



ASOCIACION DE VECINOS FRACCIONAMIENTO PLAYA DE ORO, A.C.

(referred to as the “Association” of the “Playa de Oro HOA”)

Playa de Oro HOA

874 S. Main St. #3737 - #55

San Luis, AZ 85336

Email: PDOHOA.BOD@gmail.com

Website: <https://pdohoa.com/>

General Board of Officers Meeting

MINUTES

Date: August 23, 2025

Time: 10:00 AM Pacific Time

Location: Zoom / Owners are welcome to join us via Zoom

<https://us06web.zoom.us/j/81599152016?pwd=6c1KV1o1b15lYB7JwtrnCQbyl8cG0o.1>

BOD Present: Lupe Amith (President), Greg Tiwald (Vice President), Linda Sites (Secretary), Jeff Holden (Parliamentarian)

Alternates: Terry McCullough (Architectural Liaison), Allison Thanongsinh

1. Call to Order: 10:00 am
2. Presidents Welcome:
 - a. Meeting Opening & Purpose

The meeting was held via Zoom, with the President and several Board members present along with homeowners.

The Board explained the shift from quarterly to monthly meetings to increase transparency and keep the community better informed.

- b. Parliamentary Procedure & Confidentiality

The President gave an overview of parliamentary procedure and its role in ensuring fair, orderly meetings.

Emphasis was placed on the importance of confidentiality:

Homeowner-specific issues, legal matters, contracts, and personnel issues must remain private.

Such topics are reserved for Executive Session to protect homeowner privacy, ensure trust, and avoid legal exposure.

- c. The distinction between CC&Rs (rules governing property use and community standards) and Bylaws (rules for how the Board operates) was also clarified.

3. Treasurer's Report:

- a. Financials (January–July) were presented and will be posted on the website:
 - ~90% of projected revenue had been collected.
 - ~54% of projected expenses had been spent.

- b. The HOA is on track to stay within budget and continue operations without financial shortfall.

4. Architectural Committee Report:

- a. Architectural Committee (Terry McCullough):
 - Goal is to uphold the aesthetic standards of the community.

Overview of guidelines, suggested revisions, and plans to test them with new construction projects. Followed by Board Approval.

Some complaints have been raised (e.g., wall heights), but structures built before June 30, 2009 are considered approved and cannot be challenged.

Committee aims to create clearer guidelines, especially for “continuing improvements.”

5. Past Dues Committee Report: none

- a. Waiting on updates from the attorney; no formal report yet.

6. Old Business:

- a. Status of Compliance Document Recording
 - Board has recently provided attorneys with the required personal documents (IDs, residency info, etc.) needed for legal filings.

Progress is being made toward proper recording and compliance.

- b. Roberts Rules:

A general consensus was that we loosely follow Roberts Rules

7. New Business:

- a. Alternates Role

The general consensus was that Alternates should be privy to all information that the Officers are so that they may be prepared to step in to cover any absence. A discussion was also held on how Alternate substitute would be selected. It was agreed that the 3 remaining board officers would decide without the President's vote.

b. Community Communications

The Board acknowledged the history of mistrust due to misinformation and lack of communication.

These new monthly meetings are intended to build trust, increase openness, and reduce controversy.

Volunteers and homeowners were thanked for their participation, with recognition that all service is voluntary.

c. Water Meters

A general overview of the meter situation at PDO was provided by the vice-president who has scheduled a follow up meeting with Parkstrong to discuss further.

8. Adjourn to Confidential Session to Discuss:

- a. Community Violations
- b. HOA Contracts
- c. Collections

9. Adjourn to next Board meeting: Saturday September 20:

The meeting focused on transparency, confidentiality, and strengthening HOA operations. Financials are stable, committees are refining processes (especially architectural guidelines), and legal compliance efforts are underway. The Board is emphasizing trust-building and professional governance going forward.

Attest:

Lupe Ramos Amith President



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BOD: Lupe Amith (President), Greg Tiwald (Vice President), Linda Sites (Secretary), David Betts (Treasurer), Jeff Holden (Parliamentarian)

Alternates: Terry McCullough (Architectural Liaison), Allison Thanongsinh

1. Call to Order
2. Presidents Welcome
3. Treasurer’s Report
4. Architectural Committee Report
5. Past Dues Committee Report: none
6. Old Business:
 - a. Status of Compliance Document Recording
 - b. Roberts Rules
7. New Business:
 - a. Alternates Role
 - b. Community Communications
 - c. Water Meters
8. Adjourn to Confidential Session to Discuss:
 - a. Community Violations
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Confidentiality in Board Discussions

Serving on an HOA Board comes with a duty to act in the best interest of the community. A key part of this responsibility is maintaining **confidentiality** when certain topics are discussed.

