



Ponderosa Pines Property Owners Association
Regular Board of Directors Meeting Minutes
April 27, 2023
Living Waters Church

Chairman Steve Maurer called the Regular Board of Directors meeting to order at 6:16 pm. Directors present: David Trachsel (*Secretary*), Cheryl Riddle (*Treasurer*), Tim Pile (*Vice Chairman*), Tina Kemp and Jeremy Martineau. Quorum was met. Members in Attendance: Approximately 7.

Minutes

March 23, 2023, Regular Board of Directors Meeting.

Tim Pile made a motion to approve the minutes. Tina Kemp seconded. With no further discussion, the board approved the minutes with five “ayes.” Cheryl Riddle abstained.

Treasurers Report: Cheryl Riddle

The board agreed to accept the March 31, 2023 Financial Report.

Mid Oregon CU Share	\$5.00	Accounts Receivable	\$9,842.75
Mid Oregon CU MM Reserve 9969	\$133,471.98		
US Bank MM Reserve 8389	\$207,943.43	Expenses	
WaFd Checking Operations	\$166,895.07	Operating Expenses	\$1,713.31
WaFd MM Reserves	\$70,488.70	Reserve Expenses	\$0.00
Petty Cash	\$189.60	Special Assessment Expenses	\$5,205.90
Total	\$578,993.78	Total Expenses	\$6,919.21

Officer and Manager Reports

- **Chairman**
 - Acknowledged the resignation of Director Kent Dollarhyde on 4/13/2023.
 - Contacted Republic Service about curbside recycling; not available in this area.
 - Several members requested a ballot item on road paving, no details or financial analysis were provided.
 - No information has been received on the Fire Fuels Reduction Grant that PPPOA applied for.
- **Secretary.** David Trachsel read his report.
- **Treasurer.** Cheryl Riddle gave a report.
- **Roads.** Tim Pile read the report from Roads Manager Larry Becker. In addition to the report, Mr. Becker urged all residents to exercise caution when passing the grader. Some vehicles have been passing at a high rate of speed while the blade is extended, causing a potentially dangerous situation.
- **Commons.** Brad Covington read his report.

Unfinished Business

- A community member offered to volunteer as an assistant to the secretary. The board agreed to the assignment.
- Document Control Procedure/Board Procedure BP001 Rev P5. Steve Maurer motioned to approve BP001 Rev P5 as a procedure to handle all new documents approved or accepted by the Board of Directors as records of PPPOA. Jeremy Martineau seconded. After discussion, the motion was approved with 5 “ayes”. David Trachsel voted “nay”. Tim Pile made a motion for the Board to designate the Chairman to administer and debug the procedures until the process is running smoothly and can be handed off to the Board secretary. Cheryl Riddle seconded. Tina Kemp made a motion to amend the previous motion adding that in the event of the Chairman not being able to complete this task, the Vice Chairman will take over and



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see it through. Cheryl seconded. Steve read the motion and the motion to amend and called for a vote. The amended motion was approved with 5 “ayes”; David Trachsel voted “nay”.

- Steve Maurer mentioned that the Board had voted (October 27, 2022 Regular Meeting) to obtain multiple bids for a new reserve study. Jeremy Martineau was assigned to solicit bids.
- Jeremy Martineau made a motion in the January 26, 2023,-Regular Meeting that we draft a statement that correctly states our position that members should not be adding any products, whether dust abatement or pavement, to our roads. David Trachsel seconded. Vote was unanimous. Steve will draft this policy and send to Board members for review.
- Steve Maurer opened a discussion about the format of PPPOA Board Meetings going forward. The Board agreed to use a Zoom-only format.
- David Trachsel made a motion to ask the bookkeeper to create a new subaccount under the Miscellaneous Income category to show income from violation fines. Tim Pile seconded and the motion passed unanimously.
- David Trachsel made a motion to ask the bookkeeper to create a subaccount under the Roads Miscellaneous Income category to show money received from Deschutes County for snow plowing. Tim Pile seconded and the motion passed unanimously.

