the document compliance project ready by the July meeting.

- Manager Ken Lund presented two recommendations for new signs at the fishing accesses. The first sign incorporated some of the suggestions made at the May meeting, and contained the basic regulations concerning the fishing pass, daily limits, fishing hours and fishing pole limits. A second sign listed some of the more philosophical guidance concerning fishing. After discussion, it was decided to try to keep the regulations to one sign, with some to the language amended to include the guidance the BOD considered important to display at the lake accesses. The Board would also like to see the letters more visible. Manager Lund will send the proposed signs to our vendor and obtain estimates. The signs will have to be purchased out of next year's budget.

IX. New Business:

- President Dick Lacouture stated that in his opinion the Annual Meeting went well, and that there were no issues raised that needed to be discussed or followed up on by the Board. All Directors present felt the discussions and questions during the meeting were reasonable and that overall the increase in the assessment was well received by the owners. President Lacouture commended Treasurer Scott Wilson and Manager Ken Lund on their presentations to the membership, and noted this type of communication is important to the overall success of Columbine Lake as a community.
- Manager Lund reported the Annual Tree Give-Away went well and all trees were distributed by 11 A.M. Jim DeMersseman headed up the team working the event and reported everyone seemed happy with the size and condition of the trees. Manager Lund recommended the BOD review the number of small trees to be given away next year and suggested some of the money spent on replanting may be better spent on larger trees on the community grounds.
- Manager Lund reviewed the preparation for the Annual Parade and Picnic to be held this year on Saturday, July 3rd beginning at 12 noon. The staff will purchase the food and beverages and set up the grill and tents for the event. Tony Lombard and Scott Wilson will move tables and chairs from the Clubhouse to the beach area for set up. Jeff Buckley and Jim Demersseman will head up the clean-up effort. Manager Lund will contact the cooks, usually Kathy Koreny and Dan Korkowski, with an assist from Jeff Buckley if needed. John Amerman volunteered to control the beer wagon and Manager Lund will contact Stephanie Kroepfl about setting up the tables under the tent and serving the wine. Music will be provided by “Lucky Jim” Kroepfl and Friends, and as always John Drury will lead the parade. Last year’s event drew over 600 people and with the holiday falling on a weekend, it was noted that at least that many may attend this year.
- President Lacouture requested that the General Manager present the considerations for hiring a new Administrator for Board discussion. Manager Lund reviewed the position and job description as it has been staffed in the past with one person responsible for virtually all administrative and accounting functions to include management of the owner’s database. The work load is seasonal in that it slows down somewhat in the winter, but overall the position is a comprehensive and important one and requires a talented and dedicated person to do it well. Manager Lund recommended the Board consider outsourcing the more technical aspects of the accounting functions, allowing the person doing the job to concentrate on the functions specifically relating to the business of the association. A general discussion of the Administrator’s position ensued with input from all Directors present covering the aspects of the job, advantages of outsourcing some of the accounting functions for consistency and segregation of duties, and possible new job duties such as more involvement in social events. The need for writing skills and a good grasp of the internet and website management for communication was considered an important trait for the next Administrator. Should some of the accounting functions be outsourced, the compensation for the position would be reduced accordingly. After a lengthy discussion the Board directed Manager Lund to advertise the position as recommended, and see what caliber of candidates applied for the job. The accounting and website design software should be considered a “plus” when hiring. Bonnie Basemann will continue to handle the accounting functions for the foreseeable future. Board members will be involved in the interview process with the Manager when available, but it was noted that ultimately it will be the Manager working with the person on a day to day basis.

X. Adjournment:

- A motion was made and passed to adjourn the meeting at 11:15 A.M.

XI. Executive Session – Election of Board Officers

Respectfully submitted,

Ken Lund, General Manager

Columbine Lake Country Club, Inc.