

HPCA May 13, 2025 Board Meeting

(Note: First meeting for 2025-2026 Board of Directors)

Location: Lilly Melcher's house - 3672 Frederica Road

Time: 7:00 pm

In attendance: Judy Black, Marla Eason, Lilly Melcher, Erik Larsen, Sandhya Krishnamoorthy

Absent: Brooke Pine (illness)

Agenda:

1. Call to order: 7:12 pm called to order by Erik
2. Approval of minutes from April 14, 2025 meeting
 - Motion for approval (Lily). Motion seconded (Marla). Motion approved.
3. Secretary's report – Judy
 - Email signature (Gmail) updated for Judy
 - Google Drive access (read/write) shared with Judy
 - All account passwords updated for 2025-2026 Board term
 - Gmail account access needed for Judy (verification code sent to Marisa's phone). Need to schedule time with Marisa to receive code and update recovery device for Gmail account. Rhiannon will continue to monitor emails until Judy has full access.
 - Lily gave Judy contact info for Suzette and Amy so that we can hopefully get them to submit reports for the minutes in advance of our meetings.
4. Communications Committee – Rhiannon
 - Merritt Moore passed away on Tuesday, May 6. Email announcement made at request of the family.
 - Resident expressed concern over safety of unattended children operating ATV at playground, and on neighborhood streets.
 - o Acknowledged concern and noted that public safety concerns should be addressed with GCPD.
 - o The part of the complaint that involves unattended children and motorized vehicles on the river path is within the purview of the Board.
 - Board has decided to table the discussion until we can develop communication language about not allowing motorized recreational vehicles on the trail. We may need another sign posted to remind members of both issues (at both ends of the trail).

- Reminders for membership (resident & non-resident) have been emailed/posted. Will send subsequent reminders until deadline is reached.
 - o Erik made the recommendation that the Board should make it an annual habit to conduct an early Fall survey of HOA members to hopefully encourage more engagement. This item could go into the proposed Procedures and Responsibilities document (see note under President's report).
- Upcoming communications:
 - o April – May News & Events to include:
 - Membership reminder
 - Anticipated pool opening Memorial Day weekend
 - Chalk art contest photos
 - Mayor's Message info regarding deer population concerns
 - Annual Membership Meeting highlights
 - Playground staining completion
 - Reiterate new Board / need for President
 - Note in remembrance of Merritt Moore

Please let Rhiannon know if any additional items should be included. Email will be sent by this Friday 5/16.

- *Judy notified Rhiannon on 5/15 that it would be good to also include a note that we are still recruiting for additional non-resident members for the S&T.*

- Description of HPCA committees saved to Google Drive for use in future communications if needed
- Website & drive are updated with current announcements, forms, & links

5. Membership report – Lilly and group

- Resident membership: emails to HOA email are forwarded to Treasurer and filed in Gmail
- Lily recommends that only the Treasurer have access to the membership spreadsheet for editing purposes. The rest of the Board would have read-only access. Board members agreed.
- It is sometimes an issue that we get payment, but no form, so it makes it more difficult to reconcile. Spreadsheet shows when payment received, but no form was sent in.
- Marla will update the thermometer at the top of the hill.

- Non-resident membership: emails forwarded to Treasurer and filed in Gmail
 - o As of today, all non-resident S&T applicants have been motioned, seconded, and voted on as approved. Only one payment has been received.
- We need signs next to the thermometers that mention the payment deadline and instructions about late fees.
- Need to determine if a by-laws change would be required to allow sellers to pass on the fob to new homeowner, with if they next have to pay the initiation fee.
 - o The Board proposes that we make it a benefit of membership to sell your house and pass on that year's membership. However, the new homeowner would need to pay the initiation fee if they join the following year.

6. Treasurer's report – Lilly

- April 25, 2025: (via email) Motion to approve renewal of CD account that matured on April 23, 2025 at the interest rate of 3.990. The account matured with interest for the total of \$7,643.83. The interest can be retained in the checking account by balancing all reserves for 25-26 (fund reserves less interest earned) (Lilly). Motion seconded (Brooke). Motion approved.
- HOA:
 - o We have a budget savings of \$886.18. The cash balance in the checking is \$10,964.60 (\$18,839.60-\$7,875.00). Therefore the amount over the \$10K can move to capital reserves (\$964.60).
 - o We have collected \$7,875 in deferred dues as of 4/30/25. As you can see this amount is not considered the calculation above.
- S&T:
 - o We have a budget savings of \$458.12. The cash balance in the checking is \$11,133.09 which includes the \$2,400 correction to last year's capital reserve cd. Therefore the amount over the \$10K can move to capital reserves (\$1,133.09).
- Capital reserve cd's:
 - We renewed an HOA cd for \$7,643.83.
 - HOA and S&T cd's matured on 5/7/25. The balances with interest are:
 - HOA \$15,576.31 (original amount was \$15,240.00, interest earned is \$336.31)
 - S&T \$17863.70 (original amount was \$17,478, interest earned is \$385.70)

