

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

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## Board of Directors (BOD) Meeting

**Date:** December 9, 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
- Rich Hansen, Ex Officio/ACC

### Members Absent:

- Sara Kershaw, Member-at-Large (family commitment)

### Call to Order

Jim called the meeting to order at 6:41 pm. We have a quorum.

### Secretary's Report

- *Approval of November BOD Meeting Minutes:* Minor edits to last month's minutes based on Steve's feedback. Asked Rich for clarification on ACC approval address and added to minutes. Steve motioned to approve, Rich seconded. All in favor. **Approved**.
- *Approval of December 3 Special Meeting Minutes:* One minor word change in election results. Jim motioned to approve, Rich seconded. All in favor. **Approved**.
- *Annual Meeting Minutes:* Will need to review last year's draft annual meeting minutes at the next annual meeting on January 20, 2026. Christie will attach last year's draft minutes to the email announcing the meeting so members can review beforehand.

### Treasurer's Report

- *New Financial System:* Jeremy has been testing a new financial system this year, and he will transfer over to the new system and go live on January 1, 2026. This change will save us \$400 for the accounting system and \$1400 for the company's services. A company called Numeric Strategies will continue to do our taxes.
- *Annual Meeting:* Steve requested that we make hard copies of our financials for the annual meeting because the spreadsheets are difficult to read when projected on the screen.
- *Annual Dues:* Rich motioned to keep annual dues the same at \$175; Jeremy seconded. All in favor. **Approved**.

### Vice President's Report

- See Governing Document Updates in *New and Continuing Business* section below.

### Ex-Officio and ACC Report

- Nothing to report.

## Member at Large Report

- Absent.

## President's Report

- See *New and Continuing Business* below.

## New & Continuing Business

- *Annual Meeting Planning:* Scheduled for Tuesday, January 20, 2026. Barn reservation begins at 6:00 pm, so BOD will set up from 6-6:30, social begins at 6:30, and business meeting at 7:00. Need to wrap up by 8:30 to vacate building by 9:00.
  - Christie will draft a questionnaire for members to fill out at the meeting to help BOD prioritize focus for next year. Will send to the BOD for thoughts/review before finalizing.
  - Sara will order and pick up pizzas before meeting.
- *First Meeting of New Board:* Thursday, January 29<sup>th</sup> at 6:30 at Steve's house. Agenda will be to calendar out the year as much as possible.
- *Governing Document Updates:*
  - Jim and Christie signed the Declaration and Bylaws with a notary on December 5, 2025, and Steve delivered the documents to the county recorder the same day. El Paso County Clerk and Recorder was \$43/document, so \$86 + \$2.32 service fee = \$88.32. Once recorded, the county will mail them back to Steve who will scan them in. We need to post them to the website to fulfill legal requirements.
  - BOD received email from Valerie with her final billing and the amount that is outstanding. Final total for all legal services was \$7,250, but since we initially paid \$4,000, it leaves \$3,250 outstanding, plus \$72.50 in expenses. Jeremy motions to accept Valerie's fees; Jim seconds. All in favor. **Approved.**
- *Request from Roy Martinez about BOD letters to Town of Palmer Lake and NEPCO regarding Buc-ee's:* BOD discussed Buc-ee's opposition earlier in the year, taking an official stance against Buc-ee's development but never ended up writing a letter. BOD agrees we should write an official letter and send it to the Town of Palmer Lake and county commissioners. Jeremy will draft the letter for BOD review. Also, NEPCO has been unwilling to take a stance on Buc-ee's. Steve will draft a letter to NEPCO expressing disappointment with their avoidance of the Buc-ee's matter and request they do more to support the HOAs in their organization.
- *Concrete Fence along Piney Hills Point:* Regarding Paul Pirog's earlier letter about the concrete fence, Steve sent a letter to the patio homes HOA asking if they have a plan or maintenance schedule for that section of fence. He has not received a response. See Addendum for follow-up discussion.

Date of next BOD meeting is **Thursday, January 29** at 6:30 pm at Steve Ingersol's house. Jim motioned to adjourn. Rich seconded. BOD meeting adjourned at 7:46 pm.

*Meeting minutes prepared by Christie Beverly, HPOA Secretary*

## Addendum: Follow-up Email on the Piney Hills Concrete Fence

**Subject:** Patio Homes Fence & Curb questions

**Date:** Tuesday, December 16, 2025 at 5:22:07 AM Mountain Standard Time

**From:** Steve Ingersol

**To:** Jim Sittner, Secretary HPOA, Sarah Kershaw, Treasurer HPOA, Rich Hansen

**CC:** guitarjers@gmail.com, Jonathan Flanner, Paul Pirog, schiPmn@gmail.com, Roy Martinez

**Attachments:** HPPHA Major Amendment 2005.pdf

I spoke with Jerry Williams, a member of the High Pines Patio Home Association on Wednesday, 12/10/25. In summary:

### **CONCRETE FENCE** - along Piney Hill Pt

- The patio homes do not have the funds to repair/replace the concrete fence bordering High Pines Owner's Association
- They are willing to split the costs with the HPOA or individual property owners - depending on amount - for any R&R the concrete fence may require
- Timing of any repair is problematic
- Patio Home membership in general is indifferent to the repair and maintenance of this particular fence as they do not believe it adds value or benefit to their community even though it's fully placed on their common property and clearly noted on the approved plat major amendment of February, 2005 (see attached)
- The patio homes added this fence to their liability insurance this past summer

### **CURBLINE** at the junction of Piney Hill Pt and Kenneth Lainer:

- The County told the HPPHA that the broken curb belonged to the County and therefore, the patio homes were not authorized to repair/replace the broken curb in question.
- The County's directive was verbal and delivered on-site by a County road maintenance supervisor
- The County directive applies to either end of Piney Hill Pt where the private road intersects both Doewood Dr and Kenneth Lainer Dr.
- The patio homes have submitted a formal request/work order for the County to repair these curbs
- The County has been unresponsive to their request to date

NOTE: This report needs to be an addendum to the HPOA BOD minutes of the December 9 BOD meeting as a follow-up to board discussion on these issues.

Respectfully Submitted,

Steve Ingersol

VP - HPOA Board of Directors



## HIGH PINES PATIO HOMES

PUD DEVELOPMENT PLAN

VICINITY MAP

TRUE VISTA CIRCLE

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Unless noted as having been recorded, all observations depicted on this drawing are subject to change and, at this time are only the best estimate of proposed construction needs.

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|------------------------------|---------------------|
| GENERAL INFORMATION          |                     |
| NAME                         | ADDRESS             |
| DRIVERS LICENSE NUMBER       | EXPIRATION DATE     |
| TELEPHONE NUMBER             | TELEFAX NUMBER      |
| VEHICLE INFORMATION          |                     |
| VEHICLE NUMBER               | VEHICLE DESCRIPTION |
| VEHICLE COLOR                | VEHICLE MAKE        |
| VEHICLE MODEL                | VEHICLE YEAR        |
| PURCHASE INFORMATION         |                     |
| PURCHASE DATE                | PURCHASE PRICE      |
| PURCHASE LOCATION            |                     |
| SELLER'S NAME                | SELLER'S ADDRESS    |
| PURCHASE COMMENTS            |                     |
| PURCHASE AGREEMENT           |                     |
| PURCHASE AGREEMENT SIGNATURE |                     |

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