

Apple Springs HOA

Board Meeting Notes – January 12, 2026 (via Zoom Call)

Purpose: Organization Meeting & Role Definition

1. Meeting Overview

The initial meeting of the newly elected Apple Springs HOA Board focused on:

- Electing officers
- Defining board roles and responsibilities
- Establishing priorities for governance, finances, communication, and community engagement
- Clarifying relationships with the Road District and Declarant during the transition period

The meeting emphasized collaboration, transparency, and setting a workable framework for a volunteer board.

2. Officer Elections

The following officers were elected unanimously:

- **President:** Patti Weber
- **Vice President:** Roger Beck
- **Treasurer:** Dan Carlson
- **Secretary:** Lois Schneider

Additional role confirmations:

- **Vendor Management Lead:** Peter McDowell
- **Covenant Enforcement Lead:** James Erickson
- **Support (Vendor & Covenants):** John Miller
- **Landscaping Lead:** Vicki Hoffman
- **Architectural Committee:** Michael Short (Declarant)

The Treasurer was confirmed as a **voting board member**.

The Declarant retains **tie-breaking authority** during the transition period.

3. Financial & Administrative Discussion

- Preliminary financial information was reviewed and noted as **not final**.
- The Treasurer will present **final 2025 financials** at a future meeting.
- The Board discussed the importance of:
 - Establishing an annual budget
 - Defining approval thresholds for operating vs. capital expenses
 - Competitive bidding for major expenditures

Consensus:

- Once a budget is approved, routine expenses may proceed without board approval.
 - Exceptions, overages, and capital projects above a defined threshold will require board review and approval.
-

4. Roles & Responsibilities (Summary)

Treasurer – Dan Carlson

- Obtain HOA tax ID
- Open new HOA bank accounts (operating & builder deposits)
- Transition QuickBooks and financial access
- Review 1–2 years of prior financials
- Draft a proposed budget within two months

Secretary – Lois Schneider

- Research HOA communication tools (website/app)
- Improve transparency (meeting notices, dues, violations, documents)
- Work with Amber to transition owner contact information
- Coordinate meeting notices and records

Vendor Management – Peter McDowell

- Serve as primary point of contact for vendors
- Coordinate seasonal vendor needs
- Maintain communication and accountability

Covenant Enforcement – James Erickson

- Lead covenant enforcement efforts
- Coordinate with Secretary on reporting
- Bring enforcement actions to the Board for review

Landscaping – Vicki Hoffman

- Continue oversight of landscaping
 - Develop a community landscaping plan
 - Recruit volunteers for spring projects
-

5. Communication & Member Engagement

- The Board agreed to improve communication tools to better reach homeowners.
 - Options include:
 - HOA website
 - HOA management or communication apps
 - Optional email notifications
 - The Secretary will present recommendations at the next meeting.
-

6. HOA & Road District Relationship

- The Board acknowledged the need to better define roles and responsibilities between the HOA and the Road District.
 - A future joint meeting with the Road District Board will be scheduled.
 - Key areas to clarify include maintenance responsibilities and funding coordination.
-

7. Community Initiatives

- Discussed creating a “Welcome to Apple Springs” process for new residents.
 - Agreed to plan a **community Earth Day cleanup** event in April.
 - Discussed future social events, potentially including a community gathering with live music.
-

8. Policy & Guideline Review (Future Agenda Items)

The Board agreed to review and potentially update:

- Builder deposit requirements
- Covered dumpster requirements for builders
- Rental property trash and bagging requirements
- Covenant violation reporting process
- Non-compliance tracking (dues, covenants)

- New resident onboarding process
-

9. Next Steps & Action Items

Immediate Actions

- Michael Short to send HOA dues notices (email & hard copy)
- Michael Short to provide HOA Inc. documentation to Treasurer
- Michael Short and Lois Schneider to schedule the next board meeting

Next Board Meeting

- Target date: **March 17, 2026**
 - Each role holder to present a brief plan for their area of responsibility
 - Treasurer to provide financial review and budget progress
-

10. Closing

The meeting concluded with board members expressing enthusiasm and commitment to improving Apple Springs through collaboration, transparency, and steady progress.