

Pawnee Hills HOA
Board of Directors Meeting
January 24, 2023

Quorum of board members has been met. Board members in attendance: Randy Burns, Thom Corrigan, Tina O'Bryan

Call To Order: Meeting called to order at 6:04 pm

Approval of Agenda: Motion made to approve the agenda seconded and approved

Approval of Minutes: Motion made to approve the December 27, 2022, minutes seconded and approved.

Announcements: None

Open Forum/Communications from Community Members: None
(Sign in with intention to speak). Please follow the rules for a board meeting.
3-minute time limit per person.

Reports

Facility Coordinator-Jim Garnhart- Increase in clubhouse reservations this month. The snowplow provider has been arranged for the season. Jim to monitor the frequency of snowplowing so we do not exceed the budget. The Christmas lights have been taken down at the mailbox shelter. The gutter is falling off over the front door of the clubhouse. There is too much snow and ice at this time to evaluate if Jim can repair it. Maverick has completed the initial wiring for the coming internet service. The weather is prohibiting progress on the internet installation. Jim has gotten pricing on a camera system that will be installed after the new internet. Jim is communicating with 2 fence contractors for estimates on the new pool fence-this will take place in the spring. Gift cards have been sent to the winners of the Holiday Light Decorating contest.

Treasurer Report-Sandy Perry-Motion made to approve the financials seconded and approved. Sandy to sign up for paperless e bills for utilities which will help the HOA avoid late fees due to the length of time it takes for processing the bills. Thom questions a charge for \$1,665-this is a pre-payment for Lawn Doctor services for 2023.

Web Site-Sandy Perry-Sandy to place the names of the winners of the Holiday Light Decorating Contest on the Web site. The website host for the HOA is going out of business so we will need to contract a new one. Sandy to research companies and pricing for a new service. This will need to be in place within 8 weeks. Sandy estimates a new website will cost approximately \$500. Motion made for Sandy to arrange for a new website seconded and approved.

Equestrian-Rachel Larson-Planning an event with presenters Bill and Diane Wingle, to cover general horsemanship, safety, trail etiquette, and equipment. Refreshments to be served, non-homeowners welcome. Date March 5. Time to be determined. To be advertised on Facebook, at the mailbox shelter, and surrounding neighborhoods

Welcoming-Sandra Corrigan-Continue to welcome new homeowners. Plan to ask at the homeowner meeting if there are any business owners that would like to include items in the welcoming baskets to promote their business.

Activities Committee-Andrea Garnhart and Robin Pickering-Events for 2023.

Book Club-1st Thursday of each month 7:00 pm at the clubhouse

April-Easter egg hunt

July-Homeowner meeting BBQ-tentative.

July 4th parade and ice cream social at the club house

October-Trunk or Treat,

December-Holiday Light Decorating contest.

Spring and Fall large item trash pick-up.

Architectural Review Report-Randy Burns-None

Old Business:

- A.** Decision on tier level for Moeller Graff-Motion made to go with the Moeller Graff Tier 1 plan seconded and approved.
- B.** Is it possible for the management company to provide information on updates to rules and regulations so the HOA can minimize legal expenses? Tina to inquire.

New Business:

- A. Do we have tickets for the raffle at the Homeowners meeting? Jim to purchase tickets for the raffle. Tickets to be distributed at sign in. Ballots will be distributed once a quorum has been established.
- B. Items missed-Tina to see if Diversified Management has any HOA educational resources that are recorded.
- C. Tina to speak with Diversified Management as to whether they can file our updated Articles of Incorporation
- D. The vote at the meeting will commence after nominees have an opportunity to speak and nominations have been received from the floor. Two homeowners will be responsible for counting the ballots. The meeting will continue during the ballot counting. Election results will be given during the meeting.

Next Meeting-February 28, 2023, 6:00 pm

Motion made to adjourn meeting seconded and approved. Meeting adjourned at 6:54 pm.

Respectfully Submitted
Andrea Garnhart
Secretary

Pawnee Hills HOA
Board of Directors Meeting
February 28, 2023

Quorum of board members has been met. Board members in attendance: Randy Burns, Thom Corrigan, Tina O'Bryan, Tina McKenna, Scott Braun

Call To Order: Meeting called to order at 6:05 pm

Approval of Agenda: Motion made to approve the agenda seconded and approved.

Approval of Minutes: Motion made to approve the January 24, 2023, minutes seconded and approved.

Announcements: None

Open Forum/Communications from Community Members: (Sign in with intention to speak)

Be sure to follow the rules for a board meeting.

3-minute time limit per person.

Paulette Cresawn suggests we have a reservation system for the pool to control the number of people at the pool.

Paulette Cresawn asks about the rules and regulations regarding dogs at large. The board created this as a deterrent in the hopes people will keep their dogs under control.

Cynthia Cregger-asks why we changed our attorneys. The board states Altitude laws fees were higher than Moeller Graf and Moeller Graf offered packages for legal services. The board states they want to continue to work with attorneys that strictly deal with HOA's.

Reports

Facility Coordinator-Jim Garnhart-The gutter has been replaced above the porch. The fencing contractors are scheduled to give us final bids for the new pool fence. Jim still looking into camera systems but suggests waiting until the fence is complete. Jim is getting pricing on a new mower. Scott asks about the purpose of a camera system. Jim states we have had a system for some time and now we will go away from a subscription service and have a closed circuit system which will save money for the HOA. Scott asks what we mow. Jim mows the grass at the clubhouse and the arena.

Jim to look into putting pickle ball markings on the tennis court per a homeowner request.

Jim to pick a date for the spring large item pick up.

Jim to locate and get access to the septic so it can be pumped out this spring.

Jim to purchase and mail gift cards to the winners of the Homeowner meeting raffle.

