

## **3/21/21 Pine Creek HOA Board Meeting Agenda**

Attendees: Kelsea, John, Michelle, Sara, Kateri, Patrick, Nick, Annette

Absent: Rob

### **Action items highlighted in yellow**

#### **1. Review action items from February meeting:**

- Deposit for fireworks (Patrick/John)
- Fill Social Events Coordinator position on the Board (unassigned)
- Social posts/engagement – monthly for now (unassigned)

#### Kelsea:

- Contact management company to see if they can do email blasts
- Contact Cara/Autumn to attend next meeting
- Get Rob on Facebook account
- Need to get Kelsea's and Annette's names on bank account (Kelsea/John)

#### Michelle:

- Post minutes
- Update website – add explanation in FAQs about why we are stockpiling dues
- Show Kateri how to edit website

#### **2. Updates from PJ Morgan:**

- We will purchase insurance for Board members
- Agreed to get rid of PO box
- Process for handling covenant violations
  - PJM will send letters that quote the portion of the covenants where the violation is listed and gives a timeline (depends on the violation). They will send us a copy of the proposed letters.
  - PJM will come up with a one-page summary of main covenants with a heads up to homeowners that enforcements will be coming.
- Procedures for handling HOA email account

#### **3. Discussion items from our email account:**

- Stop sign down at 159<sup>th</sup> & King – info sent to SID, who sends to the county
- Ida St. fence is fixed!
- Change recovery email account
- Coordinate spring garage sales with Villas HOA weekend of May 20-22.
  - Sara will respond to Villas HOA
  - Rob will post on Nextdoor and Facebook
  - PJM send email blast
  - Kateri post on website
  - Michelle will write the uniform message for distribution

**4. 2021 goals and action plan:**

- Will work on covenant revisions at next meeting
- Increased communication with residents
  - Monthly website and social media updates
  - Decided against having additional public meeting(s) d/t low attendance and current improvements in electronic communication
  - Communicating the role and responsibilities of the new management company to the neighborhood

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

- Kateri -- export email list from Wix and send to PJM
- PJM -- generate a one-page summary/highlights of covenants; get bids for Board insurance
- John -- Close PO box and forward mail PJM
- Kelsea -- follow up on filling Social Chair position, Rob on FB account, names on bank account, email revised covenants to Board
- Michelle – group text to Board members
- Sara – look into options for neighborhood beautification
- Patrick – follow up on flickering light on State Street entrance monument.