

PHOA BOARD MEETING Minutes, August 14, 2023

Attendees – Board members Becky, Carl, Chris, Christine, Judy, Karin, Kris, and Stephen. Jim represented the ACC.

The meeting was called to order at 7:01 PM.

As the first order of business, the Newsletter was added to the agenda.

At this point, the Board adjourned to Executive Session at 7:03 pm and reconvened the Board meeting at 7:19 pm.

COMMITTEE REPORTS

It was noted that Committee reports had been sent out in advance.

ACC – Jim reported on various ACC activities, including advising a realtor that a client cannot have chickens in their yard, and provided updates on a stormwater drainage issue and status of the property ownership, and an unkempt lot that remains untended. All other ACC activities were as noted in the report. Discussion ensued about the protocol for the welcome letter and next steps to make folks who are not HOA members and cannot avail themselves of the discounted trash services aware of the benefit. At this point (7:26 pm) Jim left the meeting.

Communications – Stephen described the timing of the fall Newsletter, which is sent in September.

At this point the Board discussed the upcoming Annual Meeting, the requirement in the By-Laws of an annual meeting in September, and the agreed-upon date of September 6 in Pinecliff Park. It was agreed that an outreach to the police for a safety presentation at the commencement of the annual meeting (from 6 – 6:30 pm) would be appropriate and would be handled by Christine and Carl. Christine noted that she was working on the slide presentation. It was further agreed that a NewsBlast would be sent that week about the annual meeting and signs would be posted. It also was agreed that cookies would be served.

Discussion then moved to the contents of the Newsletter. It was agreed to scale back the document to about 1-2 pages and include only those matters of immediate import to the HOA, such as the two speeding accidents this summer and a high level agenda for the annual meeting. Articles are due by August 23 and the mailing is targeted to be sent on or about August 30. It was agreed to solicit feedback on this format at the Annual Meeting.

Christine commented that she would stand for re-election as president but that this would be her last two year term; thereafter, she planned to continue to be a Board member.

Social – Karin indicated that food trucks were booked through the end of August and that arrangements for Movie in the Park on Friday evening, August 25 were complete. Following discussion, it was unanimously

Voted: To authorize the payment of \$625 to Pops Popcorn for the hotdogs at Movie in the Park and \$100 to Drew Hutchison to facilitate the event.

The Board also discussed the effectiveness of HOA signage.

Traffic and Safety – Carl reviewed the information he had previously provided the Board, noted the date of the next patrol, described the 4 events during July, and reported a pothole on Haverhill to the City. Discussion ensued about barking dogs and the appropriateness of contacting the ACC since there is language in the covenants.

Development – Becky indicated that there had been no further actions regarding the Wentwood development and described potential cost implications from an infrastructure perspective if the number of homes is substantially limited. She noted that there was no further activity related to the proposed In and Out Burger and commented that she will regularly monitor the status of the Amazon facility. She reported that there had been no activity noted on the old Sunbird Restaurant site and that development plans had been submitted on August 9 for the 1010 Elkton site; however, there has been no online access to the documents yet.

Other Business

- **Free Mulch** – Christine reported on the request for more free mulch at the Popes Valley entrance which the city will bring in from a nearby neighborhood.
- **HOA budget** – With the shift to a December 31 fiscal year end, it was agreed that the budget will be approved in November. In that regard, discussion ensued about bringing in a third party to oversee Dumpster Day activities. The estimated cost of a third party service would be budgeted as a \$2,000 expense in the 2024 budget.
- **Banking Relationship RFP** – Christine reported on a meeting with PNC Bank and the attractive offering, including reduced account minimums, CD and money market options, and a reasonable online service. She also provided an updated on the due diligence process with other vendors and the determination to pursue PNC. All transactions other than the initial account setup will be able to be completed via the bank's portal. Processing for payment of annual membership and trash is through the user friendly authorized.net, Excel download capabilities and processing through Visa. It was agreed that the HOA should open four accounts – 1 checking and 1 savings for each of the trash and general accounts and to notify the current banking provider when this is complete.

There being no further business, following motion duly made and seconded, the meeting was adjourned at 8:25 pm.

Respectfully submitted,

Judith K. Benson