Treasurer Report-Sandy Perry-approval of financials. Thom asks if we received payment for arrears for a homeowner that sold their home, Sandy to check on this. Thom questions the high amount for the natural gas bill. Sandy to check on this. Thom questions the \$954 for accounting services. Sandy states that is the monthly charge and that it went up 7% this year. Scott asks why we are mailing monthly HOA statements. It could be a cost saving if we could send statements electronically. Randy to speak with Diversified regarding fees and the services provided. Sandy

has switched the billing at Black Hills to an electronic bill which should avoid late fees to the HOA. Motion made to approve the financials seconded and approved.

Web Site-Sandy Perry-Sandy has created our new website with Square Space. The pricing was better and there is no limit on data. It will be activated the end of March. Sandy has put a minimum amount of data (3 years/minutes. 7 years/financials) on the web site and documents will be put into files. Scott asks where all our documents are backed up. Sandy states currently there is not an electronically backed up file. Scott to do some research on storage systems and report at the next board meeting. Motion made to trim down the documents available on the new website seconded and approved.

Equestrian-Rachel Larson-Speakers and luncheon set for March 5. New equipment has been purchased.

Welcoming-Sandra Corrigan-Continues to deliver baskets to the new homeowners.

Activities Committee-Andrea Garnhart and Robin Pickering-Next event is Easter Egg Hunt. April 1st. 10 am.

Architectural Review Report-Randy Burns-Nothing at this time.

Old Business:

- A. Tina O'Bryan -recorded educational resources from Diversified-Tabled.
- B. Filing of Articles of Incorporation through Diversified-The board President and secretary need to sign and submit to the state. Long discussion had about the updated covenants completed by a previous board.

New Business:

- A. Board president and vice-president results-President Randy Burns. Vice president Thom Corrigan.
- B. Homeowners meeting results on attendance, proxies, vote count of officers. Quorum was met at the meeting 22 in person 29 by proxy. 45 votes each for Tina McKenna, Scott Braun, and Thom Corrigan. 25 votes for Randy Burns. 16 votes for Tina O'Bryan. Motion made to approve the results seconded and approved. Scott asks about the proxy votes since no one knows him and he was not at the meeting and he received 45 votes. Scott says it seems suspicious. Randy to look into a better process for the proxy system. Cynthia Cregger state she is the homeowner that brought over 20 proxies and states she votes the way the homeowner asks her to.
- C. Signing the contract with Moeller Graff for legal services-has been signed and to be forwarded to Moeller Graff.

Next Meeting-March 28, 2023

Motion made to adjourn meeting seconded and approved. Meeting adjourned at 7:41pm.

Respectfully Submitted
Andrea Garnhart
Secretary

Pawnee Hills HOA
Board of Directors Meeting
March 28, 2023

A quorum of board members has been met. Board members in attendance: Randy Burns, Thom Corrigan, Tina O'Bryan, Tina McKenna, Scott Braun

Call To Order: Meeting called to order at 6:02 pm

Approval of Agenda: Motion made to approve the agenda seconded and approved.

Approval of Minutes: Motion made to approve the February 28, 2023, minutes seconded and approved.

Announcements: None

Open Forum/Communications from Community Members: None

(Sign in with intention to speak. Be sure to follow the rules for a board meeting.

3-minute time limit per person.

Reports

Facility Coordinator-Jim Garnhart- Dumpsters have been reserved for the large item pickup scheduled for April 29. Cost is \$500 per dumpster. Lawn Doctor has come to apply pre-emergent treatment to the lawn. The bids for the fencing have been provided to the board. Tina McKenna inquires why the board decided to replace the fence. The current fence is in need of repair and maintenance. The metal fence will require less maintenance overall, may reduce trespassing and vandalism. Every year when preparing the budget, the board looks at what is most in need of replacement. Tina O'Bryan asks about the various quotes and the number of gates. Tina McKenna asks if we could not at least get a quote on a cedar fence. Thom states this is the culmination of months of work and the goal is to have the fence completed before the pool opens.

Jim states we will be able to use the current locks therefore avoiding the expense of rekeying the locks.

Motion made to go with A-1 building services company for a new metal fence around the pool and back yard for \$26,290. Motion seconded with 3 ayes and 2 nays. Motion passed.

Jim to make a new pool sign with the capacity information.

Jim to have the septic tank inspected and emptied after the Easter Egg Hunt.

Treasurer Report-Sandy Perry-Financials provided to the board for review. Thom asks about the accounting charges from Diversified. The legal/delinquent fees are charged back to the homeowners. Discussion regarding the new laws regarding collections which became effective August 2022. Need to communicate this new change to the homeowners. Plan to post on the website, and mailbox shelter. Suggestion to add it to the mailing for the July homeowners meeting. Motion made to approve the financials seconded and approved,

Web Site-Sandy Perry-New website is up and operational. Resident to assist Sandy in getting the calendar more usable and to assist in getting documents stored electronically. Plan to get a Google business account at a minimal charge.

Equestrian-Rachel Larson-Wants to have an equestrian event with Joe Cummings. Will use his liability insurance to cover this event. Fee will be \$75 for horse and rider.

Welcoming-Sandra Corrigan-Continues to welcome new homeowners.

Activities Committee-Andrea Garnhart and Robin Pickering-Easter Egg Hunt scheduled for April 1 at 10 am at the clubhouse. Garage sale scheduled for June 10, 2023

Architectural Review Report-Randy Burns-35697 Cheyenne Trail, chicken coop and run. 1933 Pawnee Parkway, new decking. 1185 Belgian Trail, roofing and paint.

