

PHOA MEETING Minutes August 5, 2019

Attendees: Bruce, Carl, Roger, Kim, Rich, Stephen, Joel and Judy B

The meeting was called to order at 7:07 pm.

As the first order of business, Board members suggested several changes to the proposed meeting agenda, which were unanimously approved. It was noted that the minutes of the July 1 meeting had been unanimously approved by a majority of Board members via email.

ACC Report

The Committee described various recent activities, including a recent drive throughout the Association that identified dead trees, weeds, and visible trash cans; it was noted that letters would be sent out to those 35 homeowners. Activities requiring ACC approval were focused on landscaping during the current period. Discussion ensued about homeowner complaints not in the purview of the PHOA (for example, issues related to a property that is not part of the PHOA currently), overnight on-street vehicle parking and the need to contact the landlord, and the requirement that PHOA members submit property improvement paperwork timely. The Committee also provided an update regarding the installation of a wall without ACC approval and the impact of recent severe rainstorms.

Treasurer's Report

The Treasurer reported that the July Treasurer's Report, which had been sent in advance to Board members, included (but was not limited to) current membership and trash account balances. He described the challenges of processing of checks timely by the Police Department, noted the transfer of funds to pay for insurance and the signature by the President of the check, indicated the anticipated cost for Movie in the Park, which will be held on Friday, September 6, 2019, and commented on modest website charges for two domain names. He indicated that the insurance had been negotiated for a three-year term at a flat fee. At the request of the Board, it was agreed that the specific insurance coverages would be reviewed with the insurer, along with a determination if the PHOA needed to provide annual updates or verifications.

Director Reports

- a. Trash Service Report – Judy M. had provided the trash service report to the Board in advance of the meeting, which noted that there was a net 462 participants at the end of July (addition of two participants, and the closing of 5 participant accounts).
- b. Criminal Activity and Roads Report – Carl reviewed the patrols for August and noted that the September patrols request, which would be sent on August 6, would include the evenings of Movie in the Park and the Annual PHOA Meeting at the Rockrimmon Library (Monday, September 23). He reviewed the police events report for July and provided a status update on the numerous requests to fix potholes, sweep the streets of stormwater debris, replace/clear missing or obscured signs, and fix drain clogs. He described discussions with Dave Scalfri, the city's 2C Paving Manager, and Spencer Smith (Martin Marietta project manager) on the timing of the Point of the Pines repaving initiative, as well as potential drainage work. He noted that the latter is a secondary priority and largely beyond the scope of the 2C project.

- c. Membership Report – Kim commented on the net loss of one member during July after adjusting for the addition of three new members and four net move-outs, which brought current membership at July 31 to 487. She also reported on the issuance of three HOA status letters which are required under a law effective in January 2019 that include *not transferrable and voluntary* language and are accompanied by welcome documents and explanations to several others about the voluntary nature of the PHOA, and commented on the challenges in formatting the directory for print production and her work with Update Printing given the flaw in Microsoft 2019 that prevents booklet creation. Finally, she offered to be one of the Board members who receives financial transaction email notifications from Wells Fargo and Paypal so there is a verification of transactions by a board member who does not directly handle deposits and withdrawals of funds.
- d. Social Events Report – On behalf of Karin and Christine, Bruce reported on the status of Movie in the Park, including updated signage, start time of 7:00 pm and time of sunset at 7:22 pm, food to be offered at no charge, the increased movie rental costs, and the cost of the AV gear and the screen.
- e. Secretary's Report – Nothing to report
- f. Communications Report – Stephen noted that the upcoming newsblast would contain articles on a trash update, the Annual Meeting (highlighting the change in date) and the guest speaker (Don Knight), and movie night. It was noted that the newsblast would be targeted for issuance on/about August 11 following approval by the Board. (The newsblast was issued timely.)
- g. Webmaster Report – In an email sent in advance, Jeff noted that he has created a Preparedness and Tips web page on homeowner wildfire safety measures with three supporting attachments; posted a blog post on the site; and updated various plug-ins to ensure compatibility.

President's Report

The President proposed a change in the date of the September PHOA Board meeting to Tuesday, September 3, which was approved unanimously.

He described the FY 2018 Financial Review session held on July 3 and noted approval of the Financial Review Summary by the two independent reviewers (Messrs. Anderson and Graham), and by all subcommittee members. He reported on a reviewer recommendation that the PHOA begin filing an annual 1120-H form with the IRS, and added that this submission would not necessarily result in any payment by the Association. Mr. Anderson agreed to complete the form for 2018 at a cost of \$100, which will necessitate the preparation of two internal spreadsheets, and the 2019 report in April 2020; from that date forward the form will be completed on a routine annual basis. Thereafter, this recommendation was unanimously approved. The President described additional suggested control reviews of the Wells Fargo bank accounts that have been strengthened. He also noted that the PHOA fiscal year ends on August 31 and commented on the limited additional work for the upcoming required financial review. The Board discussed ongoing rotations in the two reviewers to ensure continual 'knowledge transfer;' it was unanimously agreed that Mr. Anderson continue for the FY 2019 review and that an individual be solicited at the Annual Meeting to serve as second reviewer.

The President next indicated that Board members will be elected at the Annual Meeting and indicated the need to poll current Board members to identify pending retirements. He also observed two open slots supporting the PHOA (Parks and the second person overseeing trash); Board membership would not be a prerequisite.

He then provided an update on the ADU ordinance and commented that the Head of the Planning Department has been asked by the City Council to begin their assessment again. He noted that Don Knight is expected to give an update at the Annual Meeting.

He described a procedure that has been implemented to provide email coverage for PHOA members in his absence.

The President noted that the start time for the Annual Meeting is 6:30 pm, and that all communications will show this corrected time.

Old Business

The President provided an update on plans for the September 23 Annual Meeting. He indicated that Councilman Don Knight would be the only speaker; the meeting duration is targeted for 1.5 hours – 6:30 pm start and 8 pm finish; and that a slide deck will be created that includes Board member updates.

New Business

- a. September PHOA Newsletter – Suggested potential topics included Annual Meeting announcement, volunteers for the two open PHOA slots; financial summary for fiscal year 2019; real estate sales; and summary of ACC activities. (Subsequent to the close of the meeting, it was agreed that the Newsletter would go out by September 13 and that the target due date for articles would be August 12.)

There being no further business, the meeting was unanimously adjourned at 8:13 pm.

Respectfully submitted,

Judith K. Benson