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
   1. 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.
   2. 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.
   3. Dedicated e-mail accounts for Board members
   4. 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.
   5. 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.
   6. 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.
   7. 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.
   8. 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.
   9. 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.
   10. Architectural Control Committee (ACC)
       * Report
       * Discussion of guideline document for requests regarding renewable energy
         + ACTION/TODO: Keith will update document and circulate.
   11. 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.
   12. 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.
   1. Brigitte
      * Move all but $30,000 from Operating Fund Checking Account to new 14-month CD.
   2. 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.
   3. 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.
   4. Keith
      * Update and circulate ACC renewable energy guidelines.
      * Alert Chip to Skye, Trevor, & Kristin beginning to work with GID.
   5. Dan & Kevan
      * Discuss and get information and options re online assessment payments.
   6. 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.
   7. Dan, Susan, & Brigitte
      * Work on updating Collection Policy.
   8. 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
   1. 2024 Apr 8, Monday, 6-8pm, Zoom
5. Adjourn Meeting – 8:18pm