

## **PHOA BOARD MEETING Minutes, November 8, 2021**

Board Attendees – Becky, Christine, Carl, Chris, Judy, Julie, Karin and Stephen

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

At the beginning of the meeting, Christine reminded attendees that articles for the upcoming newsletter were due by November 30, and commented on other articles such as the September *clean-up in the park* event. Christine indicated that she had met with Kris, the new HOA Treasurer who was unable to attend the meeting; topics discussed included the status of signatories on the HOA bank accounts and a few questions on the FOG. She also described meetings between Julie, Monika and Becky and the transition of Membership responsibilities from Monika to Becky.

As the first order of business, the agenda was approved and the minutes of the October 11 meeting were unanimously approved with minor corrections noted (spelling of Becky's name and a typo). Discussion ensued about the posting of minutes on the website subject to a log-in.

Due to illness, Jim presented the ACC report as the next order of business. He described the requirement of paint remediation on a house that is currently for sale, and described other actions of the ACC, including the approval of sheds, code enforcement actions, and a pending landscaping approval to mitigate a water problem. Discussion also ensued about specific covenant restrictions in certain filings, drainage challenges in a particular area and the impermissibility of ADUs. At this point Jim and Stephen dropped off, the latter due to a poor connection.

### **Committee Reports** (Materials were sent to Board members in advance.)

- Parks & Wildlife – Steve described a NewsBlast article about holiday lights and the challenges to animals.
- Trash – Nothing major to report.
- Traffic & Safety – Carl described the materials sent in advance and noted one complaint about the need for additional security since a car had been broken into.
- Membership – Currently stands at approximately 500.

### **New Business**

In addition to the reminder about articles for the January Newsletter, Christine suggested that an agreement on articles to be included could be finalized via email.

Discussion ensued about membership for 2022, consideration of electronic payment options, streamlining of collection locations and the consolidation of membership and trash lists. The Board considered the cost of electronic payment options for the Association and the popularity of this payment option. Following a detailed discussion on payment services and costs, it was unanimously:

**Voted:** To increase the trash assessment by up to 3% to cover administrative and e-payment costs.

The Board then considered a further combination of the trash, membership, Pinecliff and Connections mailing lists.

Discussion then ensued about the status letters related to home purchases. It was agreed that Becky would create a generic letter that addressed (a) the voluntary nature and good standing of the HOA, and (b) the mandatory observation of covenant restrictions. This letter would be added to the public website for download by any title company.

Among other Board actions:

- Trash Service - The Board considered streamlining the trash service to eliminate carryout, but it was agreed to retain the status quo since that this is a benefit for the HOA's older residents.
- Tax Return - The Board discussed the tax filing as a registered non-profit under 501(c)(3) and unanimously:  
**Voted:** To authorize the expenditure of up to \$75 related to the filing of the 2020 tax return.
- Records Retention - Discussion followed about the need for HOA records to be retained and the need for storage units. It was agreed that Christine would get additional guidance on the duration of financial records to retain. It was also agreed that with the substantial culling of non-financial records, storage could be provided in a Board member's home.
- Audit - The HOA audit had been completed and remediations noted, such as the FY 2022 budget, which had been completed subsequent to the audit. Among the suggestions, it was agreed that Christine would obtain the current insurance policy to determine if additional bids for the upcoming fiscal year should be obtained. Discussion ensued about the reimbursement policy or the use of a debit card to ensure receipts are maintained. Carl indicated that the Finance Committee would meet to address any other comments. It was noted that Judy McBride would assume bookkeeper responsibilities, with an orderly handover from Teri. The Board also commended Julie on the trash documentation process as noted in the audit.
- Prior Treasurer Recognition - The Board agreed that Joel should be recognized for his service as Treasurer of the Association for 7 years. It was unanimously:  
**Voted:** To authorize the expenditure of \$50 for a gift certificate to Senor Manuel.
- New Pinecliff Sign - An update about the new Pinecliff sign followed. It was agreed that Karin would get a final mock-up for approval by the Board in an email.
- CONO - Christine noted that CONO was being relaunched on December 7 and that Bronwyn Cole, who had joined the board, would take notes at that meeting and report back so that the HOA Board could decide on whether it wanted to pay dues.
- 2022 Calendars - Calendars of events and expenditures have been established for 2022.

At 8:50 pm the Board went into executive session and reconvened at 9:05 pm.

It was next agreed that the December Board meeting, scheduled for December 13 would be combined with a holiday get-together at the President's home.

Given the water and electronic support that Jim and Heidi Ramirez provided to support the Pinecliff sign construction, it was unanimously:

**Voted:** To authorize the expenditure of \$25 for a gift certificate to La Baguette.

There being no further business, the meeting was adjourned at 9:20 pm.

Respectfully submitted,

Judith K. Benson