Old Business:

- A. Decision on what fence company will be awarded to install the fence around pool. See above.
- B. Make a push to get homeowners to switch to electronic statements. Would like to encourage homeowners to use the electronic option to eliminate some of our costs. Is there a legal reason that Diversified has to mail a paper statement monthly to the homeowners? Legally can we move to electronic and eliminate paper statements? Can we charge a fee to those homeowners that require a paper statement?
iCloud for storage results-Scott Braun researched options for electronic storage of HOA documents, Google drive has a \$12 per year option, Drop box, ICLOUD-business plan are all options. Can we hire some people to scan everything in the office to be uploaded for electronic file storage? Sandy states there may be a price for non-profits for this service.
Motion made to use Google for our electronic file storage seconded and approved.
- A. How are we doing setting up emails to send information to members. Sandy obtained a list from Diversified and combined with those on our gmail account and there are approximately 120 email addresses. Plan to post a notice at the mailbox and facebook page asking for email addresses from homeowners.
- B. Update on new covenant change from attorneys-This is a rule and regulation that is being updated. There is a new form on the website for homeowners to report a violation. Motion made to pass the amended collection policy and procedure effective date August 10, 2022, and the amended covenant and rule enforcement policy and procedure effective August 10, 2022. Motion seconded and approved.

New Business:

- A. What measures can be taken when homeowners do not fill out an ARC form before initiating work around the home or property. In the past we have made contact and asked the homeowner to fill out the paperwork. If the homeowner is out of compliance the board will follow the process as laid out in our covenants.
- B. Insurance for clinics-Some companies will do single event insurance as needed.
- C. Items missed. Tina McKenna asks about an issue brought to her by her neighbor. A fence has been built parallel to her neighbors' fence that her neighbor states is inferior. A fence between properties can be placed on the property line. This is not and HOA matter, it is a civil matter.
- D. Randy proposes eliminating proxies and instead using a ballot drop box for elections. This is to be discussed further at the next meeting.

Next Meeting-April 25, 2023

Motion made to adjourn meeting seconded and approved. Meeting adjourned at 7:55 pm.

Respectfully Submitted
Andrea Garnhart
Secretary

Pawnee Hills HOA
Board of Directors Meeting
April 25, 2023

A quorum of board members has been met. Board members in attendance: Randy Burns, Thom Corrigan, Tina O'Bryan, Scott Braun

Call To Order: Meeting called to order at 6:00 pm.

Approval of Agenda: Motion made to approve the agenda seconded and approved.

Approval of Minutes: Motion made to approve the March 2023 minutes seconded and approved.

Announcements: None

Open Forum/Communications from Community Members: (Sign in with intention to speak. Be sure to follow the rules for a board meeting.

3-minute time limit per person.

An email from a homeowner inquires if, in the process of erecting a new fence, should we provide accommodation for those with access issues and put in a gate that would allow easier access to the lower level of the club house. The board doesn't believe this will solve the access problems at the clubhouse and will not make a change in gate placements.

Reports

Facility Coordinator-Jim Garnhart- Will begin erecting the new fence this week. Had a delay due to weather and locating services. The septic area was prepared for pumping, Honeybee states our tank is leaking and will need to be replaced. State the leach field is probably ok. Attempted to obtain 3 bids for replacing the tank. The goal is to have it replaced before the pool opens. Plan to move the tank from the back yard to outside the fence area. Plan to install a 1250-gallon tank. The fencing contractor will leave a few fence posts out until the septic tank is installed and then come back to complete the fence project.

Plan to have the pumping of the septic tank on a schedule going forward,

After reviewing quotes from 3 contractors, a motion was made to hire Kremer Construction to replace the septic tank for \$6,920, seconded and approved.

Lawn Doctor will be aerating the lawn, fertilizing, and putting down pre-emergent.

Will schedule the sprinkler service to come out after the septic and fence projects complete.

Arapaho pool is scheduled to come out on May 17 to get the pool up and running.

Roll offs have been arranged for the large item trash pick up on Saturday April 29.

Treasurer Report-Sandy Perry-approve financials-Motion made to approve the financials seconded and approved.

Web Site-Sandy Perry-Have received bills from Diversified for multiple monthly web site charges in various amounts. Diversified does not provide nor manage our website. Randy to speak with Diversified regarding these charges.

Equestrian-Rachel Larson-Insurance-Rachel states the presenter of this clinic Joseph Cummings, will have insurance needs provided. To be held on July 9. Will have waivers for participants to sign. Randy called our insurance company to inquire if they will cover an event of this type involving horses-they will not. Randy also reached out to our lawyers regarding liability

due to an event of this type. He then received a bill from the attorneys in the amount of \$1,157. Randy then spoke with Tim Moeller, the attorney, who said this was for an hour worth of research on ADA requirements. Randy explained he didn't ask about ADA. The attorneys have agreed to reduce the billing by 1 hour.

Missing a 3-step mounting block from the arena.

Welcoming-Sandra Corrigan-Continues to meet with new homeowners.

Activities Committee-Andrea Garnhart and Robin Pickering-Large item trash pickup scheduled for April 29. Community garage sale June 9&10.

Architectural Review Report-Randy Burns-1438 Pawnee Pkwy-New Siding, 1040 Belgian Tr-Garage building, 1579 Belgian Tr-Steel Building, 1075 Pawnee Pkwy-Solar Panels

Old Business:

- A. Conversation with Diversified about paper statements-due to new laws, Diversified is required to send paper statements unless homeowners are signed up for automatic withdrawals.
- B. How are we doing setting up emails to send to members-Are creating a contact list. We have asked homeowners to provide email addresses.
- C. Cloud storage update-In progress-Jim's son is to work on setting all this up.

New Business:

- A. What is RowCal-An HOA management company-no plans to change currently.
- B. Club house septic tank-As above
- C. Discussion about Diversified and that it is difficult to determine where funds are coming from in the accounts receivable reports. Randy to call Diversified and ask if we were paid on a lien that was on a property that sold.
- D. Tina requests to be paid with petty cash for the \$25 needed to file the Articles of Incorporation.
- E. Scott asks if we should have a Zoom meeting option for board members that are unable to attend in person. Randy states it is not the practice to have zoom meetings. Will discuss further.
- F. Scott asks if the board is continuing to discuss the proxy process. Randy is doing research on the proxy process and will discuss in the future.

