

PHOA BOARD MEETING Minutes, May 10, 2021

Attendees – Carl, Christine, Joel, Judy, Julie, Karin, Monika, and Stephen

The meeting, which was called to order at 7:03 pm, was conducted virtually via Zoom.

The President opened the meeting by providing updates on selected activities such as fire mitigation, the upcoming chipper program, and approval by the City Council for development of up to sixteen homes on a lot on Wentworth which precluded action by the HOA. She commented that Committee reports had been delivered prior to the meeting.

As the next order of business, the minutes of the April meeting were unanimously approved.

Committee Reports

Selected findings from the reports and discussion topics included:

- **Communications** – It was noted that no NEWSblasts or Connections were sent during April as well as the \$200 reduction in cost for iContact. Stephen commented that the website had been down for two days because of a lapse in renewal; three years of web hosting and one year of domain registration will cost \$467. Discussion ensued about diligence on BlueHost and satisfaction with this provider. All notifications will now go directly to Christine; a new alias will be created and forwarded to three Board members. Stephen commented on positive feedback about the newsletter and stated that a Connections had been sent out on the date of the meeting; between both the newsletter and Connections, there had been only 3 unsubscribes, all attributable to moves.
- **Parks & Wildlife** – In the absence of Steve, Christine reported that Steve had been watching the Park and had nothing further to report on off-leash dogs. She noted that the deep trash container at the Park had been filled prior to the commencement of Food Truck Tuesday, and Carl agreed to periodically check on this bin and email the City when it is nearly full.
- **Finance** – Joel noted that he previously sent the April finance statistics, and described an error regarding one extra membership. Discussion ensued about the protocol to approve expenses, the form to be used, and any supporting documentation or notes. As the next step, designated signers and new procedures will be approved by the Finance Committee; it was further agreed that the existing procedures will be maintained until that time. Joel then described expenditures during the month for police, BlueHost and the attorney. It was further agreed that additional P&L details (run rate) will be requested of Teri and included in the monthly packages.
- **Trash** – Julie noted that April had been a smooth month, commented on the relatively consistent trash participation, and the lack of complaints by HOA members regarding trash pickups. She indicated that she anticipates a few more payments will be coming in.
- **Connections** – Karin described the kickoff of the food trucks for 2021, indicated that she was trying to add several dessert trucks, noted that the lemonade/popcorn truck could no longer participate, and stated that the schedule was largely complete. Discussion ensued about the Care and Share pilot at the Park concurrent with Food Truck Tuesday.
- **Traffic and Safety** – Carl reported on police events in April and the first week in May, the most significant of which was an auto burglary. He indicated that three patrols have been requested for June, commented on the patrols for May, stated that he had submitted 14 requests for 26 potholes, including an ongoing

request on Popes Valley. He added the Financial Committee will be getting together to review the FOG; a time for a Zoom call will be set.

- ACC – Christine indicated that she had not heard from the ACC and has requested an update meeting. She reported on the status to date of one attorney action with an HOA member and actions to be taken by the ACC on certain chronic problems.
- Membership – Monika indicated that membership stood at 503, which included 7 renewals and 4 new members. She commented on the just received vacation hold payment and stated that she had prepared two refinance letters. Discussion ensued about tracking renters; it was agreed that in the future the membership form will include a box to designate *owner* or *renter*.

Old Business

- Popes Valley Signage – Karin reported that the price had been approved for the signage and that she would be meeting with the contractor during the week of the 18th to address several design questions, it being understood that any revisions would need to comply with the approved price. It was agreed that interested Board members would meet with the contractor on May 18 at 11 am so that all questions can be addressed and the project can commence.
- Pinecliff Park Naming – Christine reported on discussions with Friends of Ute Valley about a dedication to Bruce, and their preference of signage rather than a seat, which will be located at Ute Valley.

Other Business

- Spring Clean-up – Christine described the upcoming spring clean-up and commented that she had met with the Goodwill team; that group will deliver a container and keep the driver there for the entire time (9 am – 2 pm). If the first truck is filled, Goodwill had agreed to bring a second. She described the location of the trucks to facilitate drop-offs of goods and drive-by donations. She commented on the need for volunteers to man the dumpsters and to confirm which goods can be accepted.
- Fire Mitigation – Christine commented on the location for the fire mitigation activity (ravine at Popes Valley), and described the sign-up sheets.
- CONO – Christine commented that Ms. Cole will attend future CONO meetings and share notes, subject to the reconstitution of CONO.
- Board Meetings Outdoors – Christine asked Board members to consider meeting outdoors at the Park for the next meeting.
- ACC Members – Christine announced that Tony Jacobs would be joining the ACC and described his credentials. She also noted the need for another member to cover one particular section of the HOA. She indicated that she had several people in mind for that opening.
- Volunteer Bookkeeper – Stephen noted that the search for a volunteer bookkeeper needs to commence immediately. Joel agreed to reach out to Teri regarding her tenure (currently one year from January); discussion ensued about requirements for the position and that a finance or accounting background was not a pre-requisite. Several people were mentioned as potential candidates.

There being no further business, the meeting was adjourned at 8:17 pm.

Respectfully submitted,
Judith K. Benson