

PHOA BOARD MEETING Minutes, November 2, 2020

Attendees –Carl, Christine, Joel, Judy, Karin, Kim, Monika, Roger, Stephen, and Steve.

The meeting, which was called to order at 7:09 pm, was conducted virtually via Zoom.

Prior to the start of the official business of the meeting, Christine described her experience as acting president since August, and complimented the Board on its many contributions to further the goals of the PHOA. She then indicated that she would be willing to officially serve as President, and that Stephen would be willing to work with her as Vice President, while continuing his responsibilities leading Communications. Thereafter, upon motion duly made and seconded, the Board unanimously elected Christine as President and Stephen as Vice President.

As the first order of business, the meeting agenda, which had been sent in advance, was unanimously approved.

The President next indicated that old tax filings had been found among the paperwork, and indicated that she and Judy M. would be speaking with the PHOA tax advisor shortly to determine next steps, if any, at both the federal and state level.

As the next order of business, the Secretary indicated that there had been no changes to the draft October Board minutes and that they had been approved by a majority of the Board via email.

Committee Reports

Christine announced that various Committee reports (including Traffic and Safety, Membership, Trash, Treasurer, and Communications) for October had been sent out in advance to the Board.

Selected findings from the reports and discussion topics included:

- Communications – Stephen described the 4 Connections emails in October and noted the increase in readership. Discussion ensued about next steps for the few people who had asked to unsubscribe. It was agreed that Kim would follow up with them directly to determine if those individuals had moved or if they wanted to be removed from either/both Connections and PHOA newsblasts and newsletters.
- Treasurer – Joel described the few expenditures for October (police and gift certificates for Connections contests) and the receipt of \$194 associated with membership.
- Membership – Kim indicated that she was working on the transition with Monika and that their next call would be held on November 3.
- Trash – In the absence of Julie, Christine commented on the payment of the trash bill, three refunds, and alternate driver challenges due to inclement weather.
- Social – Karin described the successful Halloween parade, the 60-65 kids who participated, and the enthusiasm of both parents and the walkers. She and Judy next described potential holiday events. Discussion ensued about the luminaries, including the great interest by neighbors and the concern about open flame luminaries. Karin, Chris and Judy then described the potential purchase of luminaries by the PHOA, the distribution of a certain number to households that requested them, and the location adjacent to homeowners' sidewalks. It was agreed that an announcement would be included in the next week's Connections and that Chris and Judy would reach out to the concerned family.
- Traffic and Safety – Carl described the timing of the November police patrols and the dates for the requested December patrols, the police events at Pinecliff, next steps on the 'no parking sign', and the action by City Enforcement related to the dumping of waste by the townhomes in the 800 block of Pebblewood Drive, which is upslope of the houses in the 500 block on Popes Valley. Discussion ensued about the lack of contiguous sidewalk on Point of the Pines near Golden Hills, which predated Carl's move into the neighborhood and before contiguous sidewalks were required.

- ACC – Roger described the meeting with one of the two law firms that would support the ACC, which was attended by Roger, Jim and Christine, and indicated that the meeting with the other firm in contention would be held on November 5. He then described various items included in the ACC activities report sent to the Board, including the disapproval of an all-seasons sunroom. He also described 3 additional filings (18, 19 and 20), which were discovered because of requested backfill by a homeowner, which would require coordination with the City and hillside regulations. Roger indicated that he would go to the City Clerk's Office to learn more about those three filings, which he indicated could tie to filings 16 and 17. He also commented on the removal of a sign at the end of Popes Valley since it was distracting and a safety hazard given its size.

At this point discussion ensued about the two potential local law firms, how they were identified and potential fees. It was noted that one of the firms had represented the PHOA in 1994, and the history was favorable. Roger noted that a different attorney (Cindy) at the second firm would represent the HOA so there would be no conflict of interest with any other work involving HOA members. Christine indicated that the ACC must be comfortable with the decision since they would be working closely with the law firm. Discussion ensued about the relationship of the ACC with the PHOA where the PHOA funds the legal activities of the ACC, and the need for lawyer's letters for issues that cannot be resolved notwithstanding the efforts of the ACC.

Update on Audit Recommendations

As the next order of business, Carl presented the status of each of the items mentioned in the recent Audit report. Discussion ensued about the transition of financial records to QuickBooks and the cost, the transition clerk role that Teri will play with Joel and Julie pending a longer-term solution. Christine announced that Judy M. had agreed to act as the clerk as it related to data entry. It was further agreed that Joel would purchase the Apple version of QuickBooks in the next week, and that there should always be a line item in the annual budget to ensure that QuickBooks is kept current on releases. It was also noted that financial reports would be sent to the Board monthly. Carl indicated that the Financial Operations Guide ('FOG') was approximately 90-95% complete. He described the various sections, noted that there would be an annual review and update of procedures, and indicated that he was targeting completion by the end of the year.

Other Updates

Karin provided an update on the status of the signage at the entrance to Pinecliff and indicated that she wanted several estimates before a final determination could be made.

Report of the President

Christine described the status of the upcoming Newsletter, which would be released in early January. Discussion ensued about the delivery of articles to Stephen, and the timing of the printing/envelope stuffing/ mailing. Kim agreed to find the 2020 Newsletter and any communications related to publication. It was agreed that articles should be submitted to Stephen by December 1.

Discussion next ensued about the collection of membership and trash dues since it was clear that there could be no in-person social event in January. Suggestions included setting up a table in the Park on successive Saturdays for two weeks, bringing in a coffee/pastry truck, and the challenges of an outdoors event in January and the proximity of people. It was agreed that dues could be mailed in or dropped off in two locked mailboxes, and the need to start sending reminders in Newsblasts that 'this year will be different' as it relates to dues. It was agreed that the means to pay dues (mail-in, PayPal) must be communicated early and often. The group also explored other ideas to thank PHOA members, such as coupons for food trucks, or a meal drop-off at residents' homes. It was agreed that other options would be explored.

Thereafter, it was agreed that future meetings would continue to be virtual, and that communication options would continue to be explored.

Carl requested that all boxes of PHOA records be inventoried and the lists sent to Carl.

There being no further business, the meeting was unanimously adjourned at 8:46 pm.

Respectfully submitted,

Judith K. Benson