

# MEADOWBROOK HEIGHTS HOA EXECUTIVE BOARD MEETING

AUGUST 31<sup>ST</sup>, 2021

800 P.M.

Members in Attendance: Robbie Popp, Mark Lindeman, Julie Evans, Kelli Cheatham, John Meyer (Member-at-large)

Guests in Attendance: Linda Pfeiffer (former board member), Paul Pfeiffer (former board member), Sydney Popp

The first executive board meeting for the 2021-2022 fiscal year was called to order just after 2000 with the above members and guests in attendance. Members were given a copy of HOA Officer Election and Position Duties to review. Members volunteered for potential board positions.

Julie Evans nominated Robbie Popp for President; Mark Lindeman seconded the submission; voting was unanimous for this position.

Robbie Popp nominated Julie Evans for Treasurer; Mark Lindeman seconded the submission; voting was unanimous for this position.

Julie Evans nominated Kelli Cheatham for Secretary; Robbie Popp seconded the submission; voting was unanimous for this position.

Robbie Popp nominated Mark Lindeman for Vice-President; Julie seconded the submission; voting was unanimous for this position.

Linda Pfeiffer submitted a proposal, to Julie Evans, to continue her bookkeeping services, at the direction of the board, as a compensated position. Kelli Cheatham motioned in favor of Linda's proposal; voting was unanimous among board members.

Discussion transitioned to other duties to be divided among board members. Julie Evans will assume responsibility of checking the HOA P.O box at regular intervals; Linda Pfeiffer is to provide key to mailbox following the meeting. Julie Evans will also check the HOA Gmail account at regular intervals. The HOA website and Facebook account responsibilities will be assumed by Kelli Cheatham. Linda Pfeiffer provided passwords for the HOA Gmail and website account to the board. As for the Facebook account, Linda will evaluate how to add Kelli Cheatham as an administrator. Linda Pfeiffer suggested a copy of these meeting minutes be taken to the Post-office to ensure access to the P.O box.

For her position as Treasurer, Julie Evans, asked Linda Pfeiffer to explain when and how the bills are provided to the HOA as well as the process for paying bills.

As the secretary to the 2020-2021 fiscal year executive board, Linda Pfeiffer, submitted meeting minutes for the July 15<sup>th</sup>, 2021 & August 4<sup>th</sup>, 2021 Executive Board meeting. After a brief description of the background to the meetings and a review of minutes, the board members had

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no questions. Linda Pfeiffer, as an ex-officio member, motioned for approval; Paul Pfeiffer, as an ex-officio member, seconded; voting was unanimous for these meeting minutes.

With changes to Microsoft Word and access as a potential barrier, John Meyer suggested utilizing an open-source program, LibreOffice, as a means of documenting meeting minutes.

Next the board reviewed the minutes Linda Pfeiffer submitted for the August 25<sup>th</sup>, 2021 Annual HOA meeting. After reading John Meyer inquired about the process for utilizing Celebration Church-Loveland as a venue. The church offers the space without charge and the HOA has historically donated \$100. With no other questions, Robbie Popp motioned to approve the minutes, Julie Evans seconded the minutes; voting was unanimous.

As the bookkeeper Linda Pfeiffer requested authorization to write 3 checks:

1. Transfer of funds from the Chase account to the 1<sup>st</sup> Bank account for reimbursement from past due collected fees of the special assessment project.
2. Website renewal to reimburse Paul Pfeiffer
3. CO Greenbelt Management bill

Julie Evans requested information related to the process for signatures and access to the bank accounts. Due to ongoing process changes and potential policy differences between the two banks, it was determined that Julie Evans would call the banks to request their current policy. The board will determine how many signatures will be required for the checks. Paul Pfeiffer also submitted a request for payment to Rocky Mountain Tree for their initial quote. Robbie Popp motioned for payment of the 4 items requested; Kelli Cheatham seconded; vote was unanimous.

Linda Pfeiffer and Julie Evans will work together to transfer authorization for the checkbooks to the HOA Reserve account and Checking account.

Paul Pfeiffer suggested the executive board meet again soon and schedule a walk of the neighborhood to review boundaries and areas of concern. The majority of the board will walk the neighborhood next Sunday September 5<sup>th</sup>. Kelli Cheatham will set up a time to meet with Paul and Linda Pfeiffer that works better with her schedule.

Following an assessment of schedules, the board will meet again Tuesday September 14<sup>th</sup> at 1900.

Kelli Cheatham motioned to end the meeting; Mark Lindeman seconded; meeting adjourned just after 2200.

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Minutes submitted by Kelli Cheatham, Secretary, August 31st, 2021.