

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

Board of Directors (BOD) Meeting

Date: June 19, 2025

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

Members Present:

- Jim Sittner, President
- Steve Ingersol, Vice President
- Christie Beverly, Secretary
- Sara Kershaw, Member-at-Large
- Rich Hansen, Ex Officio/ACC

Members Absent:

- Jeremy McIntire, Treasurer

Call to Order

Jim called the meeting to order at 6:38 pm. We have a quorum.

Secretary's Report

- *Approval of Meeting Minutes:* No changes to either the special meeting on May 3rd or the monthly meeting on May 15th. Christie motioned to approve, Steve seconded. All in favor. **Approved.**

Treasurer's Report

- No report – treasurer absent.

Vice President's Report

- *Governing Document Updates/Legal:* We are into the second drafts of Declarations and Bylaws with attorney Valerie Cox. Steve asked Valerie to start checking on mortgages for current requirement of lender approval to Declaration amendments; thus far, 27 properties have mortgages. (*UPDATE: Final tally is that HPOA has 62 lots; 48 properties have a total of 61 mortgages; and 14 properties are mortgage free.*) Valerie suggests that in our updated documents, we only notify lenders under certain, rare circumstances, which would ease requirements as state laws change. Need clarification from Valerie than we can remove lender approval on future amendments.
- *Gathering former board members:* Steve contacted the former board members he knew who were still around to check their availability. Steve has tentatively designated Monday evening, June 30, as an informational meeting for former board members to discuss governing document updates. Probably 6:00 at Steve's house. He will send an email invitation soon.

Ex-Officio and ACC Report

- Rich had 1 request for the ACC: Dale Pittock requested to put sections of a lighted arch from Manitou Springs in his backyard temporarily while he fixes it. He originally built the arch, and it needs maintenance, so he asked if he can work on the pieces in his backyard, but it has lots of lights on it. Rich approved the request if Dale works on it during the day and either covers it or unplugs it at night.

Member at Large Report

- *Dates for the HPOA informational meeting:* Sara reserved the Monument library community room for July 12th (Sat AM), July 15th (Tues PM), and a backup date of July 24th (Thurs PM). We agreed on July 12 and July 15, with a Zoom meeting in August to catch anyone who can't attend the in-person meetings. Sara will draft an email, and Christie will send it to the membership.
- Sara asked about an agenda for the community meetings, or how best to present the information. Steve suggested we put together a 1-page position paper to hand out with concise bullet points, including sections listing major and minor changes. Biggest change so far will be tightening up on leases, both long term and short term. The rest is mostly tweaking or updating to comply with new state laws. Valerie is providing a document of major changes required by the state. It would be nice to take an informal vote at these meetings to see what people think.

President's Report

- See old/continuing business.

Old & Continuing Business

- *Status of Governing Documents:* See updates in Vice President's report above.

New Business

- Need to discuss redlines to the Declaration so we can return it to Valerie.

Sara motions to suspend meeting to discuss Declaration redlines and legal comments. Rich seconds.

Jim motions to return to board meeting. Rich seconds. Back in session.

Declaration Changes

- In Section 4.4, Maximum Annual Assessment: Steve motions that we require a vote of the members to be 60%. Rich seconds. All in favor. **Passed.**
- In Section 4.5, Special Assessments for Capital Improvements: Steve motioned to set quorum at 25% and the percentage of people eligible to vote at the meeting is 60%. All fractions resulting from that need to be rounded up. Rich seconds. All in favor, **Passed.**
- In Section 1.7, Assessment Unit: Steve motions that an ADU is assessed at the same rate as a standard single-family residence. Sara seconds. All in favor. **Passed.**

- In Section 5.1, Applicability: Sara motions to add that an owner is allowed to place only 1 ancillary structure on the lot, to include shed, greenhouse, or ADU. Rich seconded. All in favor. **Passed.**
- Section 10 First Mortgagees and Section 11: General Provisions: Steve motions that we need a prior written consent of at least 60% of members. Jim seconded. All in favor. **Passed.**

Date of next meeting is **Thursday, July 10th** at 6:30 pm at **Steve's house**. This is a week early and location change due to board members' traveling.

Sara motioned to adjourn. Rich seconded. BOD meeting adjourned at 9:00 pm.

Meeting minutes prepared by Christie Beverly, HPOA Secretary