

# Meeting Minutes for High Pines Owner's Association (HPOA)

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## Board of Directors (BOD) Meeting

**Date:** March 20, 2025

**Time/Location:** 6:30 pm at Jim Sittner's house

### Members Present:

- Jim Sittner, President
- Steve Ingersol, Vice President
- Jeremy McIntire, Treasurer
- Christie Beverly, Secretary
- Sara Kershaw, Member-at-Large

### Members Absent:

- Rich Hansen, Ex Officio/ACC

### Call to Order

Jim called the meeting to order at 6:34 pm.

### Secretary's Report

- *Approval of February 21 Meeting Minutes:* Jim motioned to approve; Jeremy seconded. All in favor. **Approved.**
- *Approval of December 11 Meeting Minutes:* Still trying to track down Dion Kearney's resignation date for record keeping. Christie will email Dion. All **approved** pending date.
- *Approve Welcome Letter:* Jim motions to approve. Jeremy seconds. **Approved.** Christie will get names and prepare letters for new owners from last summer till present.
- *Wording for Woodmoor Public Safety/Greenhouse Survey:* All agree on wording but add an "I need more info" or "Other" answer along with a comment box at the end. Christie will email it out to the neighborhood.
- *HPOA Seal:* The governing documents state the Secretary maintains an association seal. Do we have one? Jim said his attorney told him we don't need one as it's an outdated practice.
- While cleaning out his house, Joe Berube found old hardcopy plans of the neighborhood. What are we doing with old documents and who stores them? Christie will keep these for now.

### Treasurer's Report

- *Insurance:* Insurance renews on May 1. This year is \$2,126 for HOA insurance. Increase of only \$100. Jim motions to stay with current company. Sara seconds. **Approved.**
- *Shared Workspace Update:* Besides Google Workspace, Jeremy found Zoho as a similar resource for less money. Zoho will also give us email addresses and it will get passed down to next person, maintaining email history. It's like Google with forms, docs, spreadsheets but includes dedicated emails. Jeremy will start a trial and invite us so we can play around with it.

## **Vice President's Report**

- *Archives and historical documents:* Trying to track down old files, Steve contacted Roy Martinez to see if he has any hardcopy HPOA files. Roy said a box was left with the house when he purchased. After vacation, he will see what documents he has. Steve uses The Blueprint Company to digitize old blueprints (not sure if they digitize standard size documents), and they maintain a record of all digitized files as a backup. We should research digitizing old HPOA files.
- Why do we still have the name of an attorney that we have no association with on the website? Jeremy will ask Paul to remove/delete the attorney on the HPOA website.

## **Ex-Officio and ACC Report**

No report – Rich absent.

## **Member at Large Report**

- *Complaints:* The last meeting we discussed the ACC being point for complaints but never decided anything. Previous boards have not been responsive/timely because there was no set person for complaints. WPS will do this if we hire them, but in the meantime, we need a set point person with name and contact info. Steve has offered to be that person but thinks the board should share responsibility throughout the year. Currently, Jeremy's personal cell is listed on the website for complaints, and he'd prefer to remove that. He will check on a VOIP number that we can forward to board members' phones. For now, will keep Jeremy's number but he will forward complaints to Steve.

## **President's Report**

- *Attended March NEPCO Meeting:* Subject was HOA & Home Insurance and Wildfire Risk Reduction. El Paso County had the highest number of claims for hail and fire last year. Monument Fire Protection District will do free evaluations of your property for fire risk. Steve talks about the Woodland Urban Interface (WUI) standards for the West side of I25 now pertaining to new housing on the East side of I25, but WUI standards are informative for "older" houses. Christie mentions that Monument Fire does the slash chipper for neighborhoods. Jim asks Sara to look into scheduling them for HPOA. Christie will send Sara the info. Jim mentions we should also consider having a day or weekend where the HPOA brings in dumpsters for a community trash day.

## **Old & Continuing Business**

- *Revision of Governing Documents:* Steve sent out updated governing documents incorporating everyone's comments. Please review and send additional comments. Jim sent out revised restrictions; please review and comment. Jim talks about two types of nuisances – private (loud music, etc.) and public (codified in state, county, fire district, etc.). We can fine for both but need to clearly identify and state nuisances so we can handle them consistently. We also need to figure out where to address short-term rentals and what we're legally allowed to do.

We should include wording requiring that the homeowner of longer-term rentals provide the HPOA with either the tenant's name or management company x number of days before lease begins to ensure the board has a point of contact for that home. Jim has forms like this for his rental properties and will send them to use as samples. Rules are easier to update than the Bylaws and Covenants, so we need to ask legal and consider what to address in the governing documents vs the rules. Discussion about proxy ballots – need some procedure in place with a time cutoff so we don't take proxies at the door; will have to ask attorney for legal opinion. Jim will send proxy ballots from his other properties that we can review and use for our procedures. Will also send proxy information with annual meeting notification to be proactive against last-minute proxies.

### **New Business**

- *NEPCO Representative*: Roy Martinez has been the HPOA NEPCO rep for the last year. Steve motions that Roy remain our NEPCO representative for this year. Sara seconds. **Approved.**
- *Webmaster*: Paul Pirog is currently updating the HPOA website. Steve motions that Paul maintain his position as webmaster. Sara seconds. **Approved.**
- *Review Candidates for HPOA Attorney*: Steve sent the board 3 initial options to review. Altitude Law was also suggested to him, but he has a conflict of interest so didn't include them this round but can if we want another option.
  - *Valerie Cox*: Jeremy knows her. She is sole practitioner of her own law firm, experienced in HOA law, updating/creating HOA gov docs, recently helped remove short term rentals for a HOA, seems very capable. Proposal didn't include costs.
  - *Orten Cavanagh Holmes & Hunt – Lauren Holmes*: Managing Partner of larger firm specializing in HOA law. Office in C. Springs, but primary office in Denver, so well informed with changes in state regulations. Very capable and solely specializes in HOAs.
  - *Debra Eiland*: Who the High Pines patio home used. They said that although she got the job done, they'd go with someone else in hindsight, but she was reasonably priced.

Decide that we should interview Valerie Cox and Lauren Holmes. Steve will contact them and work on setting up interviews. Some questions that we need to ask: as an LEC vs CCIOA regulated subdivision, can we legally ban STRs or just limit them? Also, now that we're fully built out and an older HOA, who is the "Declarant" in gov docs? Regarding leash laws, discussion about people walking through HOA without leashes, but can't enforce if they do not live in our HOA.

Date of next meeting is Thursday, April 17<sup>th</sup> at 6:30 pm at Jim's house.

Jim motions to adjourn. Sara seconded. BOD meeting adjourned at 8:46 pm.

*Meeting minutes prepared by Christie Beverly, HPOA Secretary*