1. What Confidentiality Means:

Confidentiality means that **some matters discussed by the Board must stay private** and cannot be shared with non-Board members, friends, neighbors, or on social media. This protects the association, the homeowners, and the integrity of the Board's decision-making process.

2. When Confidentiality Applies:

Board discussions must remain confidential when they involve:


- **Personal homeowner matters** – such as rule violations, fines, delinquencies, or disputes.
- **Legal issues** – potential or ongoing litigation, attorney advice, or settlement discussions.
- **Contracts and negotiations** – bids, vendor evaluations, or sensitive business agreements.
- **Personnel issues** – if the HOA has employees, any discussions about performance or discipline.

3. Executive Session:

These sensitive topics are discussed in **Executive Session**, a closed portion of the Board meeting. Only Board members (and invited professionals, such as the HOA attorney or accountant) may attend. No minutes or details from Executive Session should be shared publicly, except for any formal decisions that must be recorded.

4. Why Confidentiality Is Important:

- **Protects homeowner privacy** – no one's personal matters should be open for gossip.
- **Preserves trust in the Board** – members must know their concerns are handled professionally.
- **Protects the HOA legally** – careless sharing of private details can create liability.
- **Supports fair decision-making** – prevents outside pressure or rumors from influencing Board judgment.

 In summary: **Confidentiality means that if a discussion is specific to an individual member, legal issue, contract, or personnel matter, it must stay within the Board.** Respecting confidentiality protects both the association and its members.

The History of Parliamentary Procedure (in plain language)

Where it started:

Parliamentary procedure began hundreds of years ago in **England**, with the British Parliament. As the king's advisors and representatives gathered to discuss laws, they needed a fair way to let everyone speak, make decisions, and keep order. Over time, they developed rules — who speaks first, how to vote, and how to settle disagreements.

Coming to America:

When the United States was founded, early leaders brought these ideas with them. The **Continental Congress** and later the **U.S. Congress** used many of the same rules to run meetings fairly and efficiently.

Robert's Rules of Order:

In the late 1800s, a U.S. Army officer named **Henry Martyn Robert** noticed that community groups and churches often argued during meetings because they had no clear rules. So in **1876**, he published a book called *Robert's Rules of Order*. It became the most widely used guide for running meetings in America.

Why it matters today:

Parliamentary procedure is still used by city councils, school boards, HOAs, nonprofits, and even Congress. The goal is simple:

- **Fairness** – everyone gets a chance to speak.
- **Order** – meetings don't get out of control.
- **Majority rule, minority rights** – the majority makes decisions, but the minority still has a voice.

How This Connects to HOAs: CC&Rs vs. Bylaws

For HOAs, governing documents set the foundation, and parliamentary procedure provides the rules for how meetings are conducted.

- **CC&Rs (Covenants, Conditions & Restrictions):**
These are the **property rules** — they “run with the land.” They cover what owners can build, exterior appearances, use of common areas, and homeowner responsibilities. Think of CC&Rs as the **rulebook for the community itself**.
- **Bylaws:**
These are the **operating rules for the HOA Board**. They explain how many board members there are, how elections are run, how meetings are called, voting rights, and officer duties. Think of Bylaws as the **rulebook for how the HOA is managed**.

The Importance of Confidentiality

An essential part of serving on an HOA Board is maintaining **confidentiality**. While open meetings are meant for community-wide discussions, some matters must remain private.

- **Executive Sessions** are used to handle sensitive issues, such as legal matters, contracts, or anything related to a specific homeowner.
- **If a discussion is about one member, their account, or their private situation, it is always confidential.** These details are not to be shared outside the Board.
- Confidentiality protects **privacy, fairness, and trust**. Without it, the Board risks legal exposure, damaged reputations, and unnecessary conflict in the community.

👉 In short: **CC&Rs tell owners what can and can't be done with the property, while Bylaws tell the Board how to govern.** And parliamentary procedure gives the Board a fair system for running meetings and making decisions.