

HPOHA BOARD MEETING
February 16, 2022

CALL TO ORDER

The HPHOA Board Meeting was called to order by Sabrina Brown at 7:02 pm, February 16th, 2022 at Connie Dueker's home.

ATTENDANCE

Sabrina Brown - President
Michael Park - Vice President
Deirdre McCormack - Treasurer
Victoria Young - Secretary
Connie Dueker - Architectural Committee Chair

SECRETARY | Victoria

- January Meeting Minutes - Approved
- Connie requested the Meeting Minutes be distributed one week from Board Meeting - Victoria suggested sending out the minutes the week after board meetings and all agreed.
- Website - Victoria updated the website with the Board Meeting Minutes through November 2021
- Directory Update & Distribution - Victoria is waiting on the newest homeowners to complete their authorization form and will reach out to Ken to format the Directory, adding in the Board contact information. The board would like this updated Directory distributed asap.

TREASURER | Deedee

- General Fund: \$47,477.12
- Capital Fund: \$73,347.79
- Private Drive: \$104,733.49

Accounts Receivable: The GL shows a large credit balance. These are the payments received to date that QuickBooks (QB) has defaulted to the AR general ledger account and NOT the Income GL for dues. This is due to the fact that the invoice date is 2/28/2022, and as of 2/28/2022, QB will move to the respective Income GL. Deedee is going to speak with Carol (previous Board Treasurer) to resolve.

Undeposited Funds: These are three payments that were made late in January and the funds were deposited on 2/01/2022.

Net Income: Shows a deficit of \$10,707.07; however, note that the incoming dues for January were not posted to the income GL. This will be resolved by the end of February when these amounts move over into the income GL.

HOA Dues Status: As of today, 64 homeowner invoices remain open. A reminder email will go out by Thursday, 2/17/2022 to each of them. The reminder email will also mention that if not paid by 2/28/2022, interest and late fees will be assessed.

Legal Fees: 2 outstanding. Due upon receipt. Finance charges and late fees to be applied and collected.

Tax Preparation: All 2021 financial reports have been submitted to Rick Gardner, the HOA's CPA, for 2021 tax preparation.

Closings: 1660 Oak Hills Drive closed late January, and \$100 documentation fee collected. To date, no other closings are pending.

COMMON AREA MAINTENANCE | Michael

- Snow Removal - Michael reported that we encountered some issues with the most recent snowfall. He is working to formalize the plowing and shoveling, to get it in writing with Rafter 3 so expectations are understood and met. The board discussed current plowing issues and restrictions. Michael will follow up.
- Transition - Michael will be transitioning off of the board in May. He will provide Sabrina and Deedee copies of landscaping and maintenance contracts.
- Tree Trimming - to begin in March including currently budgeted zones: pine tree in the park, OHD entrance and ash trees across from entrance.
- Tennis Court Fence Damage - Michael has not been able to get anyone to come out to fix the fence. Connise suggested this could be fixed by the community. Sabrina will consider adding this item to our upcoming community clean-up day.

WELCOME | Debi

No report

ARCHITECTURE COMMITTEE | Connie

Applications received since last Board Meeting: 8

- 2340 Oak Hills Dr – Xeriscape front yard
- 2545 Oak Hills Dr – Xeriscape front yard
- 1675 Summit Pt Ct – New Roof
- 2020 Hunters Point Ln – New Roof
- 1620 Pinnacle Ridge Ln – Replace Front door
- 1935 Hunters Point Ln – Landscaping and parking area
- 2515 Oak Hills Dr - Front yard partial Xeriscape
- 1990 Oak Hills Dr – Add pergola over patio slab

Approvals since last Board Meeting: 7

- 2340 Oak Hills Dr – Xeriscape front yard
- 2545 Oak Hills Dr – Xeriscape front yard
- 1675 Summit Pt Ct – New Roof
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Covenant Enforcements: 1 active

- 1935 Chateau Pt –Board determined that the owner would pay attorney fees – no fines at this time. Future violations will be met with increased fines.
- 1935 Hunters Point Ln – Application received Feb 8 but incomplete

Letters/emails sent for work without application submission: 0

Emails/Site visits for courtesy: 2

- Met with contractor for 2545 OHD xeriscape plan
- 2075 Oak Hills Dr – Request shiny edging be replaced - Spring

Walk-around Results:

- Pre-Violation Notices status: 0
- Walk-around Notices Follow-up: 0

Dead Tree or Partially Dead Tree Notices - Tress will be reevaluated in Spring 2022

- 2545 Oak Hills Dr– Violation letter sent 10/13 – 11/10 No Chg 1/7
Update: Owner stated that trees would be taken care of prior to the May 2022 chipping
- 7240 Oak Valley Dr – Violation letter sent 10/13– 11/10 No Chg 1/7

Other:

The board discussed the inappropriateness of neighbors making derogatory comments to contractors while working. The board will address with the community if this continues to be a problem.

1915 Hunters Point - The board discussed the parking of a truck with business signage in the driveway. Connie addressed this with the homeowners who explained they are planning to park the vehicle inside the garage as soon as they are able to expand the garage doors. This will require an application to the Architectural Committee for larger garage doors. The board approved a waiver with an end date of August 31, 2022 for ensuring the truck is parked in the garage.

FIRE MITIGATION

- May 23
- August 15
- Community Clean Up | May 21 - Sabrina will coordinate and public

2022 PLANNING

- Website
 - Victoria requested board members review website for any needed updates/changes
 - Sabrina will transfer ownership of site to her from Michael before his transition off the board
- Reinvestment Strategies
- Open Positions
 - Covenant Compliance
 - Architecture Committee Members
 - Vice President
 - Secretary
- Technology
 - Gmail | President, VP, Treasurer, Secretary, ACC, CEC, Communications, Fire Mitigation, Welcome
 - \$6.00 per user, per month
 - 30 GB storage per user
 - up to 30 aliases per user
 - Security & Admin Management
 - Dropbox
 - \$16.99 per month (family plan-6 users)
 - CRM | suggested for Improvement applications & Covenant Enforcement
- HOA Documents Review and Update
- Task Timeline(s) by position
 - Michael and Victoria - Sabrina requested a written timeline of tasks for each position
- Policy Letters
 - #9 | review communication process, add fine process

- Technology
- Directory & Database
- Website
- Community Projects & Maintenance
 - Common Area Projects/Landscaping
 - Ravine maintenance | Pinnacle Ridge Trailhead
 - Repaint sign posts & posts at Ravine Trailhead on Oak Hills
 - “Shortcut” Maintenance
- New Doggie Station? | Request for one on Pinnacle Ridge Lane | \$477.90
- Review Docs - Deedee handed out hard copies of her accounting documents for the board’s review and feedback

NEXT MEETINGS

March 16th | Deedee’s

April | Victoria’s

May | Annual Meeting

June | Board Appreciation Meeting

ADJOURN

The meeting was adjourned at 8:51 pm