

## Mar 8, 2024 | [PP HOA BoD Meeting](#)

Attendees: Armand, Ozzy, Robyn  
Meeting commenced at 7:12pm

### Agenda:

1. Review Board Meeting calendar for 2024 (1 meeting per quarter)  
Mar 8, 2024 (changed from Mar 4) Jun 3, 2024, Sep 9, 2024, Nov 7, 2024 for the annual meeting.  
Review the dates, communicate the changes, and update the website. Cannot change Nov. 7<sup>th</sup> for the annual meeting; space to be reserved.
2. Discuss dues collection status and 2024 Budget.
  - a. All collected on dues!
  - b. only one homeowner dues outstanding after the due date; they have paid so we are up to date. Treasurer duties will be formally transitioned to Ozzy; he will update Quickbooks after meeting with Becky on 3/10/24. Becky has a mailbox key and debit card to give to Ozzy at their meeting.
3. Administration - Website Update and Laurie's effort. Record Keeping, Supplies
  - a. Website update training was conducted on 3/1/24. Armand to purchase a \$100 gift card for Laurie's efforts on the website which was free of charge.
4. New Residents
  - a. Armand to get contact information for new neighbors; need to update a distribution list which is set up by year in Gmail. Roster to be maintained.
5. Review board objectives and progress for the new year.
  - 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.
    - i. Gain Community engagement: Build a google form and propose these questions; get email board approval (communication, events, opt in/out for public directory).
  - 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.

- i. Officially moved to Robyn with Armand as backup. Verify YOY invoice for GoDaddy Website.

6. Property Condition

- a. 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. Standards, routine walks, volunteers by street.
  - b. 1. Spring walk by the Board; going door to door to discuss and introduce ourselves, and raise issues. Encourage neighbors to resolve issues with neighbors before bringing things to the Board. Armand to draft communication to residents regarding CCRs in preparation for spring. Is the condition of the neighborhood driving people away?
  - c. a. Neighborhood Watch?
  - d. b. No Solicitation status – bad year due to storms
7. Calendar: Utilize google calendar for the gmail account to post board member absences & meetings. Pinery Garage Sale (June 14 and June 15), Dumpster, other community events (planting, tree lighting, etc.)

**1. ACTION ITEMS:**

- a. Draft Q&A form and distribute to board for review - Robyn
- b. Draft email for CCRs “Spring Cleaning” - Armand
- c. HBS for Dumpster – Armand
- d. Debit Card & Key from Becky – Ozzy
- e. Website Updates – Robyn
- f. Meeting Minutes – Robyn

Meeting adjourned at 8:24pm