

1/31/21 PCHOA Board Meeting

Attendees: Kelsea Bernasek, Michelle Hughes, John McMenamin, Patrick Pierce

Absent: Rob Rodriguez, Joel Stenberg

Action items highlighted in yellow

- (1) PCHOA email – we need to clean this up. Suggestions:
 - a. John doesn't use the payment confirmations via this email account. Rather, he checks PayPal directly. **John will move these emails to a separate folder** so it will be easier to see the emails that come in via the query section of the website so we can answer them in a timelier manner.
 - b. For now, anyone checking/responding email please click the star icon to turn it yellow so we know that email still needs to be answered.
 - c. If you answer an email that comes in with the arrow-like icon highlighted in yellow, please unhighlight it if it has been addressed.

- (2) **Michelle and Kelsea will respond** to the individuals who have inquired via email about their interest in serving on the HOA Board and invite them to our next Board meeting.

- (3) Defined the 9 Board members' roles and their subsequent responsibilities:
 - a) **President (Kelsea Bernasek)**: plan and communicate meeting agendas to Board members; preside over monthly meetings. New candidates for President should have at least one year of service on the Board.
 - b) **Vice President**: coordinate with management company, lenders, title offices, lawyers, etc. New candidates for Vice President should have at least one year of service on the Board.
 - c) **Secretary (Michelle Hughes)**: take meeting notes, circulate preliminary draft to all Board members for feedback, edit as necessary, and post on PCHOA website.
 - d) **Treasurer (John McMenamin)**: check Pay Pal and log payments into spreadsheet, monitor dues & PO Box, work with management company, monitor checkbook/debit card/bank accounts.
 - e) **Social Media Liaison (Rob Rodriguez)**: post information regarding neighborhood events/updates/news on Facebook and Nextdoor.
 - f) **Website Coordinator (Michelle will do this for now)**: responsible for posting meeting minutes, announcements, dues updates, and any other necessary changes or regular maintenance.
 - g) **Social Events Coordinator (TBA)**: coordinate neighborhood events, recruit neighborhood volunteers, work with Douglas County Sherriff's office, secure food trucks/bounce houses/fireworks/street barricades/etc. that are needed for each event.
 - h) **Email Liaison (TBA)**: read and respond to incoming emails to the PCHOA Gmail account on a regular basis; forward approval requests to the rest of the Board.
 - i) **Special Projects Manager (Patrick Pierce)**: take the lead on special projects such as covenant revisions & work with lawyer, entry signs, green space development, or any other improvements to the neighborhood.

- (4) Green space options: HOA can fund improvements to the green space while it is still owned and maintained by the SID. In this case, the SID would be responsible for maintaining any improvements that we make to the property (e.g., splash pad, park pavilions, etc.). However, if the City of Omaha eventually annexes it, we are at their mercy to maintain it (potentially not to our desired standards). Or, we can have the property deeded to the HOA (where we might have to pay for it) and then it's all on us to buy it, make improvements, and maintain it.
- (5) We increased the fireworks budget from \$4k to \$5k for this year so it will be another ~6 minutes longer (~\$1k for 6 min). Scheduled for Friday July 2 (rain date July 9). July 3 and 4 were already booked. We chose July 2 because it was the next closest date to the 4th and it's a Friday, so way to kick off a holiday weekend!
- (6) Complaints – people want detailed financials. John will get them to me and I will post on website.
- (7) SID contacts for community – All complaints about landscaping, street repairs, green space maintenance, etc. go to:
 - a. The SID attorney Pansing, Hogan, Ernst & Bachman, LLP law firm (Denny Hogan is the SID attorney), 402-397-5500, address 10050 Regency Circle #200, Omaha, NE 68144.
 - b. Or Lamp Reynearson & Associates (engineer office), 402-496-2498, <https://lamprynearson.com/>
- (8) Action items in yellow above, plus:
 - a. Patrick will sign and send in fireworks contract.
 - b. Michelle will circulate meeting minutes to Board members for edits/approval before posting on website.