Next Meeting-May 23, 2023

Motion made to adjourn meeting seconded and approved. The meeting adjourned at 7:05 pm.

Respectfully Submitted
Andrea Garnhart
Secretary

Pawnee Hills HOA
Board of Directors Meeting
May 23, 2023

A quorum of board members has been met. Board members in attendance: Randy Burns, Thom Corrigan, Tina O'Bryan, Tina McKenna, Scott Braun

Call To Order: Meeting called to order at 6:00 pm

Approval of Agenda: Motion made to approve the agenda seconded and approved.

Approval of Minutes: Motion made to approve the April 24, 2023, minutes seconded and approved.

Announcements: None

Open Forum/Communications from Community Members: None

(Sign in with intention to speak. Be sure to follow the rules for a board meeting.

3-minute time limit per person.

Reports

Facility Coordinator-Jim Garnhart-Fence project is nearing completion. Need to remedy the lock situation on the gates. The pool is operational and ready for opening weekend. The new septic tank is installed and has passed county inspection. A new mower has been purchased. Upcoming projects-Plan to stain the fence around the clubhouse deck. Also need to paint the shed. Jim to get a bid for an extension across the front deck fence.

Treasurer Report-Sandy Perry-Thom asks about the legal fees, workman's comp expenses, and some diversified expenses. Sandy states these are all legitimate expenses, there is also a charge from Smarty Cash-it was a PayPal expense to pay for the utilities survey prior to the fence being installed. Scott asks if the board is investing the reserve money in some type of investment. Scott to research investment options. Motion made to approve the financials seconded and approved.

Web Site-Sandy Perry-Sandy to drop the Pawnee Hills.com domain and keep the Pawnee Hills.org domain. Motion made to cancel the Pawnee Hills HOA.com domain seconded and approved.

Equestrian-Rachel Larson-Requests that the board arrange to have the barn stained, Jim to get an estimate for the barn, mailbox shelter and entrance sign. Rachel received a report of a closed off trail off Belgian Trail. Rachel was unable to locate such an area. Some of the sand has washed out of the arena due to the rain. This will be repaired with the next arena maintenance. Need a bracket to repair the mailbox at the obstacle course-motion made to approve a \$20 expense for a bracket. One of the mounting blocks is missing. No plan to replace it currently.

Welcoming-Sandra Corrigan-Continues to welcome new homeowners.

Activities Committee-Andrea Garnhart and Robin Pickering-Garage sale on June 10. Jim to put up signs. 4th of July parade and ice cream social. The large item pickup was a success. Both dumpsters were full, and no one was turned away.

Architectural Review Report-Randy Burns-1515 Belgian Trail-dirt work, 1198 Belgian Trail-fencing, 1082 Belgian Trail-patio, 1350 Pawnee Pkwy-trees, 1644 Shoshone-dirt work, 35697 Cheyenne Tr-dirt work.

Old Business:

- A. Discussion with Diversified on website charges, courtesy notices, welcome packs.
RE: \$75 website charges. Pricing went up last year and Diversified failed to make the adjustment so they are now making up for the past due charges.
Courtesy notices to homeowners regarding past due amounts, how does the board know who has paid specifically? Currently, it appears in a lump sum. The board would like this itemized, the current chart of accounts receivable only shows the total amount of arrears due. Would like Diversified to post the payments received and from whom on the delinquency list. Tina O'Bryan to do some research and try to pull this information from the reports we currently receive.
Thom would like to confirm if we received money due from a lien on a house that recently sold. Sandy cannot confirm at this time. Will do some research regarding this. Diversified is sending a welcome packet at an expense of \$25 to each new homeowner. The board wants to know what is included in the packet.
- B. Continued thoughts on how to manage proxies-Randy would like everyone to bring suggestions on how to improve the proxy process and make it fair to the whole community.
- C. Cloud storage update-Being worked on.

New Business:

- A. Discussion about property easement bordering barn/arena. The arena driveway encroaches on the neighboring property-1198 Belgian Trail. Tina O'Bryan to draft a document to establish how this will be managed going into the future.
- B. Discussion on Yoensky's property concern
- C. Discussion and vote about zoom meetings-Due to high incidence of technology problems a face-to-face meeting is preferred. Motion made that the board will not use a zoom or any other virtual meeting product to conduct meetings seconded and approved.
- D. Discussion on ATV's and off-road vehicles. The frequency of these vehicles on the road has increased. The HOA has no authority to enforce this. Plan to post information on Facebook and in the mailbox shelter of the rules/laws of unlicensed vehicles on the road. Thom to create this sign. Infractions should be reported to the Sheriff's office, and they request a license plate number with any report to the Sheriff.
- E. Items missed.

Next Meeting-June 27, 2023

Motion made to adjourn meeting seconded and approved. Meeting adjourned at 8:11pm.

Respectfully Submitted
Andrea Garnhart
Secretary

Pawnee Hills HOA
Board of Directors Meeting
June 27, 2023

A quorum of board members has been met. Board members in attendance: Randy Burns, Tina O'Bryan, Tina McKenna, Scott Braun

Call To Order: Meeting called to order at 6:01pm

Approval of Agenda: Motion made to approve the agenda seconded and approved.

Approval of Minutes: Motion made to approve the May 2023 minutes with one change to add the last name of Tina O'Bryan in two sections, seconded and approved.

Announcements: None

Open Forum/Communications from Community Members: (Sign in with intention to speak. Be sure to follow the rules for a board meeting.

3-minute time limit per person.

Reports

Facility Coordinator-Jim Garnhart- The pool fence is completed-have made some modifications to the gates to prevent unauthorized entry-this includes a bracket to prevent the gate being pried open, and metal mesh cloth. Have also added springs so the gates close after entry. The gates are secure.

