

HP3A Board of Directors (BOD) Meeting Minutes

September 10, 2024

1. **Called Meeting to Order: 5:00PM**
2. **Vice President Appointment:**
 - a. After Bernadette's resignation from President, Christine Mohr was elected as the Interim President by Majority Vote. Since that resignation there has been an open Vice President Position. As such, the remaining BOD Members (John and Christine) selected Tony Hicks to fill the role of the Vice President. This was agreed upon at this BOD meeting.
 - b. During the next general membership meeting homeowners shall ratify by vote the selected Director or elect another Director to serve the remainder of the former Director's term.
3. **Review of Non-Binding Email Vote:**
 - a. It was determined that no vote (either dissolution or use of Dorman Management Company) will occur at this time. Tony will need some time to learn his new role on the BOD.
 - b. This non-binding email will not be sent at this time.
4. **Plan with 3 BOD at this time:**
 - a. Reorganization of Duties
 - i. John's Duties
 1. At Present:
 - a. Accounting (Profit/Loss Sheet, Balance Sheet)
 - i. Annual Dues
 1. Non-Compliance Letters for this
 2. Discussed using mobile deposit and ACH access for electronic payments for homeowners
 - ii. Waste Management
 - iii. Website payments (Scott Ross)
 - iv. Liberty Mutual Insurance CPKGE Policy #BKS62320631
 - v. P.O. Box
 - b. Status Letters
 - c. Annual Secretary of State Acknowledgement
 - d. Checking the P.O. Box
 2. Future Suggestions:
 - a. Remove John from the email list by January 1, 2025 so he is not completing more duties than necessary.
 - b. In the future it may be beneficial to have John transition into the VP role and have Tony transition to the Secretary/Treasurer Role to further divide job duties.
 - c. Have another BOD person to help assist with other duties that John was previously covering.
 - d. As duties come up, John will develop step-by-step instructions for someone else to follow.

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- i. (All 3 BOD job duties will need step-by-step instructions to ensure seamless transition among BOD).

ii. Christine's Duties:

1. Annual Meetings/Agenda/Notes
 - a. Announcements
 - b. Global emails
2. Review of changes in laws related to Covenants
 - a. Considering changes to flagpoles, signs, religious items, accessory buildings
 - b. Policy updates
3. Briargate/Stapleton updates
4. BOD/ACC Elections:
 - a. Discussed reelection of John in a BOD role and reelection of Christine Christiansen in an ACC role.
5. Future Suggestions:
 - a. Christine will receive training from John on covenant enforcement.

iii. Tony's Duties:

1. Mowing
 - a. Tony will continue completing this duty.
2. Future Suggestions:
 - a. Tony will now be responsible to collect all of the mail from the P.O. Box.
 - i. John provided Tony with the key
 - b. John will transition other job duties to Tony as they arise.
3. Tony discussed continuing to talk to other homeowners about volunteering for a BOD position.
 - a. Discussed the importance of commitment of 3 years for BOD positions.

iv. Volunteer Duties:

1. Nancy: Water Meter Readings
 - a. John will train Nancy step-by-step for the October 2024 Readings
 - b. Discussed reporting the Dawson water meter readings (4 homes are on the Dawson aquifer).
 - c. Discussed continuing to report these to HP1&2 even though they don't want to as that is what the Water Policy says we will do.

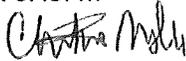
v. Other Duties:

1. Website maintenance
 - a. Not Discussed
2. Email Mailbox maintenance for ACC/BOD

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- a. Briefly discussed consideration for an HOA Microsoft 365 account to improve record retention in one location for all BOD and ACC members to access.
3. Training board members on CCIOA Requirements/Statutory Changes
 - a. Not discussed
4. Evaluate community improvement projects
 - a. Not discussed
5. Covenant Enforcement
 - a. Discussed about 8 potential homeowners having violations.
 - i. ATVs
 - ii. Construction Debris
 - iii. Trailers
 1. Discussed fine assessment after 5 and 30 days.
 - b. John and Christine will work on this in order to shift this duty to Christine.
- b. Potential Development of official "duty/job descriptions" (step-by-step guide) so anyone can transition into the role.**
 - i. John will begin writing these to assist with transition of his job duties.
- c. Potential for covenant amendment? (Would be a community effort).**
 - i. All BOD agreed that this would be discussed at the next community meeting.
- d. Adjournment: 6:45PM**





John Christensen

