

YCHCHPOA Board Meeting Minutes

Monday April 13, 2026

Meeting Started @ 16:52pm

Meeting Adjourned @ 19:40pm

All board members attended: Wes Fritz, President; Doug Nichol, VP; Ethleene Johnson, Treasurer/Secretary; Rose Jarvis-Simon, Director

Meeting Recap

The board meeting focused on the following agenda items:

- Approving the 2026 annual meeting minutes
- Tax return preparation issues and concerns
- Electronic payment options
- Invoice delivery and member communication issues
- Road Committee
- Lien Release/Settlement Concerns
- Recording the Bylaw Change to Article 4.4 Voting
- Community Property Line and Road Encroachment Issues
- Filling the Open Director Seat on the Board

The board approved the minutes from the previous year's meeting and discussed challenges with tax filing, where the current tax preparer had incorrectly filed Form 1120 instead of the appropriate Form 1120H for a homeowner's association. The board explored options for electronic payment methods after Zelle was disabled, ultimately deciding to switch to PenFed bank and potentially use Zelle again with a new EIN. The meeting also addressed communication improvements, with plans to transition from Facebook to email communications using a centralized association email account that has been used by a prior treasurer. Regarding the roads committee, the board decided to task them with reviewing a previously developed engineering plan specifically developed for the association's dirt road maintenance and exploring grant opportunities for watershed protection and road improvements, rather than pursuing other paving type solutions.

Next steps

- Rose/Ethleene: To connect with the tax accountant after April 15th, to ensure the correct 1120H tax form is completed for the association and hopefully resolve the filing issue.
- Ethleene: Send login information for the association email account to board members.
- Ethleene: Send a contact list (including phone numbers) of board members to Wes.
- Wes & Ethleene: Work together to solicit and facilitate board vote of new members for the Roads Committee; send out the association roads plan to committee members; schedule an initial meeting

- Rose: Contact DPNR Wildlife (and other relevant agencies) to inquire about environmental grants for road/infrastructure improvements and report back to the board.
- Ethleene: Set up new online banking (e.g., PenFed) and Zelle account for association payments, ensuring EIN and account details are correct.
- Ethleene: Facilitate the recording of the new language for Article 4.4 Voting of the bylaws with the amendment passed at the annual meeting (regarding voting procedures) with the Lieutenant Governor's office.
- All board members: Reach out to potential candidates to fill the open director's seat. Wes working with Ethleene to formally solicit volunteers.
- Ethleene: Send out association invoices and statements as soon as Zelle is restored.
- Ethleene: Work with Mystical Lawn Care to get an estimate for the road and bush work needed.
- Rose: Reach out to grant writer contacts for advice on finding and applying for relevant road grants.

Discussion Summary

2025 Annual Meeting Minutes Approval

The board discussed the minutes of the annual meeting and unanimously approved the minutes as written. The minutes were sent to board members to review prior to the meeting to assist with moving through the lengthy document.

HOA Tax Filing Requirements Discussion

The board discussed tax filing requirements for the association. Ethleene reported concerns with the 2023, 2024 and 2025 tax returns prepared in April 2026, as the returns indicate the association owes taxes for 2023 and 2025. Given this board's knowledge and understanding, the association has never filed taxes before, filing these returns will create a huge tax liability issue for the association. Doug clarified that while the association is not tax exempt federally, we are exempt under the 528 codes for homeowners associations, with assessments being exempt from taxes. The discussion ended with concerns about the tax preparer's response and the need to file correctly while avoiding unnecessary penalties. Doug explained that we need to file Form 1120H under Section 528 tax code, as the association should be exempt from taxes since all funds come from assessments for road maintenance and do not generate taxable income. The current tax preparer completed the wrong form (1120) and Ethleene requested assistance in getting this issue resolved. Rose and Ethleene agreed to contact the preparer after the 15th of April to work through getting the correct form (1120H) completed.

Electronic Payment Options Update

Ethleene provided an update on setting up electronic payment methods for assessments. She explained that Zelle was shut down due to a member reporting a fraudulent transaction they mistakenly sent the association. She completed the set-up of PayPal for the association using YCHACHPOA-sec-treas@hotmail.com as a business account but is working to get it recognized as a not-for-profit to avoid fees. Given that challenge, other

options were discussed. Zelle is the preferred payment option, however since Zelle is tied to an EIN, the association would need to get a new EIN to utilize Zelle. The board discussed and agreed to switch to an online bank like PenFed when the new EIN is available in hopes of restoring Zelle.

