

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

Board of Directors (BOD) Meeting

Date: May 15, 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
- Rich Hansen, Ex Officio/ACC

Call to Order

Jim called the meeting to order at 6:38 pm.

Secretary's Report

- *Approval of April 17 Meeting Minutes:* No changes. Christie motioned to approve, Jim seconded. All in favor. **Approved.**

Treasurer's Report

- *Update on Finances Year-to-Date:* All finances are on track for this time of year with no surprises. Budgeted about \$4,000 for legal services, and that is about on track with Valerie Cox's fee. Steve asks how much we pay into reserve fund...Jeremy says there's not a set amount. Past BODs would put money into CDs when it hit a certain amount. As those CDs end, he's transferring it into another type of investment account that's less restricted, but some savings are still locked into CDs.
- *Website Transition:* Jeremy sent us a draft website to review and send comments back to him.
- *VOIP:* Jeremy researched VOIP options instead of posting board members' personal phone numbers on the website. \$350/year is the cheapest one. We will think about that.

Vice President's Report

- *Governing Document Updates/Legal:* Steve received the first draft documents back from Valerie and will send the copies to everyone. He asked that we compare our old documents to what Valerie sent and send him our comments by Monday, May 19. He will also send a third document with a timeline showing when each state statute changed so we can explain to the neighborhood why these changes are needed.
- *NEPCO Meeting Attendance:* Steve, Christie, and Roy Martinez all attended last week's NEPCO meeting with an HOA Forum on various topics. Steve shared some information we learned about how state laws affect rules about sheds, clothlines, ADUs, etc. Just some options as we update our documents. Also, if we want to change ACC/covenants type things, do we do it all

together with the Declaration, Bylaws, and other governing documents, or do we hold some of the easier-to-change things back for the BOD to add in later. If we have the 5-part governing documents (Declaration, Articles of Incorporation, Bylaws, Policies & Procedures, Rules & Regulations), then maybe we focus on updating Declaration and Bylaws first, getting updated to conform with state laws, and hold off on changing the easier documents for later? Something to consider.

Ex-Officio and ACC Report

- Nothing to report.

Member at Large Report

- Nothing to report.

President's Report

- See old/continuing business and new business below.

Old & Continuing Business

- *Status of Governing Documents*: See update in Vice President's report above.
- *Minutes for May 3rd Special Meeting*: Steve mentioned that that we will need meeting minutes for the May 3 Special Meeting with Valerie since we voted to be a Limited Expense Community (LEC). Christie and Steve will work to create these separate meeting minutes.
- *Bucees Update*: Christie provided an update that the Town of Palmer Lake will vote on annexation eligibility for Bucees at their May 29, 6:00 pm meeting. Will need as many people as possible to show up and bring their yard signs. Media will be in attendance. Location might move since a large crowd is expected.

New Business

- *Blank Rental Form*: Christie drafted a Rental Registration Form based off a sample Jim provided from another community. Discussed minor edits. Christie asked if we want a copy of the lease as stated on the form. In lieu of the full lease, create a form verifying that the tenant has read and agrees to the HOA governing documents. Discussion about STRs vs friends, family, house sitters staying at houses while owners are gone. Decide to just get the form updated and implemented soon.
- *Woodmoor Chipping Days*: Jim passed around a flyer for Woodmoor Chipping Days and wants to send to HPOA members. Christie will draft an email about FireWise and include links to resources including these Woodmoor chipping days, Black Forest Slash, maybe The Dump, along with FireWise general resources and links. NEPCO's website has some resources.
- *Planning for HPOA Community Meetings*: Sara asks what our timeframe is for the meetings? June and July are busy with summer travel. Steve said the patio homes had three meetings: two in person and a third online. Discussion about needing 2/3 vote. We agree to hold two in-

person meetings, along with a Zoom (Steve's account can accommodate 200 people and he's happy to host). All 3 meetings will essentially be the same or similar information for different crowds at different times and formats. We will use the Woodmoor Barn, it's \$75 to rent and is a familiar location. Steve thinks we should contact previous board members to help lend credibility to this effort and act as goodwill ambassadors. Timeline—before the next June BOD meeting, we should have our feedback to Valerie and have second drafts returned. We set a hard deadline of early July for documents that HPOA members can review. Meetings in July/August. Maybe start the 60 days on 1 September, which puts the vote at the end of October before holidays begin. We should schedule the voting meeting so we can start getting proxies...must abide by proxy voting rules in current Bylaws. If we don't get the 67%, then we will end up knocking on doors for the vote. Let's go ahead and set tentative dates for the three meetings and discuss them at the June BOD meeting.

- *Draft of Open Reply to Concerned HPOA Members:* Jim has received emails from concerned HPOA members after his last newsletter. One contacted Christie when they didn't receive a response. BOD discussed response times to emails as we are volunteers yet need to be responsive. Jim drafted a follow-up letter responding to the questions and handed out his draft for our review. Send all comments to Jim in the next day or so, and then Christie will finalize Jim's letter and send to the membership.

Date of next meeting is Thursday, June 19th at 6:30 pm at Jim's house.

Rich motioned to adjourn. Sara seconded. BOD meeting adjourned at 9:08 pm.

Meeting minutes prepared by Christie Beverly, HPOA Secretary