

Dec 20, 2023 | [PP HOA BoD Meeting](#)

Attendees: Armand, Ozzy, Judith, Becky, Robyn
Meeting commenced at 6:01pm

Agenda:

1. Decide on board positions (President / Vice President / Secretary / Treasurer duties) and what that means for each.
Decision: Armand to continue as President. Ozzy added duties of Treasurer to his role as Vice President (this transition will take place after the dues collection period by Becky). Robyn to take over as Secretary.
2. Determine Board Meeting calendar for 2024 (1 meeting per quarter)
Decisions: Mar 4, 2024, Jun 3, 2024, Sep 9, 2024, Nov 7, 2024 for the annual meeting.
Water in 2023 was below budget, a new sprinkler clock was installed this year. \$10K remaining from 2023 dues collected.
3. Discuss dues collection status for 2024 and end of year expenses / budget for 2023
Discussion: 13 of 64 payments have been received to date. Becky will continue email push notifications through January. Late fees will commence Feb 1, 2024.
4. Annual insurance renewal
Discussion: Policy bill comes in at \$915 versus \$876 last year. Approval to pay.
5. Discuss new website and webmaster responsibilities going forward. Also recognize Lauries effort.
Discussion: Terry Smith does the posting of the documents on the website. BoD will receive training in order to be more familiar with website maintenance functions.
6. Discuss board objectives for the new year.
Discussion:
 - a. Gain Community Feedback to Improve Engagement. Review opportunity to email residents with a google form requesting information such as: how would they like to receive communications (email/Facebook/etc.), Opt in or Opt out option for sharing resident contact information for resident directory (BoD will maintain a master), Social Event feedback, further opportunities and suggestions from residents on community priorities.
 - b. Website Responsibilities: Transition website maintenance functions away from Terry Smith to applicable board members. Duties would include adding minutes, posting positions, and publishing the meeting schedule.
7. What's our expectation for the condition of the community going forward?

Discussion: Further review once the Community Spring Walk is completed. General maintenance trends include degraded fencing, worn mailboxes/posts, unsightly weeds, deterioration of exterior paint, and trash cans being left out early/beyond pickup.

8. Other items.

Discussion: Establish responsibility matrix for board members. Utilize google calendar for the gmail account to post board member absences & meetings. Retention policy is established but must be kept up to date.

Meeting adjourned at 7:33pm