

PHOA BOARD MEETING Minutes, August 3, 2020

Attendees - Carl, Christine, Joel, Judy B, Judy M, Julie, Karin and Stephen; Kim participated by phone.

The meeting was called to order at 7:07 pm by Christine, who was stepping in for the President in his absence. (In a unanimous vote of the Board, Christine was designated as the *pro tem* leader until such time as the President is able to resume his responsibilities.)

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 June meeting had been unanimously approved by a majority of the PHOA Board members by email.

Committee Reports

Christine announced that Committee reports (including Traffic and Safety, Membership, Trash, Communications, and Social) for June and July¹ had been sent out in advance to the Board.

Selected findings from the reports and discussion topics included:

- Finance – The Treasurer commented on the few expenses in July – patrol costs and the nominal Sidewalk Art prizes.
- ACC – There has been a total of 14 recent approvals for storage shed, landscaping, stucco, garage doors roof and side (to cite a few examples) and five ongoing issues.
- Communications – Statistics were provided detailing the five weekly Pinecliff Connections emails delivered (between 678 and 680) and opened (49.6% to 54.2%) during July.
- Trash – Participants stood at 483 as of July 31, 2020, a net addition of one (6 additions/5 closures as a result of property turnover). Judy M commented on the volume of activity in July, and described some service issues, all of which were resolved, including missed service (corrected the next day), as well as an investigation on KOAA regarding trash service. She provided a status update on the transition of responsibilities to Julie, described upcoming bank/PayPal account changes and the reconciliation process, and noted that the trash records will transition to fiscal year (start September 1) from the Trash Service year beginning March 1 and ending February 28/29.
- Crime Activity and Roads Report – Carl described the number and type of police events during July, the 24 service requests for potholes, and the two road repaving requests, as well as the new trash can in Pinecliff Park with greater capacity. He noted the scheduled patrols for August and indicated that the preferred dates for September patrols were pending a determination of the Board on the structure of the annual meeting (described later in these Notes).
- Membership – After adjustments for new members and member move-outs, PHOA membership as of July 31 was unchanged at 511. In addition, two HOA status letters were issued during the month.
- Social Director – Activities outlined in July related to Pinecliff Connections and included the continuing popularity of the weekly food trucks, the Puzzle Exchange (which ended July 31), and Sidewalk Art over the 4th weekend.

¹ July only for the ACC that incorporated June activities; the July Treasurer's report had inadvertently not been sent to all Board members but was remediated immediately following the meeting.

President's Report

In light of the President's leave of absence, the Board moved on to new business, which incorporated topics that would otherwise have been included in the President's report

New Business

a. Annual Meeting

Following Judy M's report that there were no venues (e.g., library, fire department) that would take reservations for an in-person meeting, combined with the By-Law requirement that the Annual Meeting is to be held in September, it was agreed that it would be replaced with a virtual meeting. Discussion ensued about the technology platform and form of the meeting, and it was agreed that

- Zoom would be used and managed by Kim.
- There would not be any outside speakers.
- A PowerPoint presentation of the 'year in review' would be displayed on Zoom, the prior year's deck would be distributed to all Committee heads so that their slides could be updated, and the deck would be made available on the Pinecliff website.
- Committee heads would briefly speak about their activities over the past year for a duration of 20-25 minutes.
- Voting for Board members would be by acclamation (all phone lines/Zoom links would be opened to capture the vote) and against and abstain votes also would be solicited. Board members to be elected are Julie, Stephen, Judy B and Carl. It was noted that Joel, Stephen and Judy B. will be starting the second year of their term, and that Kim and Judy M will be stepping down after seven and five years, respectively.
- PHOA members would be told about the virtual meeting in the September newsletter and in two subsequent emails containing the links.
- Critical dates ahead of virtual Annual Meeting on September 24 at 6:30 pm
 - August 29/September 1 – articles due for newsletter (August 29) and slides for annual meeting deck (September 1 to Kim)
 - Article assignments:
 - Annual Meeting (Kim and Christine)
 - PHOA Board openings (Kim)
 - Trash services (Julie and Judy)
 - Traffic and Safety (Carl)
 - Social/Connections (Christine, Karin, Judy B)
 - ACC (Roger, Jim and Rich)
 - Pinecliff Home Sales Report (Paula Lydon for period 1/1 – 8/15)
 - Fiscal Year Income and Expenses (Joel)
 - 2020 Chipper Week Results (Christine)
 - Ute Valley Park Updates (Christine) and paving/police events, Pinecliff Connections and update on social events, home sales report, fiscal year income/expenses, chipper week statistics, Ute Valley, trash. The two lead articles would be the Annual Meeting and the Board openings.
 - September 4 – Annual meeting slides to be posted to website
 - September 8, 9 or 10 – newsletter is published online
 - September 17 and September 22 – Newsblast/email with Zoom links for annual meeting sent to all PHOA members. Phone numbers will be included in case members have technology questions.

The Board also discussed the genesis of Board terms and Board openings (Membership, Parks, at large). It was agreed that a newsblast should be sent out immediately focusing on the Membership position.

b. Audit and Financial Records Discussion

Discussion ensued about completing the FYE 8/31/19 annual audit effectively and efficiently without face-to-face interactions and the two individuals approached who would complete the independent review. It was agreed that:

1. Completion of the FY 2019 audit is targeted for August 2020 by Joel and Judy.
2. Members of the finance subcommittee would be available for a pre-call and thereafter to respond to questions about the audit or the processes.
3. The two individuals would be asked to complete the 2020 audit as well, which would be targeted for October after the FYE 8/31/20 financials were complete.
4. The two FYE audits would be completed separately.
5. Documentation of recommendations and responses would be implemented.

Discussion also continued about the annual changing of passwords on the various accounts.

Old Business

a. Legal Reserve

The Board discussed the need to establish a designated legal reserve, the history of legal action involving the PHOA, and the budgeted annual amount for legal reserves. It was agreed that a discrete line item should be established.

b. Bookkeeping Services

The Board, through its finance subcommittee, agreed that it would be appropriate to continue research on a potential bookkeeping solution.

c. Signage

Discussion ensued about a stone sign at the bottom of Popes Valley Drive and the initial cost estimate of \$3,500 with installation. It was agreed that the proposed signage was not sufficiently current and that additional research would be appropriate so that alternatives and costs could be presented to the Board.

d. Pinecliff Connections

Following discussion about the *Curbside Culture* initiative, it was agreed that the PHOA should not be in the position of implied or overt endorsement of an event, particularly one where there might be a risk that social distancing and mask wearing would not be observed by attendees. [Subsequently the Secretary advised the individual who submitted the suggestion of the decision.]

e. Bill Payment

The Treasurer then solicited the Board about paying the annual liability insurance bill by check or e-check on the insurance company's website. The Board agreed on the latter approach.

f. Next Meeting

Given that Labor Day is concurrent with the next scheduled Board meeting, it was unanimously agreed that the meeting would be held on Tuesday, September 1, 2020.

There being no further business, the meeting was unanimously adjourned at 9:20 pm.

Respectfully submitted,

Judith K. Benson