

COUNTRY CLUB HOMES ASSOCIATION MEETING MINUTES – 05/02/2011-7:00PM

ATTENDANCE:

- Ms. Peg Horner, President & Community Liaison
- Ms. Catherine Forbes, Vice President & Block Captain Coordinator
- Ms. Nancy Reicher, Treasurer
- Mr. Watkins, Director of Communications
- Ms. Katrina Vaught, Special Events Coordinator
- Mr. Kevin Karst, Secretary

ISSUES REVIEWED:

ACTION REQUIRED:

■ APPROVAL OF MEETING MINUTES FROM NOVEMBER 15TH, 2010:

Mr. Watkins motioned to accept the minutes as submitted, and Ms. Forbes seconded the motion. The motion passed.

■ BUDGET REPORT:

- Ms. Reicher presented Budget & Expenses for both 2010 and 2011 for review. She stated snow removal ran \$1,897.50 for the 2010-2011 winter season. There was no discussion of a special assessment, but she stated the subject may require review next year. The 2011 budget was approved previously by Ms. Reicher and Ms. Horner, and presented to HA-KC.
..... Reference attachment for Budgets
- Ms. Forbes provided a brief overview of the steps taken in conjunction with Ms. Horner and Mr. Foxworthy at HA-KC to obtain back dues and fees on a lien placed against the residence at 418 West 60th Terrace. The lien payment was received May 9th, 2011, and placed in the Accounts Receivable account, reducing that amount while adding to our cash.
- Mr. Karst will send notification letters to those delinquent on their association fees. Ms. Reicher will provide a list of members to receive notification letters. **Ms. Reicher/Mr. Karst.**
- Ms. Forbes asked if funds collected for newsletter advertisements are injected into the general fund. Ms. Reicher stated they are injected into newsletter budget line item. They assist in offsetting the newsletter expenses.

■ OLD BUSINESS:

■ ISSUES CARRIED OVER FROM THE NOVEMBER 15, 2010 MEETING:

- 10 11/15 - Motion was made to appoint Board Positions. The motion was declined as all Board Members should be represented. Motion to be reinstated at the next Board Meeting.
..... **Revisit @ Next Meeting**
- 11 05/02 - While the presence of all board members is not necessary to appoint board positions, appointments were placed on hold out of respect for unrepresented Board Members.
- 10 11/15 - Ms. Forbes stated a position should be created to handle general management of the Annual Fall Event. A single position to coordinate and verify the work. All present

considered this to be a viable suggestion, and agreed a description of the position should be generated. Revisit @ Next Meeting

11 05/02 - Ms. Vaught stated she would accept the Coordinator position. After additional review of responsibilities, it was agreed the positions should extend to additional events, such as the Annual Garage Sale. The new position will be known as the "Special Event Coordinator".

- 10 11/15 - Ms. Reicher stated two new block captains are required. Ms. Johnston to address the issue. Ms. Johnston

11 05/02 - Mr. Karst stated an additional block captain is now required. He stated Mitch Hopkins is relocating to Colorado, and has resigned from his block captain position for the 600 block of 59th Street.

Ms. Forbes stated additional Board Members are required as well. Ms. Mary Lu Johnston has resigned her position as Board Member and Block Captain Coordinator. According to the By-Laws there may be as many as nine board members. The Board Members will start recruitment of potential board members. Ms. Forbes agreed to absorb Ms. Johnston's responsibilities of Block Captain Coordinator, until the position can be filled.

- 10 11/15 - Ms. Forbes asked if a standard date and time for board meetings could be established for each quarter, to reduce future scheduling challenges for everyone. All members were acceptable to the concept, although no specific dates or time were set. Revisit issue at next meeting. Revisit @ Next Meeting

11 05/02 - The board agreed to regular scheduled meetings on the 1st Thursday, of the second month, of each quarter. The following is the schedule was established through the end of – 2012:

1. August 4th, 2011 Hosted - by : Ms. Forbes & Mr. Watkins
2. November 3rd, 2011 Ms. Horner
3. February 2nd, 2012 Ms. Reicher
4. May 3rd, 2012 Mr. Karst
5. August 2nd, 2012 Mr. Kelly
6. November 1st, 2012 To be established

■ NEW BUSINESS:

- Ms. Forbes stated she would like to see the board take better steps to disseminate new residence information to board members. Ms. Pam Garrett can provide the information monthly to Mr. Karst for distribution to the Board. HA-KC could be provided information listing all board members to be included in their "Welcome Packet" to new residents. **Mr. Karst.**
- Ms. Forbes suggested the Board consider generating another position within the membership. She believes a Community Liaison would be beneficial. The position would coordinate information between CCHA the City, Police, Fire Department, Media, etc. The formation of the

position was openly accepted by the Board. Ms. Horner stated she would fill the position until such time the position can be voted on.

- Mr. Watkins stated the Annual Garage Sale is approaching quickly. He stated there are several tasks that should be addressed soon. Friday-June 3rd & Saturday-June 4th were agreed on for the event dates:

1. Advertisement will run in the Star & Graig's List on Thursday, Friday, and Saturday-June 2nd, 3rd & 4th. **Mr. Watkins**
2. Block Captains to be notified **Ms. Forbes**
3. Signage to be generated
(Mr. Watkins to provide copy to Mr. Karst) **Mr. Watkins**
4. Print and Laminate copies for sign faces **Mr. Karst.**
5. Solicit Ms. Johnston for small signs **Ms. Forbes**
6. Notify HA-KC **Mr. Watkins**
7. Generate event checklist for Events Coordinator **Ms. Forbes**
8. Set signage on Wednesday-June 1st **Ms. Horner**

- Ms Horner stated several ideas for the Fall Event, ranging from a pizza truck, to snow cones, cup cakes, or kettle corn. Ms. Forbes stated a taco truck may be a possibility also. Everyone is tasked with researching and providing options by next meeting.

- Sunday – September 18th was agreed to for the Event Date. A time and additional details will be developed later, with Ms. Vaught as the Special Events Coordinator in charge. Ms. Forbes will provide Ms. Vaught with event checklist.

■ NEWSLETTER ISSUES:

- Mr. Watkins has the newsletter roughed out but requires several additional pieces of information to complete the newsletter. Ms. Reicher provided him with updated block captain names. Mr. Watkins to track down missing e-mails. **Mr. Watkins**
- Ms. Forbes provided article on 311/Reporting Potholes.
- Ms. Horner will provide an article covering "Urban Farming Regulations". **Ms. Horner**
- Ms. Reicher will provide current list of delinquent dues. **Ms. Reicher**

Respectfully Submitted,



Kevin G. Karst.
Secretary