

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

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## Board of Directors (BOD) Meeting

**Date:** November 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
- Rich Hansen, Ex Officio/ACC

### Homeowner Guest Present:

- Joe Schiff (Lot 4)

### Call to Order

Jim called the meeting to order at 6:36 pm. We have a quorum.

### Secretary's Report

- *Approval of October BOD Meeting Minutes:* Sara made minor edits to last month's minutes based on Steve's feedback. Christie pasted them into our template for consistency. Rich motioned to approve, Sara seconded. All in favor. **Approved.**
- *Approval of November 3 Special Meeting Minutes:* Minor edit to add the dates and locations for future BOD meetings and the annual meeting in January. Rich motioned to approve, Sara seconded. All in favor. **Approved.**

### Treasurer's Report

- *Annual Meeting:* Jeremy was able to move the reservation at the Barn from Thursday, January 22 to Tuesday, January 20 due to a board member's prior commitment. The rental agreement starts at 6:00, so BOD will set up at 6:00 with the meeting beginning at 6:30 pm.
- *Budget/Financial:* Nothing to report financially. Jeremy and Sara have been working on redesigning/updating the website. Sara will send it to all board members in the next few days for review, and we can discuss it at the December BOD meeting. Paul Pirog can remain the webmaster or any of us can take it on if he decides not to. Briefly discussed shared space/drive and we like the idea of a generic Google account (free) for BOD where we can store digital files consistently as board members may change.

### Vice President's Report

- *Lender Votes:* Update from Valerie that no votes have returned from the lenders.

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

- Two ACC applications this month:
  - 20227 High Pines, Lot 52, requested expanding their deck, and it was approved.
  - 20243 High Pines, Lot 54, requested a split-rail fence, and it was approved.

## **Member at Large Report**

- Nothing to report.

## **President's Report**

- See New and Continuing Business.

## **New & Continuing Business**

- *Nominating Committee Update:* We have one volunteer for VP – Joe Denning; real estate agent with Keller Williams and has lived in High Pines about 8 years. At least 30 days before the annual meeting, we need to publish our list of candidates but will take nominations at the meeting as well. Secretary, Treasurer, and Member at Large all confirmed they plan to continue for another year. Rich will stay on ACC for one more year. Rich recommends that we put Joe Denning on the ballot as candidate for VP and keep current treasurer, secretary, and member at large in their spots. Steve seconds. All in favor. **Approved.**
- *Governing Document Updates:* Not much to report since we're currently in the voting window so the documents have not changed.
- *Voting Update:* Sara provided a spreadsheet with lot numbers/names who still haven't voted. All votes so far are Yes votes. BOD members will continue contacting neighbors to remind them to vote. As of now, we need two more yes votes to pass.
- *Speaker at the Annual Meeting:* Jim has been thinking about speakers for annual meeting. He suggested inviting realtors living in High Pines to discuss what makes an HOA an inviting place. Steve suggests posing this as a Google Form question to the members instead. BOD agreed we don't need a speaker this year and instead have a printed questionnaire with checkboxes and a write in space for suggestions, so the BOD knows where to focus and prioritize next year's business. Christie will compose the questionnaire.

## **Homeowner Forum**

Jim thanked Joe Schiff for coming. Joe (and his neighbor Paul Pirog, who had sent an email to the BOD) is concerned about the concrete fence in his backyard along Piney Hills Pt. The Patio Homes HOA owns the fence, but they do not have any money to repair it and have even taken out a loan to cover their street repair; however, they did insure the fence for liability. If the HPOA shares maintenance costs, then the HPOA also accepts liability. *Note: Concrete fence does not border HPOA common property. Fenceline was previously uninsured by any party until the summer of 2025 when the patio homes accepted responsibility for the fenceline inside their property.*

Joe is also frustrated at the broken curb along his property that is the Patio Homes' responsibility and was supposed to be fixed with their street repairs but was not. The Patio Homes HOA is aware of the concrete fence and street curb issues but currently has no funds for repairs.

Steve shared a quote dated July 31, 2025, from a fencing contractor with Joe Schiff for repairs to the concrete fence bordering High Pines Lots 4, 14, 15, 16 in the amount of \$7,800.

Date of next meeting is **Tuesday, December 9** at 6:30 pm at Jim Sittner's house. Jeremy motioned to adjourn. Rich seconded. BOD meeting adjourned at 7:53 pm.

*Meeting minutes prepared by Christie Beverly, HPOA Secretary*