

## **PHOA BOARD MEETING Minutes, July 10, 2023**

Attendees – Board members Becky, Carl, Chris, Christine, Jim, Karin and Stephen. Judy prepared these minutes from meeting notes taken by other Board members.

The meeting was called to order at 7:05 PM.

As the first order of business, the minutes of the June meeting with minor described changes, were approved. No changes in the agenda for this meeting were proposed.

At this point, the Board adjourned to Executive Session at 7:09 pm and reconvened the Board meeting at 7:16 pm.

### **COMMITTEE REPORTS**

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

**ACC** – Jim reported on 13 ACC activities included in the written ACC advance mailing, as well as others such as the removal of a hot tub from a driveway. As examples, he described a stormwater drainage issue at a residence, the attorney's helpful involvement, and the responsiveness of the owner; backyard clean-up; illegally parked car; driveway expansion; landscape approvals; call to code enforcement and the immediate response; and an amended filing that allows high quality asphalt roofs. Jim then acknowledged Tony and Laura's help in maintaining observance of the covenants. At this point Jim left.

**Membership and Trash** – Julie commented that she sends out a welcome letter to new residents along with trash and membership information.

**Communications** – Stephen reported on recent NewsBlast and Connections communications.

**Finance** – Christine indicated that she had received a financial update from Kris, who was unable to attend the meeting. She commented that the only two expenditures for June were a reimbursement related to Dumpster Day and police patrols. Kris will be notifying USI that it will not be renewing the existing insurance relationship. At renewal the HOA will be transitioning to American Family Insurance, which offers better coverage at a \$600 lower annual premium cost. Following discussion, it was unanimously

**Voted:** To terminate the existing insurance coverage with USI when the annual contract period is ended and for American Family Insurance to assume insurance coverage at that time for the upcoming one-year period.

**Traffic and Safety** – Carl reviewed the information he had previously provided the Board, noted the 11 events which was not unusual number, and commented on the 12 service requests to the city, one code enforcement and multiple requests to fix potholes on Haverhill Place. He described the city's repaving budget under 2c2 and the cost per lane mile.

**Social** – Karin described the upcoming Movie In the Park on August 25 featuring *The Incredibles* and Pops Popcorn. She commented on the ongoing success of Food Truck Tuesdays and indicated that she has received calls from other trucks wanting to be added to the schedule and/or serve as backup. She stated that Cool Beads would be combined with Food Truck Tuesday the following Tuesday and would be at the Park from 5 – 7 pm and commented that the new signage was raising awareness of the food trucks.

**Development** – Becky described various area developments and pre-application requests and noted the challenge to building on a ridge on the north side of Elkton. She commented on a letter from the city about setbacks and

indicated that there were no updates related to Quiet Time which may be attributable to development and financing costs. Carl agreed to check into the city's homeless protocol given the presence of a white van in the area for an extended period.

#### **Other Business**

- **Banking Relationship RFP** – Christine advised that 1<sup>st</sup> Bank does not offer an online bill payment solution and that Kris had conducted diligence on Ent but was not impressed with their offering. Follow-up with the Business Support Department is pending. Christine will explore the Bank of America solution. Other banks to be explored are PNC and US Bank. Given the HOA's prior experience with Wells Fargo, it was agreed that this bank would not be pursued.
- **Bookkeeping** – Christine indicated that Judy McBride does not want to continue as the HOA bookkeeper. Given the few transactions every month and provision of banking statements to the Board when issued, Kris offered to take on this responsibility. Discussion ensued about the controls in the annual audit and the second set of eyes provided by the Board, which is responsible for reviewing Kris' work. Julie noted that she provides an ongoing review of trash 'spend,' which is the biggest account and expenditure of the HOA. Stephen offered to be the designee to confirm that he reviews the financial activities monthly, including a review of the bank statements and a comparison with the QuickBooks report. Thereafter it was unanimously

**Voted:** That Stephen Prime would review the bank statements monthly and compare the statements with QuickBooks information in order to provide a dual control, and that Carl Peterson would update the FOG accordingly.

- **Annual Meeting** – Discussion ensued about the importance of a Crime Education day in the Park focusing about self/neighborhood protection with local police officers. It was agreed that this should be a part of the annual meeting. The Board discussed timing for the Annual Meeting, including a weeknight or a Sunday. It was agreed that the police would be allocated 20 minutes for presentation, and 10 minutes for Q&A; the entire meeting would have a duration of not more than 1.5 hours. As next steps, it was agreed that members up for re-election would be identified, that slides from last year would be distributed, and that the meeting would tentatively be held on Tuesday, September 12 from 6 – 7:30 pm.
- **Postcards for New Residents/Non-Users of Discounted Trash** – Becky reported that the postcards describing the discounted trash and recycle rates are ready to be handed out pending preparation a distribution list.
- **Boulder Relocation and Mulch** – Christine reported on a particular parcel at the lower end of Popes Valley that belongs to the city, and the relocation of boulders and the addition of mulch to preserve the area.
- **Solar Lights for Pinecliff Signage** – Christine reported that lights had been ordered and should be delivered shortly.
- **Firewise Education** – Christine described the fire education seminar to be held at the Park on July 22 that will satisfy Chipper Week requirements and added that Kathy Hook would lead the session. Refreshments will be served.

There being no further business, following motion duly made and seconded, the meeting was adjourned at 8:10 pm.

Respectfully submitted,

Judith K. Benson