Have received many positive comments on the new fence. Many residents have requested a handrail be placed adjacent to the steps leading down to the pool area. Jim researching pricing for the handrail. Motion made for a handrail to be purchased and installed up to an amount of \$200, seconded and approved.

The electricity to the pavilion is not working and the LED lights at the pool are remaining on all day. Will have Parker electric come to evaluate and repair.

Getting bids for staining of the barn, pavilion, mailbox shelter and entrance sign. Rachel Larson has a contact-Jim has reached out to with no response. Will continue to get bids for these services.

A mower was purchased for the clubhouse and the old mower was sold to a homeowner,

Treasurer Report-Sandy Perry-A Draft of the 2022 audit report has been submitted to the board. Tina O'Bryan takes exception to an item in the report that states "the spouse of a board member provides states arena maintenance." This is false and a request will be made to have this corrected. Another item being mentioned is the governance letter and billback of courtesy and billback notices should be billed to the homeowner. Tina O'Bryan believes this has been our process but according to Randy this may not be happening. Sandy to follow up with Diversified to make sure these charges are billed to the homeowner. 2022 audit is not approved at this time until changes have been made. The new contract for taxes and auditing for 2023 to be \$2300 requires approval. Motion made to approve the use of Dale Weidner and Associates for auditing services for 2023 seconded and approved.

Randy concerned the HOA paid \$41.20 for an overnight delivery of payment to A-1 fencing. Randy believes this expense should have been passed on to the vendor. Plan going forward to not overnight payments without advance approval of a board member.

Motion made to approve the financials seconded and approved.

Web Site-Sandy Perry-New test calendar added to website.

Equestrian-Rachel Larson-Road to the barn has sustained a lot of damage due to the rain. Bruce to work on repairs. Arena has not sustained any damage due to the heavy rains. The clinic arranged last month will not take place due to insurance constraints. Randy contacted the insurance company to determine the steps needed to hold a clinic at the arena. The information received from the insurance company states that these types of activities cannot happen or the board risks cancellation of the insurance policy. The board must submit in writing that no clinics or lessons will be held on the HOA property and will risk cancellation of policy if these activities occur. Rachel requests the board reach out to insurance companies that specialize in farming and ranching specifically. Tina O'Bryan suggests a liability rider can be purchased from an alternate company to cover these types of activities. Jim states that new insurance bids have been received in the past and the quotes were significantly higher than what the HOA currently pays. Rachel to do some research for a new insurance company.

Welcoming-Sandra Corrigan-none

Activities Committee-Andrea Garnhart and Robin Pickering-Community garage sale was a success, July 4th parade and ice cream scheduled for 10:00 on July 4th. Upcoming-large item pick-up in the fall. Trunk or Treat for Halloween,.

Architectural Review Report-Randy Burns-1166 Belgian Trail-Fence/drainage/concrete work 35616 Cheyenne Trail-Playground equipment and painting 1850-Shoshone Trail-Driveway improvements. 1365 Sioux Tr. Driveway improvements 1515 Belgian Trail-Fencing, 1933 Pawnee Pkwy- Painting. 1656 Kiowa Trail-Tree removal. All approved

Scott reports a property with many vehicles that appear to be inoperable. Randy states an official form with pictures needs to be submitted to the board before any action can be taken.

Old Business:

- A. Continued discussion with Diversified-New website charges discussed with Jordan at Diversified. The website charge is \$75 per month. Randy states we had no website charges in 2022. Per Jordan, the HOA should have been charged in 2022. No back charges to assessed for 2022. The website is required for homeowners to make payments directly to the HOA.
- B. Continued thoughts on how to manage proxies tabled.
- C. Cloud storage update-Adam Garnhart present and volunteered to create an online storage system. Adam presented the new Google drive iCloud features and the ease to navigate. The system is set up now and it requires files to be created and documents uploaded. The reservation calendars have also been improved. The lowest plan has been purchased 100 GB for \$20 per year but can be upgraded if more data space is required. Currently the board, Jim and Sandy have access to this. Plan to have availability of clubhouse to be visible without naming names. QR code to be created for easy access to the calendar. Plan now to have documents for each property, financials, legal and other items scanned and uploaded to the Google drive account.

- The board is developing a plan to get all these documents uploaded. Plan to prioritize getting the minutes and the financials uploaded. Research to be done regarding the rules for retaining documentation. Randy to reach out to Diversified regarding document retention.
- D. Investment options-Scott was to do research on this but due to his job he is not able to recommend options to the board. Still believes we can make some investments with our current bank to increase revenue.
 - E. Continued Yoensky property concerns-document being prepared for an agreement regarding the road to the barn encroaching on the adjacent property. To be signed by the homeowner and the board. Motion made to approve the affidavit as presented regarding 1198 Belgian Trail seconded and approved. Tina O'Bryan to have the document notarized and filed.

New Business:

- A. State Farm Insurance-as above
- B. Future check or credit card payments to vendors-as above
- C. Discussion on ARC approval format-new form to include line item to ensure completion of improvement. The new document is now editable to be specific to each project. The board members to review the new improved document and report any needed revisions.
- D. Items missed

Next Meeting-July 25, 2023

Motion made to adjourn meeting seconded and approved. Meeting adjourned at 7:37 pm.

Respectfully Submitted
Andrea Garnhart
Secretary

Pawnee Hills HOA
Board of Directors Meeting
July 25, 2023

A quorum of board members has been met. Board members in attendance: Randy Burns, Thom Corrigan, Tina O'Bryan.

Call To Order: Meeting called to order at 6:00 pm.

Approval of Agenda: Motion made to approve the July 25, 2023, agenda seconded and approved.

Approval of Minutes: Motion made to approve the June 2023 BOD minutes seconded and approved.

Announcements: None

Open Forum/Communications from Community Members: (Sign in with intention to speak.

Be sure to follow the rules for a board meeting. None
3-minute time limit per person.

