AGENDA: Country Club Heights HOA Board of Directors Meeting
Oct. 16, 2026 6:00 PM

1. Call to Order & determination of quorum: Kyle
2. Reading of Minutes from last meeting: 6/11/2026
    a. Vote to Approve the minutes:_____
3. Reports of Committees:
    a. Architectural Control Committee:

    b. Irrigation and Pump Committee:
        i. Pumps shut down 10/13/2026
        ii. Blowouts scheduled for 10/22/2026 by Gary Troyer –
        iii. Pump status:
            1. Pump 1 failed near the end of the season:
                a. Motor winding failure
                    i. Mike Daniels to investigate and effect repair or replacement
    c. Safety and Community:

4. Reports of Officers:
    a. President:
        i. Action taken without a meeting:
            1. Resident complaints:
                a. 766 Continental Ct:
                    i. Met new owner, Troy Hall, and pre-emptively informed him that RV parking in front of his fenceline is not permitted. He said he has plans to extend the fence after removing a stump. No timeline established.
                b. 2698 G ½:
                    i. Contacted Randy by phone in response to verbal complaint about long-term parking of his work office e trailer. He committed to move it, and did so.
                c. 2686 Wilshire Ct:
                    i. Contacted Greg in person in response to a complaint about extended parking of his trailer(s) in his driveway. Established that the trailer was actively being used to support home remodeling in progress. Encouraged him to submit ACC approval despite “interior only” work scope due to community impact.

    b. Vice President:

    c. Treasurer:
        i. Finance Report – Cathy
            1. Presentation of 2026 Year-to-date Financial Report
            2. Comparison of planned budget to actual income and expenses
                a. Key topics:

i. Legal costs:
    1. Consultation fees
    2. Covenants enforcement
    3. HOA / board member defense action
ii. Pump & Fence Expense Fund
    1. Annual deposit deferment
iii.

d. Secretary:

5. Old and Unfinished Business:
    a. Corporate requirements:
        i. Secretary of State:
            1. Periodic Report filed 9/27/2026: good thru Sep 2027
                a. Certificate of Good standing on file: good thru Sep 2027
            2. Designated Agent change:
                a. Dolly Daniels effective 27Sep2026
            3. Dept of Regulatory Agencies – Dept of Real Estate – HOA Center
                a. License fees paid 10/26/2026: $44.00
                b. Contact person changed to Dolly Daniels

6. New Business:
    a. New state-mandate for HOA management – Underground facilities – Colorado 811 membership
        i. Membership and performance requirements for reporting and identifying / marking (locates) od underground irrigation (sprinkler) piping
            1. Discuss legal requirements – registration with Colorado 811
            2. Discuss means of performance of tasks and administration
            3. Evaluate costs of membership and compliance (or risk of non-compliance)
            4. Evaluate value and effectiveness of third-party service providers (including in-house administration, contract locate service, HOA management company oversight, etc.)
    b. Grand Valley Water Users Association new Users Access Fee
        i. First implemented in 2026 operations year: $50.00 per household ($1600 total)
            1. Fee is applied to each parcel and is then responsibility of the property owner
            2. Invoicing is sent to the HOA as the facility operator
            3. The Association paid the fees on behalf of every parcel owner for 2026.
            4. The fees were paid from operating funds collected from regular annual dues.
            5. Members were informed that future payments will be subject to financial performance and determined annually.
        ii. How will we manage this expense for the 2027 calendar year?

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c. Consideration of retaining a Property Management company:
    i. Cathy has requested bids for services from several providers

d. Financial Planning:
    1. 2026 Financial Statement
        a. 2026 Budget review
        b. Financial performance
        2.
    3. Develop 2027 Budget proposal
        a. Key considerations include:
            i. GVWUA new User Access Fee ($50/lot = $1600 billed to HOA)
                1. How to fund and pay
            ii. Pump expenses – Mike D.

            iii. Fence upkeep: power wash & preservative (paint?) selected sections?

            iv. 2027 Annual Dues: increase to $700 or leave at $650/yr?

            b.
        c. Review "President's Request Budgets":

        d. Choose Board recommended budget

e. Initiate Annual Financial Review - Kyle
        1. Ask Ed Wieland and Susan Dickson to perform a review of the 2024 financial statement and bank records.
        2. Required Annual Disclosures:
f. Develop new Policies and Procedures addition to HOA governing documents:
    i. Include sections:
        1. Responsible Governance Policies
        2. Board of Directors guidance
            a. Roles and Responsibilities
            b. Regulatory Compliance
        3. Covenant Enforcement
            a. Homeowner complaint policy
            b. HOA Board / Officer initiation of complaints
            c. Notices, time limits, grace periods
            d. Fine implementation
        4. Clarification of covenants (superceded, contradictory or confusing):
            a. RV Parking (etc.)

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i. …"set back", "yard", fenceline, screening "approved by"
b. Signage
c. Etc.

g. Plan Annual Meeting
   i. Date, time and place proposal. April 8, 6:30 PM at the Daniel's home (2692 G ½ Rd)
   ii. Plan agenda
      1. Election of Officers
         i. Any vacancies?
         ii. Elect new President
            1. Kyle's term as President expires at annual meeting
      2. 2027 Budget – Approval VOTE (vs. motion to veto?)
      3. Annual Required Disclosures to members – by Dolly
   a. Plan "Disclosures" presentation for Annual Meeting – by Dolly
      b. Plan "Notice" of Annual Meeting
         i. Mail and/or Hand Delivery
         ii. Content:
            1. Hard copies:
               a. Cover letter
               b. Reference to Website
                  i. Proposed budget
                  ii. Annual disclosures
                  iii. Board & Committee vacancies
            2. Disclosure information
            3. Copy of ballots
            4. Voting Proxy Form
h. Succession Planning:
   i. Identify board member & officer positions to be filled over the next three years
   ii. Identify positions to be filled immediately (or before/during the Annual Meeting)
   iii. Discuss how to identify and enroll candidates
   iv. Review and plan selection (voting) process
   v. Establish training needs and plan

7. For the good of the subdivision:

8. Remarks:

9. Adjournment