



Ponderosa Pines Property Owners Association
Annual Members Meeting Minutes
August 27, 2026, via zoom

The Regular Board of Directors meeting was called to order at 7:11 pm by Chairman Ken Forsyth. Directors present were Ken Forsyth (Chairman), Brad Heath, Steve Weller, Alan Henne and Vincent Contorno. Jeremy Martineau joined shortly after the meeting began. Julie Shattler had an excused absence. Julie Smith, PPPOA Treasurer, was also in attendance. A quorum was present.

Members in attendance: 11

Minutes

June 25, 2026, Regular Board Meeting Minutes – Steve Weller made a motion to approve the minutes with the understanding that Julie Smith prepared the reconstructed minutes even though Julie Shattler was Secretary at the time of the meeting. Alan Henne seconded. The motion passed.

July 18, 2026, Annual Members Meeting Minutes – Ken Forsyth made a motion to approve the minutes. Steve Weller seconded. After clarification of attendance, the motion passed.

July 18, 2026, Regular Board Meeting Minutes – Steve Weller made a motion to approve the minutes. Brad Heath seconded. The motion passed.

July 23, 2026, Special Board Meeting Minutes – Brad Heath made a motion to approve the minutes. Steve Weller seconded. The motion passed.

Treasurer's Report – Julie Smith

The board accepted the June and July 2026 financials.

July 2026:

Mid Oregon CU Share	\$5.00	Accounts Receivable	\$34,843.30
Mid Oregon CU Reserve	\$59,072.39		
Petty Cash	\$200.00	Operating Expenses	\$1,908.45
US Bank MM Reserve	\$13,530.10	Reserve Expenses	\$0.00
US Bank CD Reserve	\$217,810.25	Special Assessment Expenses	\$5,960.99
FIB – MM	\$207,551.73		
WaFd Checking - Operations	\$143,164.65		
WaFd MM Reserves	\$14,281.98		
Total	\$655,616.10	Total Expenses	\$7,869.44

Julie Smith reported approximately \$655,000 in bank accounts and approximately \$34,000 in accounts receivable. Special assessment spending was approximately 35% of budget and operating spending was approximately 40% of budget.

The U.S. Bank CD was renewed for seven months at 3.35%. A reserve transfer was made from Mid Oregon Credit Union to WaFd operating for road work. Steve Weller made a motion to accept the Treasurer's Report as presented. Brad Heath seconded, and the motion passed.

Managers' Reports

Roads – Greg Hulihan, Road Manager: The asphalt roads have been resurfaced/chip sealed and approximately 2.5 miles of gravel was placed on Ponderosa Loop. Greg explained that the two-inch gravel layer was not watered or compacted because it would not provide a lasting benefit at that depth. He is reviewing several dust-abatement products for possible testing and use next spring. The board discussed trying more than one product in test sections and checking products already being used by nearby communities. Greg will also inspect areas where gravel has moved toward road edges and where wash boarding is developing.

Commons – Brad Covington, Commons Manager: The crew continued brush cutting, limbing and chipping in several common areas, including the east exit and areas along White Pine, Sugar Pine and other roads. The chipper was repaired and is operating well. A donated two-gallon water sprayer is now being carried with the crew as an additional fire-safety measure. The board also discussed future repair or replacement of the fence near the mailbox area, with possible donated materials and volunteer labor.

CWRR Grant – Debbie Christian, Grant Administrator: Debbie was unavailable. Ken Forsyth reported that two of the four lots approved in June were complete and the remaining two were scheduled for September 3.

FireWise – Brad Heath: Brad reminded the community that fire danger remained extreme and encouraged homeowners to continue defensible-space work, particularly within the first 5 feet and extending through the first 30 feet around homes.

Unfinished Business

Manager Spending Resolution – The board reviewed Resolution 08192026 and discussed the spending amount. Steve Weller moved to approve the resolution with the \$500 amount stated in the resolution. Alan Henne seconded. The board unanimously approved the resolution among directors present.

Zoom and Constant Contact – Ken Forsyth moved that the Chairman, Secretary and Treasurer be authorized as users of the Association's Zoom and Constant Contact accounts. Brad Heath seconded and the board unanimously approved the motion.

Mailbox Area – The board discussed the increasing number of packages being delivered to the mailbox area and the need for additional parcel boxes. Jeremy Martineau agreed to provide

information on parcel-box options and costs. The board discussed extending the existing concrete pad, possible volunteer labor and donations, and developing a proposal for the community.

FireWise Lead – Jeremy Martineau nominated Brad Heath to serve as the PPPOA FireWise Lead. Steve Weller seconded. The board unanimously approved Brad Heath as FireWise Lead. Brad will also continue serving as the Board's FireWise liaison.

New Business

In-Person Meetings – The board discussed holding some meetings in person while continuing to provide a Zoom option when possible. Several schedules were discussed, including more in-person meetings during warmer months and Zoom during winter months. The board agreed to begin on a limited basis and revisit the schedule after gaining experience with the format and available meeting locations.

Director Records and Information Requests – Ken Forsyth moved that any records request requiring more than 30 minutes to research, compile or prepare be brought to the board before additional work is done. The purpose is to keep the full board informed about substantial demands on volunteer time, not to limit a director's access to records. Steve Weller seconded. The board unanimously approved the motion.

Speed Limit Signs – Larry Merrill offered to donate ten flag kits for existing speed-limit signs. The board accepted the offer and discussed the need for additional speed-limit signs. Alan Henne agreed to review the community, identify locations where additional signs may be needed and report back at the next meeting.

Budget Committee – Julie Smith reported that volunteers are needed for the PPPOA and PPWC budget committees. A notice will be sent through Constant Contact asking interested members to respond by September 15, with the budget meeting expected in mid-October.

Employee Handbook – Steve Weller provided a sample HOA employee handbook. Ken Forsyth prepared a shorter version more suited to PPPOA. Ken and Steve will review the draft before it is sent to the full board for discussion at a future meeting.

Concerns of the Board

None.

Concerns of the Members

No member concerns were raised.

Executive Session

The regular meeting recessed at approximately 8:22 pm for an Executive Session to discuss property violations.

The board reviewed the violations and enforcement steps. The Executive Session concluded and the Regular Board Meeting reconvened at approximately 9:08 pm.

Ken Forsyth moved that the board proceed with the enforcement actions discussed in Executive Session. Steve Weller seconded. The motion passed unanimously among directors present.

Adjournment

Vincent Controno made motion to adjourn and Steve Weller seconded. The board voted unanimously to adjourn the meeting at 9:09 pm.

Respectfully submitted,

Julie Smith

PPPOA Secretary