Reports

Facility Coordinator-Jim Garnhart-Pavilion lights repaired due to a loose breaker. A handrail at the pool has been installed and has many positive comments from pool users.

No vandalism or after-hours entry has been observed since the new fence installation.

Request to purchase additional chaise lounges. We currently have 4 chaise lounges and they have held up well, they were purchased about 9 years ago. Motion made to approve the purchase of 4 additional chaise lounges not to exceed \$1,100. Seconded and approved.

Report from a homeowner that the back pool gate is not latching closed upon entry. Will have Jim look into this. Need to reseed that back yard where the septic was dug up.

The pool heater is displaying a service light. Arapaho pool came out and installed a new sensor and ignitor, states it may be necessary to install a new heater. The heater is at least 15 years old.

Estimate for a new pool heater from Arapaho Pool is \$6,200. Jim will try to keep the heater functioning for the remainder of the season. New heater to be budgeted for 2024.

Have received staining bids for the barn, mailroom, and sign. Motion made to hire Elevated Exteriors in the amount of \$5,193 to stain the barn, mail room and sign seconded and approved.

Treasurer Report-Sandy Perry/Randy-approval of financials-Motion made to approve the financials as reviewed. Seconded and approved. Thom asks if we recovered monies owed from The Hawksworth property upon its sale. Sandy investigated this and we did receive these monies.

Web Site-Sandy Perry-Tina O'Bryan still not able to log in the director's site. Sandy to ask Diversified to give access to this.

Equestrian-Rachel Larson-Not present-nothing reported.

Welcoming-Currently seeking a new Welcoming committee rep. We thank Sandy Corrigan for her service to the community.

Activities Committee-Andrea Garnhart and Robin Pickering-Upcoming: Fall large item pickup, date TBD, Halloween trunk or treat TBD.

Architectural Review Report-Randy Burns-No new submissions

Old Business:

- A. Arena Road was repaired by Hitt Enterprises LLC for \$450. Will inquire whether this company provides snowplow services.
- B. Continued thoughts on how to manage proxies to avoid hoarding, Tina O'Bryan suggests going forward, for elections and other voting items we do a mail in ballot like was conducted for the chicken vote. Covenants and bylaws to be reviewed regarding changing the process. Tina O'Bryan would like to have a vote to eliminate the July Homeowner meeting at the January homeowner meeting. Due to the lack of attendance and expense of holding a July homeowner meeting.
- C. Yoensky-Randy to follow up on the documentation sent to this homeowner regarding the barn driveway encroachment situation.
- D. Insurance-State Farm has approved us for the coming year. Have received information from Jordan at Diversified regarding an alternate insurance provider. Thom Corrigan to do some research for a new insurance provider.
- E. ARC approval form-There is a lack of homeowner follow through regarding the progress of their project. Continuing to be worked on by Tina O'Bryan.

New Business:

- A. Organize cloud storage. How will we get all the items scanned for each address. Tina O'Bryan suggests we prioritize new items, financials, and minutes, governing documents, and ARC. Sandy to move all items that are digitized over to the iCloud. Will work on past items over time.
- B. Preparing for homeowner meeting. Saturday July 26.
- C. Discussion on ARC approval format-as above
- D. Items missed.

Next Meeting-August 22, 2023

Motion made to adjourn meeting seconded and approved. Meeting adjourned at 7:13 pm.

Respectfully Submitted
Andrea Garnhart
Secretary

Pawnee Hills HOA
Board of Directors Meeting
August 29, 2023

A quorum of board members has been met. Board members in attendance: Randy Burns, Thom Corrigan, Tina O'Bryan, Tina McKenna, Scott Braun

Call To Order: Meeting called to order at 6:00 pm.

Approval of Agenda: Motion made to approve the agenda seconded and approved.

Approval of Minutes: Motion made to approve the July 25, 2023, BOD meeting minutes seconded and approved.

Announcements: None

Open Forum/Communications from Community Members: None

(Sign in with intention to speak. Be sure to follow the rules for a board meeting.

3-minute time limit per person.

Reports

Facility Coordinator-Jim Garnhart- Attempted to obtain quotes for new heater. Reached out to 8 companies, not all responded, most pool companies are not accepting new customers at this time. Arapaho pool has been our servicer for 15 years. Arapaho pool quotes us \$8300 for new heater and will need a downpayment of \$ 6800 prior to beginning the work. Will need to leave the pool filter running until the heater is installed. Motion made to replace the pool heater with the Master Temp 400 BTU natural gas heavy duty in the amount of \$8,300 seconded and approved. To be replaced at the end of the pool season.

The current heater switches off several times a day, but we can reset it and it will continue to heat.

The barn, mailbox, and sign staining is completed. The pavilion was not included in the quote for staining-we may want to complete that next year.

Lounge chairs have been received. Found a deal for 6 chairs for approximately \$600.

Have only had one incident of trespassing to the pool this past month. No vandalism has occurred,

Lawn Doctor has not been out to spray weeds on a regular schedule. Have had to pull weeds at the entry area. Jim suggests, next year, that we not hire Lawn Doctor. Jim states he can fertilize, and spray weed killer and probably save some money for the HOA.

Had to have some sprinkler heads repaired this month.

Need a date for the large item pickup. October 14th has been the approved date for this.

Treasurer Report-Sandy Perry-Motion made to approve the financials seconded and approved.

Received notice from State Farm that our master policy is cancelled. Sandy states she has received a large volume of documents for the new policy. Farmers insurance is our new provider.

Web Site-Sandy Perry-There is no covenant complaint form on the website. Sandy to research and put this form on the website.

Equestrian-Rachel Larson-Planning a fall or holiday party.

Welcoming-Cindy Angers-Has spoken with Sandy and was given baskets and other supplies and received instruction.

Activities Committee-Andrea Garnhart and Robin Pickering-Trunk or Treat to be held the weekend before Halloween. TBD.

