

# MHPOA Board Meeting Minutes

Monday, 2024 Jan 8, 6:00-8:00pm via Zoom

Present: Dan Turk (President), Susan Johnston (Vice President), Brigitte Delisa (Secretary-Treasurer), Keith Pearson, Kevan Davidson, Trevor Igel, Kristin Schmelter, Skye Stiner, Kathy Moran (President Ex Officio)

1. Open Meeting – 6:04pm
2. Reports, Updates, Discussions, & Decisions
  - a. Secretary/Treasurer
    - Report – Balance Sheet & P&L (Income) Statement
    - Discussion about whether to transfer money from Checking to Savings or CD
      - ACTION/TODO: Voted to move all but \$30,000 from Operating Fund Checking Account to new 14-month CD. Brigitte will do this.
  - b. Consolidated documents (Covenants, ByLaws)
    - ACTION/TODO: Dan & Brigitte will get wording from attorney regarding specific wording to put at beginning of consolidated Covenants document pointing to official version recorded at Larimer County.
  - c. Dedicated e-mail accounts for Board members
  - d. Cluster mailboxes.
    - Talked with April Bauming, EP Postmaster, on 2023 Dec 8
    - We control who is eligible for a box vs. USPS controls
    - ~\$1,100 per box if we control, \$0 if USPS controls
    - Possible updated boxes and/or new boxes next summer sometime
    - Also additional package boxes
      - ACTION/TODO: Dan will contact USPS regarding having them control the boxes, get new ones added, old ones maintained/replaced, and new parcel boxes installed per Dec 8 discussion.
  - e. Federal Corporate Transparency Act (CTA) HOA/POA Board Member Filing Requirements
    - ACTION/TODO: Dan & Brigitte will ask attorney if there are any exclusions, what the penalties would be for not complying, and who would have access to this filed information.
  - f. Signs/banners along roads
    - DISCUSSION: Talked about banners at house along Pine Tree and whether any action is needed. These types of things have not been confronted in past, so no action at this time.
  - g. Short-term Rentals (STRs) and the County's work on them
    - ACTION/TODO: Dan will contact Larimer County about status of 408 Pine Tree, etc, and pass on additional addresses we know of.
  - h. Online payment options for MHPOA members
    - ACTION/TODO: Dan & Kevan will discuss and get information and options re online assessment payments.
    - ACTION/TODO: Dan will check with attorney on whether surcharges for online payment are OK and what options / approaches other HOAs/POAs use.
  - i. General Improvement District (GID) representatives and County use of money each year

- ACTION/TODO: Skye and Trevor will apply for positions.
- ACTION/TODO: Skye, Trevor, and Kristin will begin getting up to speed and getting info from Carriage Hills regarding their interactions and options.
- ACTION/TODO: Skye, Trevor, & Kristin will find out why Larimer County shows no 2023 budget moving to 2024, when nothing was spent in 2023.
- ACTION/TODO: Keith will alert Chip.

j. Architectural Control Committee (ACC)

- Report
- Discussion of guideline document for requests regarding renewable energy

- ACTION/TODO: Keith will update document and circulate.

k. TODOs from Oct Board Mtg – Discuss if not already covered above

- Brigitte and Dan will talk with our attorney regarding a consolidated Covenants document and MHPOA e-mail addresses for Board / Committee members.
- Need to work on our Collection Policy. OCH&H sent a sample collection letter and policy to us. Brigitte will share these docs with Susan and Dan for us to work on.

- ACTION/TODO: Dan, Susan, & Brigitte will work on this.

- Kevan suggested we find a way to allow electronic assessment payments, this could significantly decrease homeowner non-payment by making it easier to pay. All agreed. Dan will work with Kevan on this in November.
- Keith will reshare the Covenant Enforcement Policy with the Board for us all to read and comment on.

- ACTION/TODO: Kristin will work on this and push it along. Kathy will act as a resource for Kristin.

- Keith has a draft document for ACC guidelines which he will share with Dan, Trevor and Kristin for comments and suggestions.
- Keith will ask Kevin Marquart if he might be interested in serving on the GID.
- Trevor and Dan will see what they can learn about what the requirements are for the county spending the mill levy on road maintenance each year.

l. Secretary/Treasurer

- We will likely need to find a new person or people soon, as Brigitte will probably be moving down the mountain in the near future.

- ACTION/TODO: Dan & Brigitte will write up job descriptions for the 2 positions and then circulate.

3. TODO Summary – See details in “ACTION/TODO” items above.

a. Brigitte

- Move all but \$30,000 from Operating Fund Checking Account to new 14-month CD.

b. Dan

- Contact USPS regarding having them control the boxes, get new ones added, old ones maintained/replaced, and new parcel boxes installed per Dec 8 discussion.
- Contact Larimer County about status of 408 Pine Tree, etc, and pass on additional addresses we know of.

c. Dan & Brigitte

- Get wording from attorney regarding specific wording to put at beginning of consolidated Covenants document pointing to official version recorded at Larimer County.

- Communicate with attorney re CTA: ask if there are any exclusions, what the penalties would be for not complying, and who would have access to this filed information
  - Communicate with attorney re online payments: check on whether surcharges for online payment are OK and what options / approaches other HOAs/POAs use.
  - Write up job descriptions for Secretary & Treasurer and circulate.
- d. Keith
- Update and circulate ACC renewable energy guidelines.
  - Alert Chip to Skye, Trevor, & Kristin beginning to work with GID.
- e. Dan & Kevan
- Discuss and get information and options re online assessment payments.
- f. Skye, Trevor, & Kristin
- Skye and Trevor will apply for positions on the GID.
  - Skye, Trevor, and Kristin will begin getting up to speed and getting info from Carriage Hills regarding their interactions and options.
  - Skye, Trevor, & Kristin will find out why Larimer County shows no 2023 budget moving to 2024, when nothing was spent in 2023.
- g. Dan, Susan, & Brigitte
- Work on updating Collection Policy.
- h. Kristin, & Kathy
- Covenant Enforcement Policy: Kristin will work on the Covenant Enforcement Policy and push it along, with Kathy acting as a resource for Kristin.
4. Next Board Meeting
- a. 2024 Apr 8, Monday, 6-8pm, Zoom
5. Adjourn Meeting – 8:18pm