

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

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## Board of Directors (BOD) Meeting

**Date:** October 23, 2025

**Time/Location:** 6:30 pm at Jim Sittner's House

### Members Present:

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

### Members Absent:

- Christie Beverly, Secretary (out of town, excused)

### Call to Order

Jim called the meeting to order at 6:51 pm. A quorum was present.

### Secretary's Report

- *Approval of BOD Meeting Minutes:* Minor edits to last month's minutes based on Steve's and Sara's feedback (see yellow highlights in file Christie emailed in her absence), including moving Special Meeting Minutes to another document. Jim motioned to approve, Jeremy seconded. All in favor. **Approved.**
- *Approval of Special Meeting Minutes:* Minor edits to last month's minutes including adding all attendees and separating BOD minutes from Special Meeting. Jeremy motioned to approve, Rich seconded. All in favor. **Approved.**

### Treasurer's Report

- *HPOA Governing Documents Project:* Planned budget was \$6,500; actual to date is \$6,697. Anticipated upcoming costs: \$297 for postage (Steve), \$50 for barn, additional fees for Valerie working with lenders (amount unknown). Valerie has underestimated time to work through our process (approximately \$2,000 over). Jim suggested revisiting in December to consider compensating her for this.

### Vice President's Report

- *Lender Letters:* Mailed Monday, October 20 (sent certified). Packet included an attorney letter explaining current actions, a ballot, a return envelope, and certified letter form.
- *Bylaws and Declaration Voting:* The December 3, 2025, Special Meeting was moved to the Woodmoor Barn because the Monument Library was booked.
- *Attorney Presence:* Steve asked if we want our attorney present at the November 3, 2025, Special Meeting to answer last-minute questions. She will be available by text; the board decided in-person attendance is not necessary.

- *Zoom Webinar:* The board agreed a webinar would not add value since we plan to speak directly with all members.
- *Red Rock Ranch Update:* A member asked whether we are tracking developments in Red Rock Ranch, where the HOA faced legal issues after not remaining current. This underscores the importance of maintaining a viable, up-to-date HOA.

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

- *Nominating Committee:* Still seeking candidates for Vice President. Sara Kershaw, current Member-at-Large, would like to run again for Member-at-Large.
- *Annual Meeting:* Woodmoor Barn reserved for January 22, 2026, from 6:00–9:00 PM.

### **Member at Large Report**

- *Voting Process:* Test vote started October 22. Changes needed to the ElectionBuddy ballot: remove the “abstain” option; change text to “High Pines Owners Association” (not HPOA). Various voting details were discussed. Members may vote electronically via ElectionBuddy, in person at the November 3 Special Meeting, or by printing and submitting a ballot to the HPOA Secretary. We must confirm one email per household for ElectionBuddy (one email per household is required).

### **President’s Report**

- See Old & Continuing Business.

### **Old & Continuing Business**

- *Ballot Committee:* Ron Scott, Paul Pirog, and Rich Hansen.
- *BoD Canvassing High Pines:* Jim Sittner discussed the BoD canvassing the neighborhood and passed out a diagram assigning territories to each BoD member prior to November 3<sup>rd</sup> Special Meeting.
- *November 3 Special Meeting Agenda:*
  - Christie to register attendees and hand out paper ballots; Sara to explain the ElectionBuddy process, including who to contact with issues; Jim to discuss the Ballot Committee.
  - NEPCO representative, Roy Martinez, to provide an update about Buc-ee’s.
- *Motion to Open Voting Window:* Steve motioned to open the voting window on November 3, 2025, at 5:30 PM and close it on December 3, 2025, at 6:30 PM; Jeremy seconded. All in favor.  
**Approved.**

Date of next meeting is **Thursday, November 20** at 6:30 pm at Jim Sittner’s house.

Jim motioned to adjourn. Rich seconded. BOD meeting adjourned at 8:21 pm.

*Meeting minutes prepared by Sara Kershaw, HPOA Member at Large*