

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

---

## Board of Directors (BOD) and Governing Documents Planning Committee (GDPC) Meeting

**Date:** February 7, 2025

**Time/Location:** 6:30 pm at Steve Ingersol's house

### Members Present:

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

### Members Absent:

- None

## BOD Meeting

Jim called the meeting to order at 6:33 pm.

He provided us all a copy of a simplified Robert's Rules of Order to use this year. He asks that most agenda items be addressed under each board member's report.

### Owner's Comments

Steve had a note on short term rental (STR) on Melanie Ann Ct: The new neighbors were not happy to hear about the STR, as it was not disclosed to them at time of sale. Had they known, it *may* have affected their decision. It's not advertised on a typical STR site, but on a military rental site, so their realtor may not have known.

### Board Member Reports

#### ***Vice President***

- *Meetings:* Steve asked that we all come to the next meeting with blackout dates so we can effectively schedule out meetings for the year. We will need monthly meetings, especially for the governing document updates.
- *Safety:* No update. Chief Nielson spoke primarily informational stuff at the annual meeting.
- *Attorney:* Steve's attorney (Karen Reutzel) is willing to help with document updates (redline, legal review, etc.), but not be on retainer for HPOA. He and Jeremy have recommendations for other attorneys. Bring names to the next meeting and we can start the search then.

High Pines Patio Homes have recently updated their governing documents, so we should get their insight. Jerry Williams, the point of contact (POC) for the patio homes said he wished they had done some things differently, so maybe we should invite him to a future meeting. Rich says he will also talk to Paul Pirog for his knowledge and network.

Steve says we will need to interview attorneys to select the right fit. Timeline—we should have someone selected by the April meeting to keep this moving.

### **Secretary**

- *Approval of November and December 2024 BOD Meeting Minutes:* To save time, we will table this until the February 21 meeting. Send Christie your edits by next Friday, February 14, and she will compile them for approval at the next meeting. Steve will send addendums to the December meeting so Christie can add them to the minutes.
- *Approval of 2025 Annual Meeting Minutes:* Will also table this until the next meeting. Send edits to Christie by next Friday so she can compile them for approval at the next meeting.

### **Treasurer**

- *Tax Returns:* Jeremy would like to get the tax returns off the HPOA website due to privacy and security concerns. Jeremy motions to remove the tax returns from the HPOA website, Rich seconded. Voted unanimously in favor.
- *2025 Budget:* Nothing new except for increased assessments to \$175. We have a carryover of \$4,500 from last year for legal fees since the governing document update didn't start last year, and Jeremy projects another \$2,500 for the following year. However, legal fees for a full governing document revision could be \$10,000 and that doesn't include going to court to change declarations. That's about what the patio homes spent on their updates. Some discussion on whether this will take 2-3 years, but Steve thinks this is achievable in one year. He is uncomfortable with our exposure on the legal side. Attorney may require a letter of engagement and retainer immediately (approx \$3,000). Sarah brings up additional Woodmoor Security fee if we choose to go that way, but that would be an assessment.
- *Check Signing:* We need at least two people, and historically, it's been Jeremy and the secretary. Rich says since the president changes every year, the treasurer and secretary should sign checks since they're generally a longer term. Each time the president changes, you have to go to the bank for paperwork in person. Jim says Article 9 states that the president shall co-sign all checks, and he would like to change that. Jeremy says not all checks need two signatures. Maybe we set a threshold that higher checks require two signatures; all others can be one signature.

Rich asks what's the biggest expense? It's to Chris Taylor's accounting/bookkeeping company (P3 Data Systems), about \$1,800/year. Steve asks if the company is worth the price. Jeremy

says they're basically charging \$100/month to reconcile accounts (bank account, CDs, investment, etc.), and excluding dues at the beginning of the year, we only have about 20 transactions per year. Although the service is convenient, it may not be in the best interest of the HPOA; however, the service is intertwined with the accounting system we use.

