

12/1/21 Pine Creek HOA Board Meeting Agenda

Attendees: Corey Simpson, Tom Andersen, Annette Ellis, Kelsea Bernasek, Michelle Hughes, Kurt Jensen

Absent: Patrick Pierce, Kateri Chamberlain

Meeting time: 7:00 – 8:30 PM

Action items highlighted in yellow

PJM action items highlighted in blue

1. Videoconference meeting with PJ Morgan (Cara and Billy):
 - Introductions
 - Clarify how we should handle email from the PCHOA account – will forward all emails to Billy and he will handle them. **Kelsea will take care of getting Billy on an auto forward.**
 - Architectural Change Request (ACR) for homeowner approvals – **we need to put this information on the website directing people to use the ACR through AppFolio.** Homeowners can register for the AppFolio portal and get email notices, file approval requests, etc. There is a mobile app for this as well. **Need to get the full details from PJM.**
 - **Lawyer review of proposed covenant revisions** – PJM can help with this. Votes must be notarized. Not feasible to get this done by Jan. PJM has done this with other neighborhoods, where Cara camped in a driveway with coffee and donuts and people stopped by to vote and get it notarized. Could also go door to door. Every person in the household who is listed as an owner of the home must sign for the vote to count.
 - Update on list of all people who haven't paid dues – PJM has sent several notices throughout the year. PJM can update the delinquency list in AppFolio so we (the Board) can see that.
 - Need to establish regular communications with PJM to get updates.
 - We asked PJM for a **preview of dues letter content** – amount, due date, AppFolio info for homeowners, need for homeowner contact info, description of process for changing covenants, request volunteers for a committee to help with getting votes collected and notarized.
 - PJM will get **bids for alternative trash service** for us since Abe's is no longer offering HOA discounts.
 - PJM gave us some advice for annual meeting procedures for the future (mail notices, ballot requests, voting).
 - PJM will get us a **condensed version of the State Statutes.**
 - Audits – usually get a third party to do it, but it is pricey. PJM recommends it being done every 3 years, but we are not required to do it. Cost is ~\$1000--

\$1500. State Statutes only require audit of last 5 (or 7?) years (need to check exact number).

- Kelsea will share Board's email addresses with Cara and Billy.
 - PJM will share Excel sheet detailing covenant violations and actions.
2. Directors and Officers Insurance – need to add to PJM's list of things to do, as they were previously going to get us quotes. Villas goes through XXX. \$800/year for 24 Villas.
 3. Need to send out the proposed budget in the mailing with the annual dues since we forgot to present that at the annual meeting.
 4. Need to invest our money so we are earning something on it.
 5. Vote for new Treasurer since John McMenamin has left the Board – Michelle nominated Corey Simpson, Kelsea seconded the motion. The Board voted unanimously to approve Corey as the new treasurer.
 6. Ruth reached out to Kelsea with interest in helping out with events.
 7. Next meeting Sun Jan 9 or Mon Jan 10 at 7 pm (pending Patrick and Kateri availability)