



Ponderosa Pines Property Owners Association
Regular Board of Directors Meeting Minutes
November 20, 2025 via Zoom

The Regular Board of Directors meeting was called to order at 7:03 pm. Directors present: Ken Forsyth (*Chairman*), Julie Shattler (*Secretary*), Alan Henne, and Brad Heath and Larry Merrill. Jeremy Martineau is unexcused. Quorum has been met.

Members in Attendance: Approximately 9 members

Minutes

Julie Shattler asked for a motion to approve the minutes listed below. Ken Forsyth made a motion to approve all the minutes. Larry Merrill seconded. With no further discussion, the board voted unanimously to accept the minutes.

- PPPOA Regular Board of Directors Meeting October 23, 2025
- PPPOA Special Board of Directors Meeting November 13, 2025

Treasurers Report: Julie Shattler

Julie Shattler gave the Treasurer's report on Julie Smith's behalf.

- October 2025 financials have not yet been received from the bookkeeper.
- CD renewal - Julie Smith sent out an update regarding the CD renewal.
- 2026 Budget – Julie Shattler brought up the increase of \$7.61 per member by the bookkeeper and asked the board if we can find a way to reduce the amount back down to where the board agreed to in the budget meeting. Julie Shattler mentioned she emailed the board about it with only one board member response. The board declined the idea.
Larry Merrill motioned to accept the 2026 adopted budget. Brad Heath seconded. The board voted – Yes (*Ken Forsyth, Alan Henne, Larry Merrill and Brad Heath*). No (*Julie Shattler*) The adopted budget passed.
- CPA - Our current CPA has retired. Julie Smith and Ken Forsyth sent out a letter to 9 firms. They will share the responses as they come in.

Managers' Reports

Commons - Brad Covington, Commons Manager

They are caught up on debris burning and chipping. The focus is on the roadside overhead branches and other items that get in the way that may hit the equipment as the roads are plowed. Also removing a lot of stumps.

Roads - Greg Hulihan, Road Manager

The dump truck and grader are having repairs and general maintenance performed on them.

There is still a plan to add gravel and/or dust abatement options on the gravel roads. Greg reviewed the different companies that can perform chip sealing on our paved roads. He is still waiting on a quotes and is continuing his research.

CWRR Grant – Debbie Christian, CWRR Grant Administrator

Debbie submitted the annual report to the Oregon State Fire Marshall on November 14, 2025.

A field and brush mower has been purchased per the grant.

East Exit work has performed by Shanda. Still pending an update from Shanda and an invoice to be paid for by the grant.



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FireWise – Brad Heath

We are waiting for our Firewise status to be updated. Larry Merrill mentioned he can get a 5% discount on his homeowners insurance company if we are a Firewise USA recognized community. A new Firewise website is being created.

Unfinished Business – No unfinished business

New Business

Annual billing – Julie Shattler

The annual billing packet will go to print as soon as the adopted budget is received. The rest of the documents are updated and ready to go.

Reserve Committee – Larry Merrill

Larry Merrill wants to put together a Reserve Committee to review and update the Reserve documents and assess dollar amounts and funding for each line item. Would like to get everything up and running by February. Larry will send the board an outline to the board. The board agreed to this.

Concerns of the Board

None

Concerns of the Members

D. Trachsel let the board know he had a donation for the Firewise website that covers it for one year and purchase a domain name for 2 years.

D. Nelson asked what mechanic the grader is at and maintenance records. Also inquired about the plow trucks right door damage. Greg Hulihan answered the questions.

A. Henne inquired about the status of the Volunteer program. Brad Heath gave an update. The board agreed to contact the lawyer regarding this. Ken Forsyth suggested that through email, the board to generate a list of questions that the board approves of prior to sending to the attorney. The board agreed.

Executive Session

There was not an Executive Session

Adjournment

Larry Merrill motioned to adjourn the meeting, and Brad Heath seconded. The board voted unanimously to adjourn the meeting. Meeting was adjourned at 8:13 pm.

Reminder - Next Meeting is December 18, 2025 at 7:00 pm.

Respectfully submitted,
Julie Shattler
PPPOA Secretary