Jeremy would like to look at moving away from them and looking at a new software system. As an accountant, he can do most of what they're doing, but it would be more difficult down the road if another person becomes treasurer who doesn't have an accounting background. Steve says we could save that \$1,800 and use it for an attorney. Jeremy says we've already paid for 2025, but we can look at other options for next year, perhaps a hybrid option or Quickbooks.

Back to the check signing, one issue is that all checks are electronic, and the bank doesn't support multiple signers electronically. It used to be People's Bank, now it's something else. Jim asks if we need to change banks. Jeremy says we would need to order paper checks and those can be processed with multiple signers, but that also creates issues with electronic debits. He suggests a better process is that instead of check signers, we do a payment authorization that authorizes either the treasurer or secretary to issue the check. Jim says we need to stick to protocol as closely as possible. Jeremy says that the HPOA has been doing electronic checks for years, dating back to the previous treasurer, Chris Taylor. Steve agrees that payment authorization situations are essentially the same as dual authorization on checks.

Jim suggests tabling the final answer until the next meeting.

### ***Ex-Officio Director***

*Complaints:* Jim says that looking at other community's documents (Woodmoor, etc.), we need a clear list of what we're authorized to do, who to contact (i.e., if it needs to go to the sheriff/county), as there are limits to what an HOA can do (fines, etc.). Our bylaws/declarations say we need 3 people on the ACC committee. It would be beneficial if at least one of them has a construction or developer background. Steve has volunteered to serve on this committee.

Jim's idea is that we give them the authority to be the POCs for violations. If they don't have the authority, they can pass it on to sheriff if it relates to assaults, etc. The ACC is limited in remodeling as interior is outside the ACC purview, but sometimes remodeling becomes a county issue if permits or certificates of occupancy aren't followed, or if construction spills over into neighboring yards. Homeowners shouldn't have to take matters into their own hands.

Rich says we don't have much building going on, as we're fully built out, so the last 4 years has been some patios, deck extensions, reroofing, and repainting exteriors.

Jim says the board has the right to appoint committees, so he suggests we appoint a subcommittee of the ACC for violations (parking, dogs, fire, lights, etc.). How does this fall under

the ACC? We need someone specific for violations...the members need to know who to contact for nuisance violations, and currently there's confusion on who to contact and how.

Jeremy says there's a form on our website that sends him an email with only the owner's contact information, so Jeremy contacts them to see what they need. We can consider different forms or a phone number that forwards to someone on the board.

Christie mentioned she's looked into Google forms and will discuss at the next meeting.

Rich says it really depends on what type of complaint we're getting. Recently, it's been dog complaints, but then they have to call county animal control.

Jim says Woodmoor's complain system is straightforward and very clear, whether Woodmoor Public Safety (WPS) can handle it or if you need to contact another entity. Steve says WPS will verify reported violations (i.e., if barking for 10+ minutes). It removes the "he said/she said" situation by providing unbiased verification of complaints.

### ***Member at Large***

Sarah says she's willing to help with complaints. Mainly just listening and learning for now. Agrees we need a set form and protocol for complaints.

### ***President***

Jim says the ACC needs Rich and another person. Sarah volunteers to be a second member.

Jim makes a motion to appoint Steve and Sarah to the ACC committee and authorize the ACC committee as the POC for all violations. Jeremy seconds. Unanimously approved.

### **Old Business**

Everything has been previously covered in the reports.

### **New Business**

All new business moved to the meeting on February 21, 2025, at 6:30 at Jim Sittner's house.

Sarah motions to adjourn. Rich seconded. BOD meeting adjourned at 7:30 pm.

## **Governing Documents Planning Committee (GDPC) Meeting**

Steve began the meeting saying most of this is prep for the next GDPC meeting where we start comparing documents. He handed out copies of our current governing documents that he reviewed and provided suggestions. He is trying to give us something to start with and think about. He comes from a Process Improvement background and has already consulted with his attorney (Karen Reutzel) about trying to find best practices for HOAs in Colorado.