Architectural Review Report-Randy Burns-1396 Belgian Trail-fencing, approved, 1259 Belgian Trail-windows, approved.

Old Business:

- A. Cloud organization-all the addresses have had a file created. Jim will begin entering items once the pool season is over.
- B. Continued thoughts on how to manage proxies-Thom did some research related to online voting. There are several companies with minimal expense that may be able to manage elections. Question regarding the term of elected officers. The current elected officers may serve 2 consecutive 3 year terms. Thom explains the board is concerned with the harvesting of proxies to obtain a quorum and feels an online voting system may be the solution. We have never had a meeting quorum without the use of proxies. To be discussed further at the next meeting.
- C. Yoensky-The barn road is encroaching on the adjacent property. Are there any disadvantages/liabilities regarding insurance on this section of the property. Discussion regarding when there is a change in ownership. An agreement with the adjacent homeowner would serve us only until there is a change in ownership. Thom to write up an agreement between the HOA and the adjacent property owner.
- D. Insurance-Farmers insurance is our new provider.

New Business:

- A. Snow Plowing-Jim to talk to Hitt enterprises for snowplow removal estimates.
- B. Prepare for homeowners meeting. Not applicable
- C. Discussion on ARC approval format-Randy to work on simplifying the ARC forms.
- D. Items Missed-Bank investment-Thom did some research. CDs can be purchased for 6-9 months with a return of approximately 5%. Sandy has reached out to Diversified to see if they would manage the CD's and what the cost might be. Has not heard back yet.
Will begin work on the 2024 budget in October.
- E. Covenant violation form. Received an anonymous letter regarding a violation. The board does not accept anonymous reports.
- F. Announcement by the president-Randy to resign as president and from the board at the end of 2023. Randy will continue to manage the ARC requests.

Next Meeting-September 26, 2023

Motion made to adjourn meeting seconded and approved. Meeting adjourned at 7:37pm.

Respectfully Submitted

Andrea Garnhart

Secretary

Pawnee Hills HOA
Board of Directors Meeting
September 26, 2023

A quorum of board members has been met. Board members in attendance: Randy Burns, Thom Corrigan, Tina O'Bryan, Tina McKenna, Scott Braun

Call To Order: Meeting called to order at 6 pm.

Approval of Agenda: Motion made to approve the agenda seconded and approved.

Approval of Minutes: Motion made to approve the August 22, 2023, minutes seconded and approved.

Announcements: None

Open Forum/Communications from Community Members: None (Sign in with intention to speak. Be sure to follow the rules for a board meeting.

3-minute time limit per person.

Reports

Facility Coordinator-Jim Garnhart-Pool is now closed for the winter. The new pool heater has been installed. Large items pick up set for Saturday October 14, 8-11. Will also have Jay, on site for recycling. The sprinkler system turn off has been scheduled. Have reached out to the snowplow providers. Plan to hire Hitt Enterprises for snow removal. Can do it on a will call basis or as determined by snow fall measurement. Motion made to use Hitt Enterprises for snow removal seconded and approved. Plan to call Parker Electric to repair the light at the barn and to fix a switch at the mailbox shelter. Plan to install some solar lights for the sign at the entrance of the neighborhood. Jim to make a list of projects for planning at the 2024 budget meeting.

Treasurer Report-Sandy Perry-Motion made to approve the financials as submitted, seconded, and approved. Workman's comp audit is complete for last year. Going forward, prior to any work commencing, we need to ask sole proprietors if they have liability insurance, workman's comp insurance and if they have employees. All these certificates need to be on file prior to any work being done. Discussion about the Century Link phone service-cost is about \$80 per month. Plan to look for a less expensive option and discuss further at the next board meeting. Discussion was held regarding the need to raise dues for the year 2024. Next month the board will discuss the budget for 2024.

Web Site-Sandy Perry-None

Equestrian-Rachel Larson-Not present.

Welcoming-Cindy Angers-Has received supplies from Sandra Corrigan. Has met with some new homeowners. Asking if anyone has something they want included in the baskets.

Activities Committee-Andrea Garnhart and Robin Pickering-Large item pick up October 14. Trunk or Treat October 28.

Architectural Review Report-Randy Burns-1259 Belgian Trail-new siding and paint approved.

Old Business:

- A. New Paperwork for Yoensky-Tabled until next month.
- B. Voting ideas-Randy suggests we have electronic elections and those homeowners that do not have electronic options then paper ballots would be provided. Proxies would still need to be made available per our covenants. Plan to formulate a plan and present it to the attorneys. Discussion regarding adding a new board member if a current board member steps down. An open position does not require an election, a new board member can be appointed by the board to serve out the remaining term. The board needs to have someone to take over the role of president if that position is vacated to keep doing business.
- C. CD Rates-Sandy to reach out to Diversified to determine how CD accounts would be managed. Some research has been done on the rate of return, but it is unknown how much the management company will charge to manage them.
- D. Violations and violation form-Randy discussed properties that have had complaints. He has followed up with homeowners and arrangements made to correct problems. If the homeowners fail to remedy the issues official covenant violation notices will be sent. The correct violation form is now on the website.
- E. Motion for insurance-Motion made to cancel State Farm Insurance and instate Farmers insurance for our HOA insurance needs, seconded, and approved.

New Business:

- A. Sled Hill-approached by a homeowner for the HOA to erect a sledding hill. Could hire Hitt Enterprises to make a hill at the barn property. Jim states there is a hill at the clubhouse. Would there be liability issues the HOA should consider? A hill at the barn would run right into the equestrian obstacle course. The board will not sanction an official sledding hill.
- B. Accepting requests for a new board member-as above.
- C. Jordan at Diversified-No longer at Diversified. Will look into hiring a new management company.
- D. Randy Burns resignation- Randy agrees to stay on the board until a new board member is found to replace him.

Next Meeting- October 24, 2023

Motion made to adjourn meeting seconded and approved. The meeting adjourned at 7:25 pm.

