

## **PHOA BOARD MEETING Minutes, June 15, 2020**

**Attendees by Webex/Phone:** Bruce, Carl, Christine, Joel, Judy B, Judy M, Julie, Kim and Stephen. In light of the safer at home cautions, Board members joined this regular monthly PHOA Board meeting by WebEx and/or phone.

**Meeting Date:** At the request of the President, the meeting was postponed to June 15 from its original date of June 1.

The meeting was called to order at 7:08 pm by the President.

As the first order of business, the meeting agenda was unanimously approved.

As the next order of business, the Secretary stated that the minutes of the May meeting had been unanimously approved by a majority of the PHOA Board members by email.

The President next introduced Julie Self, the new co-trash director for the PHOA. Led by Judy M, discussion ensued about how Julie decided to volunteer for this responsibility, the transition underway that is scheduled to be completed by the end of August, Julie's intent to oversee trash on a solo basis and Paul's willingness to be a back-up if/as needed. Thereafter, Julie introduced herself and described her 23 year tenure in the neighborhood, and explained her desire to give back to the PHOA. Following motion duly made and seconded, Julie was unanimously elected to the PHOA Board.

### **Committee Reports**

The President announced that Committee reports (including Finance, Traffic and Safety, Membership, Trash, and Communications) had been sent out in advance to the Board. In the absence of a written report from the ACC, the President indicated that he would reach out to the ACC chair for a verbal update and written report, following receipt of which the minutes would be amended.

Selected findings from the reports and discussion topics included:

- Finance – The Treasurer commented on the patrol expense and certain other nominal expenses, and questioned the need for the same number of patrols given the stay at home orders. Discussion ensued about the increasing mobility of residents, the impact of lower interest rates on cash balances, and other reimbursable expenses (expanded iContact capacity and materials purchases at Staples). The Board agreed to reconsider police staffing during the fall.
- Communications – Stephen described the six Pinecliff Connections email, and the average 55% readership, as well as Newsblast readership (approximately 63%). It was agreed that to the extent possible Connections emails would be one time per week.
- Trash – Participants declined from 485 at the end of April to 483 at the end of May as a result of one new and three account closures during the month. Judy M described a quiet month, with many homes for sale. She outlined her goal of an easy transition of trash responsibilities, and noted that during her tenure no trash containers had been lost.
- Traffic and Safety – Carl described the scheduled patrols for June and the requested patrols for July; discussion continued about the number of patrols and the implications for fall depending on how schools will be operating. Carl also detailed the police reports in May, pothole reports and other public works requests.
- Membership – After adjustments for new members and member move-outs, PHOA membership as of May 31 was unchanged at 509. Two HOA status letters were issued during the period. Kim described the coordinated reconciliation with iContact to be sure it is kept current, and noted that Jeff Amerine is notified of move-outs to prevent continued access to the Members Only area of the PHOA website.

- Social Director – Christine described the chronology with the food trucks involved in Pinecliff Connections and the need to add additional capacity since on average trucks can only serve up to 140 people, and the ongoing *lessons learned*. She described the Puzzle Exchange, which was sponsored by a PHOA member. She noted the approach for Pinecliff Connections, including the ideas creation, avoidance of any real or perceived conflicts of interest or appearance of endorsement, transparency in choices, and sensitivity to the number of options (food trucks and activities) at any one time. She commented on the support by the PHOA members. She also noted that people are spacing themselves out at Pinecliff Park and are wearing masks, and commented on the sidewalk markings to denote a minimum of 6 feet. She described other activities that had been suggested by Carl, which are being distinguished by winter and summer activities. Finally, she described a Sidewalk Art contest in July, a 5K family challenge in August, and another Care and Share Drive in September. The President noted the success of Pinecliff Connections, and commented that it exceeded all expectations.

### **President's Report**

- Potential Sign Proposal – The President noted Karin's impending return and assumption of responsibility for continued investigation and potential recommendation to the Board about signage at the two entrances to the neighborhood. (In his report he also described a recent discussion with another firm, which confirmed Karin's initial estimate.)
- Financial Records and FYE 2019 audit – The President noted the needed completeness of all fiscal year-end financial records and described an upcoming audit which entailed a reconciliation of the bank statements and financial records. Discussion ensued about the means to identify two individuals to conduct the audit since it was too late for the Newsblast. Kim indicated that she would email the President a list of all members who have a business entry related to finance in the HOA directory to find two people for the financial audits.
- RFP for Bookkeeping Services – The President commented on the creation of an RFP for bookkeeping services for the PHOA that would detail the requested services, provide background information on the PHOA and describe a reporting mechanism from the operating and trash bank accounts to create monthly financial statements. It was agreed that the PHOA financial sub-committee would convene to review the RFP, pursue the audit, and review existing operating procedures and documentation.

### **Old Business**

Discussion ensued about Arceo's and the use of a contract for next year, as well as the areas of improvement.

The Board then discussed an approach to the website scrub and the use of Google Docs to facilitate the tracking of potential changes. Kim agreed to facilitate this effort.

Christine offered to reach out to Jeff about updating the website to include a current calendar and described the use of Facebook for the posting of various activities.

### **New Business**

None

There being no further business, the meeting was unanimously adjourned at 8:21 pm.

Respectfully submitted,

Judith K. Benson