

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

Board of Directors (BOD) Meeting

Date: February 21, 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

Call to Order

Jim called the meeting to order at 6:38 pm; we established a quorum as all members present.

Secretary's Report

- *Approval of November and December 2024 BOD Meeting Minutes:* Christie motioned to approve Nov 14, 2024, BOD meeting minutes. Jeremy seconded. All in favor. **Approved.** December BOD meeting minutes need Dion Kearney's resignation date for the record. Rich will get that date and send for minutes update.
- *Approval of Feb 7, 2025, BOD Minutes:* No one sent edits to the minutes. Christie motioned to approve. Sarah seconded. All in favor. **Approved.**
- *Welcome Letter and Logo:* Christie asked if the HPOA has a welcome letter to new members? Consensus was that we do not, but we probably should—something basic that directs new members to our website, where to find information and forms, and general welcome from the BOD. Christie will draft a welcome letter and send to everyone for comments. Will try to get this done for this current round of housing sales. Christie asked if HPOA has a logo? Steve said we had one in the past, but no one knows where that file is. Christie passed around a logo she designed based on the High Pines entrance sign. Everyone said it looks good.
- *Google Forms:* Christie passed around handouts of draft Google Forms for contact updates, general suggestions, complaints, etc. Everyone agreed these look good and will work for HPOA general needs. Complaint form may or may not be Google.
- *Complaint Form/Internal tracking:* As a group, we will need to figure out proper wording. Some people prefer an online form, others don't want to deal with computers and may not file a complaint if it's online. Google Forms good for initial contact but has no way to track internal BOD actions and resolution, so we will need a separate internal tracking form for record keeping. Jeremy created a complaint form in Office that is more robust, but requires subscription, while Google is free. Christie will draft a complaint form and send to everyone.

- Discussion about complaints shifted into discussion about Woodmoor Public Safety (WPS), especially to verify certain complaints. We as a board will need to make a decision about pushing this to the membership. We think it will need to come to a vote. Christie suggested using Google forms to poll the membership to gauge interest. Will draft a member survey.

Treasurer's Report

- *Accounting System:* Jeremy found an accounting system that doesn't cost us anything. He'll migrate everything over and run both systems for the rest of 2025 to compare. Starting next year, that will save \$1,800/year. Steve motions that we switch over to the new system effective Jan 2026. Sara seconds. All in favor. **Approved.**
- *Google Workspace and Archiving Documents:* Jeremy suggests using Google Workspace for shared access. It costs about \$170/year, but we could keep all HPOA documents in one spot, and not on individual Gmail accounts. Shared access to everyone on the board. We could save forms, tax returns, and archives here. Jim mentions that some records legally need to be kept for 7-10 years, and in some cases, we don't know where some old records are being kept – probably in past board members' basements. Jeremy recently needed to find the latest Reserve Report, and it took some time for him to track it down and eventually found that Chris Taylor had a copy. Rich says there was a report at some point on maintenance of the concrete wall, and he thinks KeithAnn Peevyhouse might have these documents. Rich had a box of stuff but thinks he gave the box to either Roy Martinez or the person who lived there before Roy moved in. We will need to track down these archives. Christie motions for Jeremy to set up Google Workspace. Sara seconded. All in favor. **Approved.**
- *Check Signing:* Jim asks if we've decided what to do about two check signers when we use electronic transfers vs checks. Jeremy submitted information to the bank for additional authorizers and is waiting to hear back. Sara motions that we go with Jeremy's electronic authorization system. Rich seconded. All in favor. **Approved.**
- *Website:* The current website using GoDaddy isn't secure. Anyone can access it and fill out our Google Forms. SSLs will cost more using GoDaddy, so Jeremy suggests using a web hosting called Squarespace, which has automatic security layers. Will have some website downtime but can set up new site before cancelling old one. We currently pay ~\$250/year for GoDaddy (another \$250 to add security), but Squarespace does it all for ~\$300. Paul Pirog is current webmaster and shouldn't notice much of a difference, or more user friendly. Steve motions to have Jeremy start the process to switch from GoDaddy to Squarespace, with fully operational site by June 1, 2025. Christie seconded. All in favor. **Approved.**

Vice President's Report

- Steve asks us to provide comments on governing documents before the next meeting so we can keep this moving. He would like to come to next meeting with a draft.

- He mentioned greenhouses aren't currently allowed, and he suggests we revisit this. Many look very nice and we can include verbiage that controls size and what they look like. He thinks we're missing some of the market – are we serving our community well by restricting greenhouses? This is in the ACC documentation. Jim said some other HOAs specify certain types and sizes. Steve suggests maybe we poll the members to gauge interest. Christie will add a question about greenhouse to the member poll about WPS.

Ex-Officio Director and ACC Report

Rich: ACC has had no requests and no complaints this month.

Member at Large Report

Sarah: Nothing to report currently.

President

- Jim sees us really needing two things: 1) Policy covering our rules and regulations (tried to pull things from WIA and other single family HOAs as examples) and 2) Covenant and Rule Enforcement Policy. He handed out a first draft of *HPOA Covenant Rules and Regulations Enforcement Policy & Procedure* and asked us to review this and provide him our suggestions.
- Asks Christie to develop an agenda-like document that the BOD can use in between meetings, if BOD members need to take action on something (like a nuisance complaint) between meetings. It would serve as a record of actions taken and to bring to the next meeting in case we need to vote or ratify actions taken.

Old Business

- *BOD Meeting Schedule, Monthly vs Quarterly*: Steve thinks we should have monthly meetings until the governing documents are updated. Jim offers his house. Steve suggests setting a standard date each month. We agree 3rd Thursday of each month. Rich motions to set 3rd Thursday of each month at 6:30 pm for BOD Meeting. Sara seconded. All in favor. **Approved.**
- *Attorney Update*: Steve wants to get names together for prospective attorneys, so please send him suggestions if you have them. At the March meeting, we should be able to set up times to conduct virtual interviews – will send the attorney's names and links before the March meeting. Ideally, we can choose someone in time for the April meeting. Jerry Williams from the patio homes wishes they had gone with Altitude Law. Patio homes interviewed three people in person, but we feel virtual interviews are fine. Jim says that the attorney who helps us with governing document updates should stay on retainer since state laws are changing rapidly.
- Woodmoor Public Safety (WPS) – As discussed earlier, Christie will draft a Google Form to poll the neighborhood to gauge interest in hiring WPS (and greenhouses).

New Business

- No new business, all in board reports.

Date of next meeting is Thursday, March 20th at 6:30 pm at Jim's house.

Jeremy motions to adjourn. Rich seconded. BOD meeting adjourned at 8:10.

Meeting minutes prepared by Christie Beverly, HPOA Secretary