

PHOA BOARD MEETING Minutes, February 1, 2021

Attendees – Carl, Christine, Joel, Judy, Julie, Monika, Stephen, and Steve.

The meeting, which was called to order at 7:01 pm, was conducted virtually via Zoom.

At the start of the meeting, Christine reported that the tax returns for 2018 and 2019 had been signed and delivered. She also indicated that she sent an email to Ed for feedback on expectations as it related to the filing of other returns and to provide guidance on the duration and type of HOA records that should be maintained. It was agreed that once Ed opines on the longevity of records maintenance, the Board will assess the remaining volume and determine the retention solution. She also commented on the treatment of cash donations from HOA members for the holiday luminaries, indicated that these donations create income for the Association, and added that this is not a desired outcome from a tax perspective. She also noted the need to refile the HOA's tax exempt status.

Other issues discussed prior to the formal meeting agenda included Christine's response to a communication from a disgruntled and disrespectful (to the PHOA) homeowner, and the change in trash collection personnel at GFL. She also commented that the top priority now is trash and membership renewals.

At this point the Board moved to the agenda. It was unanimously agreed that approval of the January meeting minutes and Board officer elections would be held at the end of the meeting, pending Julie and Karin's arrival. (Julie joined the meeting at 7:10 pm.)

Committee Reports

Christine announced that various Committee reports for January had been sent out in advance to the Board.

Selected findings from the reports and discussion topics included:

- Parks and Wildlife – Steve described his discussion with Cory Adler, wildlife manager for northwest El Paso County about the use of poisons, and Cory's provision of the relevant Colorado statute (33-6-130) which prohibits the use of toxins, explosives and other materials to hunt, take or harass any wildlife. Discussion ensued about the issue of poisoning wildlife. It was agreed that an article will be included in the next Newsletter and text will be added to the website; the Board also agreed to include an alert about the impermissibility of unleashed dogs in Pinecliff Park.

Steve described recent actions of the local pickleball association and the group's interactions to convert 15 courts in Monument Valley Park, as well as the addition of four new courts in Briargate, and indicated that the city would not agree to courts in Pinecliff Park.

- Treasurer's Report – Joel indicated that the Board cannot serve as a conduit for individual charitable contributions (such as in memory of Roger's wife); rather, those contributions must be made directly by the donors or they will be considered Association income. He discussed financial reports that are being developed with Teri utilizing QuickBooks. Joel also reported on recent Association expenses, including the year-end Newsletter. He reported on the number of paid trash and membership fees, and commented on balances in the checking and savings accounts for Trash and Membership. Discussion ensued about the process for recording membership and trash applications and fees and Teri's involvement.
- Trash - Julie reported that participants in the trash program remained unchanged at 485 in January, and described the 3-day trash collection challenge, as well as the training of the new driver. She also noted that GFL had hired a new general manager from Waste Management, who is trying to address issues.

Discussion ensued about carryout trash service, which engenders the greatest number of calls, and the importance of maintaining this service. It was suggested that carryout barrels be tagged in some way, such as a sticker or laminated sign, so that drivers know how to handle them. Julie agreed to follow up with GFL on this suggestion.

- Social Activities – Judy described the current 2-week drive for Care and Share in honor of the ACC and in memory of Roger’s wife and indicated that when the drive was completed Connections would go back on hiatus.
- Communications – Stephen described the two Connections and two Newsblasts in January and noted the high readership.
- Traffic and Safety – Carl described the timing of the February police patrols and the request that the patrols check for speeders, and indicated that three patrols would be requested for particular dates/times in March. He noted that January events were below average. He also commented that the city agreed to fix a cracked sidewalk at a new home, commented on the repair to a road warning sign, and described water main work that must precede street repaving. Carl also provided an update on actions in response to recommendations from the financial audit and described updates to the Financial Operating Guide; he added that the Finance Committee will be meeting in the next several weeks to finalize the Guide.
- ACC - In a written report provided to the Board, the ACC indicated that they had interacted with the new PHOA attorney concerning a PHOA resident who has been the subject of several covenant violations, and provided the relevant documentation so that the attorney could proceed. They also indicated that an RV parking issue had been resolved after receipt of a violation notice, and noted that a communication will be sent to another PHOA member about a driveway access parking problem. Other actions included a response to a realtor about a dog containment fence, and approvals of a deck rebuild, a modified plan to sunroom deck addition, fence, and concealed shed to match the design of a home. Christine reported that the names of a number of homeowners as potential additions to the ACC had been provided and that Jim had reached out to several potential candidates. The Board acknowledged the crucial role of the ACC in maintaining the HOA and the need for ample staffing.

Other Business

- iContact – The Board discussed the procedures to maintain a current iContact database. It was agreed that several Board members would meet later in the week to ensure that the records are updated and that Monika will eventually take over this responsibility.
- Signage – Christine described a proposed signage alternative that would build on the existing structure and the substantially reduced cost with this approach. Discussion ensued about the worth to and beauty of the neighborhood as well as improved visibility of this investment of members’ dues. It was also agreed that no action would be taken on the signage on Golden Hills given the uncertain easements, property ownership and high cost of replacement.

Approval of the Minutes and PHOA Officers

The Board unanimously approved the minutes of the January meeting after Judy described one minor change, which also reflected the proposed PHOA officers, and in a separate unanimous vote approved the PHOA officers and the roles of other Board members for which election is not required.

President – Christine Thomas
Vice President – Stephen Prime
Secretary – Judith Benson
Treasurer – Joel Smith

Elections Not Required

Communications – Stephen Prime
Membership – Monika Jaskowska
Parks and Wildlife – Steve Raney
Social – Karin Crown
Trash – Julie Self
Traffic and Safety – Carl Peterson

There being no further business, the meeting was adjourned at 8:59 pm.

Respectfully submitted,

Judith K. Benson

Subsequent Action

Via email it was proposed that the date of Board meetings be moved from the first to the second Monday of the respective months in order to provide sufficient time to prepare financial reports. While there is no by-law requirement as to meeting date, this action was approved by Board members via email. At the next meeting, the Board will ratify this action so that it can be reflected in the minutes.