

2/21/21 Pine Creek HOA Board Meeting Agenda

Attendees: Kelsea Bernasek, Michelle Hughes, John McMEnamin, Patrick Pierce, Sara Thompson, Annette Ellis, Kateri Chamberlain

Absent: Rob Rodriguez, Joel Stenberg

Action items highlighted in yellow

1. Introduction of new attendees who have expressed interest in joining the board:

- Sara Thompson
- Annette Ellis
- Kateri Chamberlain

2. Review the defined Board Member roles:

Positions needed to be filled (VP, Website, Email, Social Events)—Annette, Kateri, and Sara volunteered for 3 of the 4 vacant positions:

a) **President** (Kelsea Bernasek): plan and communicate meeting agendas to Board members; preside over monthly meetings.

b) **Vice President** (Annette Ellis): coordinate with management company, lenders, title offices, lawyers, etc.

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 PayPal and log payments into spreadsheet; monitor dues; PO Box; work with management company; monitor checkbook/debit card/bank account.

e) **Social Media Liaison** (Rob Rodriguez): post information regarding neighborhood events/updates/news on Facebook and Nextdoor.

f) **Website Coordinator** (Kateri Chamberlain): responsible for posting meeting minutes, announcements, dues, updates, and any other necessary changes or regular maintenance.

g) **Social Events Coordinator**: 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. ****Still need to fill.****

h) **Email Liaison** (Sara Thompson): read and respond to incoming emails to the PCHOA Gmail account on a regular basis; PJ Morgan is also doing some of this, so coordinate a system with them.

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.

3. Update on current projects:

- Fireworks contract has been submitted. Will need a deposit – Patrick to coordinate with John for payment.

4. Review action items from January meeting:

--All action items from last meeting have been completed. GO TEAM!!!

5. 2021 goals and action plan:

a) Revise covenants – covenants can only be changed with 60% of approval from ALL lot owners. Our current covenants were adopted from Stone Creek's. Our lawyer gave us a template; we need to make edits to personalize it for Pine Creek and get those edits back to the lawyer. Items we have identified to change:

- Allow sheds with specific restrictions
- Election process for Board members
- Notices and fines for covenant violations
- Above-ground pools ok for summer only

b) Increased communication with residents

- More timely updates to website/post Board meeting minutes
- Social media updates
- Public meeting(s) – how many and how often? We currently only have one public meeting per year, usually in January.
- Communicating the role and responsibilities of the new management company
- Contact management company to see if they can do email blasts – this will increase our ability to communicate with neighbors beyond the website and social media. *Kelsea*

6. Action items to be completed by each member prior to next meeting:

- Contact Cara/Autumn to attend next meeting—*Kelsea*
- Get banking authority transferred/assigned—Nick is off the account, PJ Morgan folks are listed and they have access to PayPal and key to the post office box. We should get rid of the PO box next year and just use PJM address for sending payments – can we put PJM as a forwarding address for our PO box?
- Need to get Kelsea's name on bank account *Kelsea/John*.
- Post minutes – Michelle
- Update website – monthly for now. **Need to add explanation in FAQs about why we are stockpiling dues – *Michelle*
- Next month's meeting – have Cara/Autumn be here and explain to us why the Board members might need insurance – *Kelsea*
- *Kelsea* will get Rob on Facebook account
- Social posts/engagement – monthly for now
- *Michelle* will show Kateri how to edit website