Respectfully Submitted

Andrea Garnhart

Secretary

Pawnee Hills HOA
Board of Directors Meeting
October 24, 2023

A quorum of board members has been met. Board members in attendance: Randy Burns, Thom Corrigan, Tina O'Bryan, Tina McKenna, Scott Braun

Call To Order: Meeting called to order at 6:00 pm.

Approval of Agenda: Motion made to approve the agenda seconded and approved.

Approval of Minutes: Motion made to approve the September 2023 minutes with stated corrections seconded and approved.

Announcements: None

Open Forum/Communications from Community Members: (Sign in with intention to speak. Be sure to follow the rules for a board meeting.

3-minute time limit per person.

Reports

Facility Coordinator-Jim Garnhart-Winterizing completed at the clubhouse-pool, furniture, sprinkler system, equipment. Lawn Doctor has done their final treatment. Solar lights installed on the entry sign. Cintas inspected the fire extinguishers and the general facility with no problems. Snow removal has been arranged with Hitt construction. Maverick internet has continued to work in our neighborhood, no date yet when it will be active at the clubhouse. Large item pickup was a success with full dumpsters.

Treasurer Report-Sandy Perry-Budget review

Web Site-Sandy Perry- Nothing to report.

Equestrian-Rachel Larson-Not present-Budget for 2024 submitted.

Welcoming-Cindy Angers-Has not delivered any baskets this month. Has submitted a budget for the welcoming committee for 2024.

Activities Committee-Andrea Garnhart and Robin Pickering-Trunk or Treat will be on October 28, 2023, 4:00pm to 5:30 pm. Will move indoors if the weather is poor.

Architectural Review Report-Randy Burns-none

****Budget Discussed Before any other Business****

The board has discussed the line-by-line budget for 2024. Motion made to approve the budget for 2024 seconded and approved.

There will be no increase in the HOA homeowner dues for 2024.

Old Business:

- A. New Paperwork for Yoensky-We have come to an agreement with Yoensky, would like the attorney to draft an official agreement.
- B. Voting Ideas-tabled
- C. CD/Rates/Diversified-tabled
- D. Violations on house with goats-tabled
- E. Electronic voting-tabled

New Business:

- A. Management discussion-Will continue to get quotes for new company.
- B. Lawyer discussion-To draft a document for the agreement between PH HOA and Yoensky property owner.
- C. The board has elected to raise the pay for Jim Garnhart-facility manager to \$23 dollars per hour. Motion made to approve increasing the hourly wage for Jim seconded and approved.
- D. Landline at clubhouse. The board discussed the need for a landline at the clubhouse and could the board set up an alternate phone option at significant savings, Motion made to cancel the landline and to have a Google or other phone service for use at the clubhouse seconded and approved.
- E. Motion made to have Diversified reclassify expenses from the operating account to the reserve account for the mailbox/barn staining, pool heater, and septic tank repairs seconded and approved.

Next Meeting: November 28, 2023

Motion made to adjourn meeting seconded and approved. The meeting adjourned at 8:00 pm.

Respectfully Submitted

Andrea Garnhart

Secretary

Pawnee Hills HOA
Board of Directors Meeting
November 28, 2023

A quorum of board members has been met. Board members in attendance: Randy Burns, Thom Corrigan, Tina McKenna.

Call To Order: Meeting called to order at pm 6pm.

Approval of Agenda: Motion made to approve the agenda seconded and approved.

Approval of Minutes: Motion made to approve the October 24th minutes seconded and approved.

Announcements: None

Open Forum/Communications from Community Members: (Sign in with intention to speak. Be sure to follow the rules for a board meeting.

3-minute time limit per person.

Reports

Facility Coordinator-Jim Garnhart- Parker electric has been out to repair the outlet at the mailbox. They also have looked at the light at the barn, it is broken, Jim can purchase a light and install it. We have had four reservations this month. The road to the barn has a large rut, question if we need to have Hitt construction come again to correct it. Plan to wait until spring to repair unless it becomes worse. Still waiting for Maverick to connect the internet at the clubhouse. Jim will be hanging Holiday lights at the mailbox. Jim has reached out to alternate management companies. The companies want to speak with the board.

Jim will work on changing out the landline once the Maverick internet is operational.

Treasurer Report-Sandy Perry-Motion made to approve the financials as reported seconded and approved. Question regarding the projected budget for 2024. Made a few adjustments to line items. Motion made to approve the 2024 budget seconded and approved.

Web Site-Sandy Perry-Nothing to report.

Equestrian-Rachel Larson-Request for flyers to be put out for any volunteers to help with equestrian events.

Welcoming-Cindy Angers-Not present

Activities Committee-Andrea Garnhart and Robin Pickering-Plan to have the holiday light contest again. Motion made to have prizes as follows: 1st place \$75, 2nd place \$50 and 4 honorable mentions at \$25. Seconded and approved.

Architectural Review Report-Randy Burns-No requests.

Old Business:

- A. New paperwork for Yoensky-Would like to obtain the survey-it is not available at the county. Tina McKenna is working on this.
- B. Voting Ideas-Planning to move to electronic voting in the future. Need to identify those homeowners without an email address. Motion made to initiate electronic voting going forward seconded and approved.
- C. CD rates/Diversified-Plan to put some of the operating dollars into an interest-bearing account, Discussion regarding CD accounts vs a savings account, plan to make a decision in January 2024

New Business:

- A. Management Discussion-Plan to have management companies come to a meeting to present their services/charges.
- B. Items missed-Thom brings up the subject of core values and a mission statement. Offers some suggestions for review. Will follow up next month.
Randy is concerned the increase in the electric bill at the mailbox and asks how we can conserve.

Next Meeting-December 26, 2023

Motion made to adjourn meeting seconded and approved. The meeting adjourned at 7:05pm.

Respectfully Submitted

Andrea Garnhart

Secretary