

## 10/4/21 Pine Creek HOA Board Meeting Agenda

Attendees: Kelsea, Patrick, Annette, Michelle, John, Kurt

Absent: Sara, Kateri

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

#### **1. Follow up on action items from last meeting:**

- Reserve school for Nov 15 – Kelsea contacted school, will follow up tomorrow
- Order signs – Michelle – DONE and received
- Voting – Michelle left a voice mail with Cara at PJM; waiting on response
- Standardized submission forms – Kurt sent a draft today
- Email reply to homeowner – DONE
- Quote for landscaping charges – Patrick has contacted a couple places; will get separate quotes for landscaping vs. mowing

#### **2. Prep for annual meeting**

- 7 pm Nov 15 (alternate date is Nov 8)
- Advertise via social media, neighborhood signs, Wix email – will advertise as soon as date/venue set
- Presentation outline:
  - Introduce Board members
  - Financial report and financial planning (nest egg, entrance signs, purchase green space?)
  - Proposed covenant changes (discussed proposed changes that we will be presenting to homeowners)
  - Fines for violations
    - Present Board members voted unanimously on the following fine structure, to be implemented beginning Jan 1, 2022:
      - Homeowner will receive 2 notifications over 60 days
      - For uncorrected violations exceeding 60 days:
        - \$250/month for violations related to unapproved permanent structures
        - \$50/month for violations related to temporary or moveable structures (e.g., boats, campers, trailers, trash cans)
      - A lien will be placed for violations exceeding 6 months
  - Vote on new Board members

#### **3. Management company** – we will decide whether or not to keep them after 2022 dues letters go out

#### **4. Next meeting:**

- Discuss proposed process for voting on new covenants (include paper ballot with dues notice?; include lot number on mailing label so people can fill in lot number on ballot)
- Secure school in order to set date for meeting, then update website, then post signs
- Kurt's form – review & add to website
- List of updates for website