In the “Restated Declaration of Covenants, Conditions, and Restrictions” document, some of the early paragraphs don’t apply anymore. He has highlighted everything to start thinking about. Yellow highlight is new suggested text, red text is proposed deletion, and aqua highlight needs legal review/comment.

On the “Restrictions/Rules” document – any new outbuildings will need to comply with the new Woodland Urban Interface (WUI) guidelines even if the house doesn’t comply. These will need to be our rules. Exterior/footprint changes. Internal changes, not everyone has permitted everything, but limited in what HOA can do.

Complaints: Rich said parking and dog are biggest complaints. Rich says we don’t have any say in parking due to state statutes. Steve says we have limited say in parking. Steve talks about dog complaint with his neighbor, dog bit person and another dog. Steve says the board’s role is to deescalate these complaints. Nuisance complaints need to be strengthened.

Jim looks at the Woodmoor Improvement Association (WIA) for how they handle complaints. Quotes from WIA about WPS Role in Covenant Violations. They are very specific on fines, how they notify people, follow-up, etc. This is a good example.

Fireworks in WIA are zero tolerance...\$2,700 fine the first time. Rich asks about fire pit rules in Woodmoor – they are detailed but reasonable. Rich has gotten complaints about firepits. Steve talks WUI requirements (1/8 inch mesh) on top and cool exterior firepits. Complaints are both smoke smell and fire danger. We need to be firewise (e.g., dead bushes/fireload under soffits and into attic). Steve has a sample of a firewise vent, ceramic mesh when certain temp reached, shuts down the vent. Another example is replacing plastic roof vents with metal and smaller mesh. Should be educational for the neighborhood.

Best Standards and Practices: have an odd number on Board so there’s never a tie vote. Steve thinks ex-officio is important, but maybe we make it a non-voting member to keep odd numbers. Member-at-large should stay as voting position. Declarations dictate a voting member.

Steve thinks there are probably other topics that need to be in our governing documents, so he printed out his suggestions for all of us to review/brainstorm.

Jim printed out only a few copies of Woodmoor’s but they are online. We can use these for a sample as Woodmoor’s rules fit our type of HOA. Similar area, similar rules.

Steve asks everyone to read through all these documents, send feedback to him, and we can discuss feedback for inclusion. Once this is done, these should last a while. Steve says we need legal on retainer for changes like this, like accessory dwelling units (ADU).

Jim: looking at state laws/regulations, we can’t stop home based business, but it has to be by owner/renter of home. What happens when renting out to another business? We can include reasonable parking rules, but how do we enforce them? What do we do in the meantime if document updates take years. Pressure in the short term – how? Melanie Ann STR is a hospitality

business, not a 6-month type rental. Steve suggested we look at Woodmoor's application for STRs, it's on their website. Some rumors about current residents potentially thinking about doing STR when they go on vacations, but waiting to see what we do.

Final comment on nuisance: Brian Bush (of WIA) said the reason Woodmoor can enforce what they can is because of nuisance complaints. It's easier and cheaper to de-escalate before legal gets involved and have to go to court.

Jim – question as a small HOA, do we have the statutory right to do liens? Steve said that's a legal question. His attorney says yes we can, but probably need to defer to attorney on retainer.

Steve: faster we can take this to an attorney, faster we can take it to the constituents. Patio homes did this and even had a hard time getting the 2/3 votes. Concurrent with doing the document revisions, they sent letters to first mortgagees, which our declarations require. And if they didn't respond in 90 days, they logged it all and kept it on record.

See the email Roy and Jim sent out about HOA webinar from Colorado DORA.

Steve said this is probably going to be a door-to-door effort to get a 2/3 votes for approval. Even the best attended annual meeting was maybe only half of the homeowners.

Please return comments/edits on meeting minutes from the November, December, and Annual meetings to Christie by next Friday, February 14, so she can prepare them for approval at the next meeting.

Move to adjourn at 8:22 pm.

*Meeting minutes prepared by Christie Beverly, HPOA Secretary*