Invoice Delivery and Communication Concerns

The board discussed issues with invoice delivery and communication with members. Ethleene explained that she identified a problem with email notifications which had a unrecognizable name in the "from" section of the email which may have been confusing to members. That issue was fixed and 2026 invoices will be sent via both email and text message, which is a new feature in QuickBooks, that will make it clear the email is from the association. Ethleene also discussed plans to shift communication from Facebook to email to improve engagement and input from residents, noting a decrease in the annual meeting attendance from 64 voters last year to around 30 this year. The group also discussed the importance of using a single, consistent email address for association communications, with Doug noting that the current SEC/TRES@Hotmail.com email, which was previously used by Nancy Fuller and restored by Doug, should be maintained for historical continuity. Ethleene agreed to share the YCHACHPOA-sec-treas@hotmail.com email box login information, with all board members.

Road Committee Discussion

The discussion focused on the current road committee members. We discussed that while board members are elected annually, committee members do not need to be re-elected each year. However, the board agreed to solicit for any additional members that may be interested in serving on the committee. We agreed that the road committee's role should be to focus on reviewing the existing detailed neighborhood roads plan and provide recommendations to the board, rather than handling maintenance tasks directly. We also discussed the importance of inspecting under-road culverts to ensure they are in good condition and not blocked or washed out.

Culvert Maintenance and Water Management

The board discussed culvert maintenance responsibilities and water management issues in the neighborhood. Doug explained that culverts underneath roads need cleaning to prevent blockages, citing a specific culvert near his house that has been affected by road grading and debris. Rose shared concerns about water runoff affecting the property directly behind her house, noting that the area is considered a community waterway and cannot be fenced. The discussion revealed that the neighborhood's original road design functioned as watersheds, creating ongoing drainage challenges. The conversation concluded with concerns about the high cost of road improvements, with Doug estimating that asphalt would cost millions, making it unfeasible to pave all roads in the community.

Road Maintenance and Environmental Plan

The board discussed revisiting the 2013 Hope and Carton Hill Roads Management Plan which was developed for our neighborhood to address dirt road maintenance and environmental concerns. We agreed to direct the Roads Committee to focus on that plan, which includes water retention measures to protect the watershed leading to the bay. The

committee will also explore environmental grants, with Rose offering to research potential funding opportunities and connect with grant writers.

Lien Release/Settlement Questions Discussion

The board discussed concerns raised by Barbara Peele, who is questioning the settlement of liens placed on properties by the 2021 board. Ethleene explained that in 2023 and 2025 liens were settled for less than the original lien amount; in accordance with prior board discussions and agreements dating back to August 2022 that unclear fees and special assessment amounts would be vacated when liens are negotiated. The reduced settlement amounts prompted Barbara's demand to know where the money went. The board agreed that Barbara's concerns are unfounded since lien settlements were negotiated and settled directly with members and while a private matter, those transactions are open to association members' review. We discussed Barbara's threat to take her concerns to the Attorney General's office.

Recording the Bylaw Change to Article 4.4 Voting

The discussion focused on how to record the bylaw change to article 4.4 voting, that passed at the annual meeting. The change amends the voting process for association meetings. Ethleene proposed and the group agreed to implement paper ballots for all voting including amendments to bylaws, while limiting show of hands votes only to motions raised during meetings. The group discussed the proper procedure for recording bylaw amendments at the Lieutenant Governor's office. Ethleene committed to drafting the necessary documentation in the coming weeks to make the change official.

Community Property Line and Road Encroachment Issues

The discussion focused on property line and road issues in the community. Doug explained problems with unclear road boundaries and discussed a specific case involving Plot 10 owned by Charles Marlin, whose property stake was in the middle of the road. The board needs the property survey to determine next steps to resolve the issue. We also discussed challenges with maintaining proper road boundaries and managing vegetation overgrowth into the roadways.

Filling the Open Director Seat on the Board

The conversation ended with a discussion about filling an open director seat on the board. The board will solicit volunteers to fill the open seat.