

CCHOA BOD Working Meeting  
12/11/16

Board Members present: Julie Knier, Tim Zurow, Trayton Jay

#### PURPOSE

This was an interim meeting held at a members home. The meeting purpose was primarily to organize the reduced board staff after departure of President, Eric Patt, and Architecture Chair, Matt Dubbin, at the end of their terms during November. We also reassigned and to some extent defined certain duties, and covered some ongoing business updates.

#### ORGANIZATION

Board assignments are as follows – to meet the bylaw requirements of positions necessary to a legitimate board structure.

Julie Knier	Board President (and continues as Landscape Chair)
Tim Zurow	Board Treasurer (and facilitating Architectural Chair activities)
Trayton Jay	Board Secretary (and continues as Communications Chair)

We reviewed the bylaws to determine correctness to operate the HOA with a 3-member board.

- a) It is allowed, under the condition that the other 2 seats are “temporarily vacant”.
- b) Under the existing circumstances that no HOA members ran for the vacating board seats (so no vote was possible when we would normally have conducted the Annual Meeting in November), the bylaws indicate that that the board may appoint the board seats, with the normal 2-year terms to be respected and those other 3 existing board members to come up for resident vote at the next election (occurring November 2017).
- c) We discussed how to seek board candidates and also set a January meeting to review and seat any board candidates that may present from these efforts.
- d) We also set the January Meeting, because there is a long gap between the traditional November and then March meeting cycle, and it was prudent to progress some business matters incomplete from the postponed November annual meeting.
- e) (Note that we typically conduct 2 meetings back-to-back in November – a regular business meeting, and the annual meeting when new members are normally voted by the community membership and seated.)

Relevant parts of the bylaws indicate as follows:

1. The board consists of 5 persons (all elected).
2. 2/5 of the board seat terms end each year (up for new member election or existing re-election).
3. The board must have assigned roles of “President”, “Treasurer” and “Secretary”
4. The legitimate way to view with 3 members: there are 5 positions, 2 are vacant temporarily.
5. In existing conditions, the 3 person board constitutes a quorum and can appoint interim board members by unanimous vote.
6. Must have all 3 board members present to establish a voting quorum and to conduct business.
7. The budget for the upcoming year is normally published by November 1, so absent the Annual meeting, this needed to be prepared and posted as soon as possible.

### BUDGET (Tim Zurow)

1. We discussed the Rabine Payment and punch list.
  - a. Rabine indicated writing letter to confirm status of punch list items.
  - b. Rabine's 2-year warranty covers all other issues that may arise.
  - c. The board agreed to make full payment pending receipt of Rabine's letter.
  - d. There are several agreed areas to be reworked in the Spring and several other areas under review for possible action, if curing of the pavement does not resolve the issues.
2. Budget plans include 2018 replacement of the central pathway lighting. The board plans to seek preliminary quotations summer 2017.
3. Set a plan to start a mulching program (3 year cycle, do 1/3 each year, about \$8K per year). This is both a protective activity and an esthetic one, and has been deferred for several years.
4. Treasurer advised movement of assessment funds to cash for the Rabine payment.
5. Noted that CCHOA charges late fees on overdue quarterly payments, but had not set up similar regarding the special assessment. A brief discussion occurred regarding the contingencies if a resident may refuse payment of the special assessment.
6. In general, nearly all residents were current regarding all payments, and the board was following up with those remaining.

### LANDSCAPE/Architecture (Julie Knier)

7. Noted that 45 diseased Ash trees have been removed. The HOA continues to treat the remaining healthy trees and intends to do so until it can be safe to stop. Ash Borer Beetles have a ~10 mile radius, so all infestations have to cease in that range, before we can end treatment. The treatment is not 100% effective, so several more trees are expected to die during the upcoming years.
8. Due to overgrowth from tight original plantings along highway 45, there are some diseased and otherwise dying pine trees. A resident bordering 45 requested denser planting than our intended 3 (Arbor vitae) plants to offset the diseased tree removal. BOD agrees to start with 3 only, and will consider more plantings in the future, if need is established.
9. The USPS notified several residents of issues with mailboxes that were requested to be repaired before winter. All such repairs were completed by the HOA (Centennial mailboxes are considered a common element).

### COMMUNICATIONS

10. Message update on the alley repaving and areas needing remediation in the Spring.
11. Announce the final budget & Treasurer note on past year budget.
12. Update meeting minutes on website and the nominating form
13. Request for residents to consider stepping onto the board and/or serve on the committees.

## PROJECTS

Trayton Jay will work toward a quotation on the communication infrastructure improvements beginning after January 1, 2017.

Tim Zurow will work on compiling a listing of all common area assets toward preparing a periodic report on replacement timing and costs to help better plan financial needs and avoid future special assessments.

## PLANNING Notes and information

January Meeting – target the week of 1/23 (schedule a location) at 7 PM.

Attracting BOD candidates or ask non-BOD to take on the committee chair positions