12/23/25

Clark Gaddie called meeting to order at 12:30pm

<u>Pre-Winter HOA Budget Meeting and Welcome New Board Member</u> - 12/23/2025 12:30 PM held at the Weller Fire Station

<u>Roll Call of BOD</u> – All current BOD's must be present to waive Bylaw requirement of IV 8. Regular Meeting 5-day notice per BL IV 10. Waiver of Notice. No official meeting notice was sent out via. email. All HOA BOD members were in attendance

<u>Notice of Meeting</u> - coordinated via text messaging by President Clark Gaddie on Wednesday 12/17/25

<u>Reading of minutes of preceding meeting</u> – Mark Norman motioned to wave reading of minutes, Marc Moehlman 2nd, motion carried unanimously

<u>Welcome newly appointed Board Member from 10/30/25 meeting</u> - Marc Moehlman was welcomed and accepts duties to fulfil Dan Harrell's 2024 elected 3-year term of Treasure until Summer meeting 2027

Marc is set up with ENT bank and began taking over budget.
Marc has been appointed through June of 2027 to replace Dan Harrells' vacated position

<u>Current PTCR HOA officers and Director positions</u>

President	Clark Gaddie
Vice President	Mark Norman
Treasurer	Marc Moehlman
Secretary	Pam Sheldon
Director-at-Large	Paul Ragan
Director-at-Large	Cindy Ragan

<u>Reports of Officers</u>

- President's Report – Clark Gaddie
  - Updates affecting the HOA
    - BLM Access Increase per TCR/Highlands HOA meeting 12/6/25, they will supply details at our HOA Winter meeting.
    - BLM Shooting Range Update – Other HOA's in area, BLM approved this prior to closing their office

- Treasurer's Report and Handoff – Marc Moehlman
  - Bank Account access, he is currently on account
  - Accounting System access, he's functional, can pay bills and collect funds but will need additional training to manage better in accounting application
  - Automatic Dues Notification, completed
  - 2026 Proposed Budget – Winter Meeting Business Requirement. Notice must be mailed out 14-days minimum in advance prior to The Winter HOA meeting per CCIOA as our dues exceed $400. If there is no change from previous year, it will not need to be voted on at HOA membership meeting per legal.
  - Dues violation and all violations need to be written up formally before HOA can act on it (should be paid either quarterly or one payment for year)
  - Marc Moehlman has been confirmed to be the one to send out the non-compliant covenant violation of payment, per our covenants allows 2 options of payment for dues; annually or quarterly. Due to privacy issues and not a formal written

complaint, we voted to allow the Treasurer to take the reins on notifying any individual in violation.
Mark Norman made a motion, Clark Gaddie 2nd , motion carried unanimously.

- ORDER OF ENFORCEMENT per Section 305 of the covenants, 1ST is "the declaration" or AKA the covenants, 2nd articles of incorporation then, 3rd By-Laws, lastly policies as noted
- Projected 2026 budget for end of year will be what we currently know.

Reports of Committees – if any changes from 10/30/25 meeting report

- Covenants Control Committee Chair – Pam Sheldon
- Architectural Control Committee Chair – Mark Norman
  One new build is looking to get CO soon; another is progressing well with propane and water connected; temporary propane tank has been removed and backfill is 75% complete at another home being completed; permit pulled for detached garage; garage addition is almost done with rooftop solar planned; landscape job has been complete; ground mounted solar project almost complete.
- Commons Area Committee Chair – Paul Ragan - plexiglass needs replacement – spring need monument wall work done – solar lights – removal of dead shrubs
- Propane Committee Chair – Cindy Ragan assisted by Clark Gaddie

Unfinished Business

- Propane Tank Covenant Violation legal action; fees need to be tallied up to be sure we are not over budget because of the ongoing legal fees that are currently being paid (a special assessment may or may not be needed in 2026 or for calendar year 2027)
- Propane Tank Painting – looking for colors and approval by Glaser
- Security Cameras – Terry Sarver and Clark Gaddie, Clark Gaddie will install new Signs in neighborhood
- Website Posting update – Mark Norman is working with Terry Sarver to take on our website postings due to Dan Harrell's vacated role (*public awareness from DORA needs to be included on website as soon as Mark gets it from Cindy Ragan) Mark Norman will act as the liaison for the HOA to get with Terry Sarver and assist in posting documents and updates that need to be made.

New Business

- Update regarding legal representative call with Debra Oppenheimer, Clark Gaddie, and Mark Norman 9:30 AM Friday 12/19/25. Budget notice, Summer and Winter Meeting notice procedure, (mail, hand delivered, and email) Bylaw change procedure, Order of enforcement of documents, Registered Document requirements, Website Posted Documents, BOD's to update posted Bylaws, Notice of meetings to direct members to the website to include website address, number of BOD's, and BOD Elections and replacement appointments due to resignations.

- Add email/electronic mail to the by-laws. We need to physically print the updated email acceptance into the by-laws.

Amendment to Article III section 5 is being amended. Motion made by Clark Gaddie and Marc Moehlman, unanimous agreed among all HOA board members.

Shall read as follows:

5. Notice of Meetings, The Secretary shall cause to be emailed, mailed or delivered a notice of each annual or special meeting, stating the purpose of it and the time and place it is to be held, to each Member of record, at the contact information of each member maintained by the HOA

Secretary, at least fifteen (15) days , but not more than thirty (30) days before such meeting. The communication of a notice in the manner provided in this Section or the delivery of such notice shall be considered notice served, and the certificate of the Secretary that notice was given shall be prima facie evidence of it.

- Set new date for 12/7/25 canceled Winter HOA Budget meeting Summary and review of the 2025 PTCR HOA financials. Proposed date of Sunday 1/18/2026 4:30 PM
- Review and approval of the proposed 2026 HOA Budget
- Bylaw changes to meeting notification methods and any other proposed changes.
- Discussion of other matters of interest to the HOA to include Winter meeting agenda Bylaw change notification, as passed at this BOD meeting.
- Propane Equipment Ownership and Insurance - working with Water Board

Adjournment

Clark, motion to adjourn 2:00 pm

All in unanimous agreement.