Concerns of the Members

- Larry Merrill read a prepared statement containing suggestions for Board operations.
- Austin Selle expressed disappointment that there was no discussion of road issues during the meeting.
- Carolyn Barker said she preferred in-person meetings to Zoom meetings.
- Kent Dollarhyde addressed three items:
 - Procedure for evacuation via the East Exit should be written down and made available to members.
 - Felt that the Board was untruthful during the 2022 Annual Members meeting about a person involved in the Chip Seal project.
 - Encouraged the Board to be more active in soliciting opinions and ideas of the members. The Board discussed this, and David Trachsel made a motion to include a member questionnaire in the annual meeting packet. Steve Maurer seconded, and the motion passed unanimously.
- Derrick Shattler asked how much money was spent to remove Cheryl Riddle from the position of Treasurer, and why she was reinstated.

Steve Maurer motioned to adjourn the meeting. Tina Kemp seconded. Meeting was adjourned at 8:15 pm.

Reminder – The next Regular Board of Directors Meeting is May 25, 2023, 6:00 pm on Zoom.

Respectfully submitted,

David Trachsel
PPPOA Secretary

RECOMMENDATIONS TO PPPOA and PPWC BOARDS

For improvement of effectiveness and transparency

When a Board member resigns prior to the end of their term, a replacement be appointed by the Board to serve until the next election, when a replacement be elected by the membership to complete the term. *Over the past several years appointed Board members have outnumbered elected Board members.*

When items involving monetary expenditures are brought before the Board for discussion or vote, the actual cost and budget category must be disclosed. The cost and budget category must be included in any resolution and included in the meeting minutes.

The monthly treasurer's report should be more completely itemized; i.e each budget category should disclose specific expenditures --- who the payment was made to, what for, and how much. Payroll should be listed by category and total cost for the month.

Change Agenda categories to improve meeting flow and follow up.

Discussion Items - for new ideas brought before the Board for consideration. Items cannot be voted on before next regular meeting. *Provides time for Board to research and think, and membership to provide input.*

Action Items - for previously discussed items to have further discussion and be brought to vote. *Hopefully would eliminate multiple month delays in voting on items, multiple revisions to motions to the point where the Board does not know what they are voting on and clarity.*

The frequent use of Special and Emergency meetings shows a lack to planning and organization by the Board. The optics lead the membership to believe the Board is disorganized and trying to push items through behind the membership's back.

I request that this document be included in its entirety in the minutes of this meeting.

Thank you for your consideration. Larry Merrill

Record Challenges

The biggest problem I have seen in my 25 years of information technology is not document control but rather having the documents to control in the first place.

As it relates to the HOA, when directors, officers and employees change, we lose information that is not documented.

The secretary is charged with keeping the records. If records are not sent to the secretary to file, then they are not in our records. It has been stated numerous times by board members that information was not sent to the secretary for whatever reason and that has hindered the accuracy and completeness of our records.

Scanning

Since the July 2022 annual meeting I have scanned over 3000 files dating back to 1970. The time invested in this, secretary duties and director duties has been well over 600 hours of my time.

Google Drive

Our Google drive contains approximately 11,000 files. Around 2016, The HOA started using OneDrive with Hotmail. Later, when there were issues with Hotmail, a change was made to Google Drive. As is common for systems with minimal personnel who change often, over the years there has been poor consistency in documents, issues with duplicates, documents with no date, etc.

Email

There are currently 8,300 emails in the Gmail account. Approximately 400-member email accounts are also maintained.

Resolutions, Rules, Procedures & Policies

There are 145 guiding documents. PPPOA has 74 and PPWC has 61. These are under evaluation to find out which ones are still in effect, which ones have been rescinded, which ones need to be rescinded, and which ones need to be revised.

Secretary Assistant

Projects mentioned above were severely hampered when the secretary assistant was let go and funding for the position was removed from the budget.

Summary

So, to summarize, there are around 20,000 files to clean up and manage. Maintenance of these includes setting up logical folders, adding new files, removing duplicate files, checking for accuracy, and naming files and folders using a standard naming convention so they can be located and identifying and removing duplicate files. Part of this process to remove records that do not need to be retained.