- We should renew for the 7 month period which is the best interest option at this time. We can request that the S&T cd renewal amount be reduced by \$2,400 to correct for the bathroom remodel amount not originally deducted when the cd was purchased.
 - The HOA amount to reserve for 25-26 is \$3,704.60 (\$5,740-\$3,000+\$964.60). Recall that the \$3K reduction is transferring to S &T reserve some funds originally reserved for a name change.
 - The S & T amount to reserve for 25-26 is \$4,499.09 (\$9,789 budgeted for 25-26 -\$6,423 for furniture+\$1,133.09 amount over \$10K in account).
 - Judy made a motion to renew the other 2 CD's at the best rate possible (7 month option, according to the bank). Erik seconds. Unanimous vote yes.
- 7. Beautification Committee – Suzette
 - a. no report
- 8. Social Committee – Amy
 - Final events calendar needs to be provided by Social Committee, saved in Google Drive, and linked to website
 - Suggestions from residents to be considered before finalizing events calendar:
 - Check major sports events / game schedules before scheduling events
 - Welcome event for new residents / families
 - Possible Trunk or Treat event for Halloween if not many trick-or-treaters in the neighborhood?
- 9. Swim/Tennis Committee – Erik
 - Swim/Tennis fob access – progress update from Erik / Robert:
 - This project has been put on hold until Fall due to Robert's availability.
 - Pool furniture has been ordered, to be delivered in May.
 - Mid next week they will be there to assemble.
 - Playground staining complete
 - Playground contract – need to obtain documents from Casey Case.
 - Erik got them. Still needs to upload to G drive.
 - Bathroom floors
 - Casey Richards and Erik will work on it Thursday and Saturday.
 - April pool management invoice
 - Concerns were raised about invoice from pool management company charging us in April for a full month. We don't apparently have a contract. Pool Company told Erik that if they didn't charge us last year, that was the mistake, this year wasn't a mistake. Without a copy of the contract, we are not in a

position to argue. Recommendation was made to look at other bids for pool management for next year, as well as asking current company for a contract that details what we should expect from them.

- Bathroom painting
 - o Boots family has offered to paint, not sure when this will occur.
- Supplies
 - o Erik will be purchasing some more cleaners and a First Aid kit
- Pool deck drainage
 - o Suggestion was made to ask the lawn care company for a recommendation on some sort of drainage under the hedge by the entry gate.

Suggestion to ask landscape company about digging drainage trench. With lack of volunteers we need to pay for pressure wash pool and tax return.

10. President's report – Group

- Board of Directors needs to fill vacant President seat.
- Judy will reach out to Amy and Suzette on a regular basis to get reports.
- Discuss adding Procedures and Responsibilities documentation to our Google Drive - we will work on this after May.
- Probably need to make sure all board members have access to the drive
 - o How do we want membership form/fund collection, marketing, and things like putting out the thermometer to happen for our membership drive? Who (split) should handle this?
 - o Where is access to google drive, wix site, mailchimp stored? Who owns it and how is that ownership transferred?
 - o Example: Sharing meeting minutes and agenda for the next meeting (it sounds like you have a plan for a procedure. let's document this as a secretary task!)
 - o Who are our committee leads? Not stored on google drive. Thinking about upcoming things... are there upcoming events and who is our liaison to the event's committee?
- Recommendation was made to get estimates for outsourcing the pool deck pressure washing next season.
- Recommendation was made to outsource our tax return next year.

Next Board Meeting Date: 7:00 PM on June 10, 2025 at Lilly Melcher's house (3672 Frederica Road) w/ virtual meeting option.

8: 44pm: Motion to adjourn (Marla). Motion seconded (Erik). Motion approved, meeting adjourned.

Attachments: Treasurer's Reports

I could not figure out how to attach the Treasurer's reports Lilly submitted. They are in our G Drive under Treasurer>Reports>2025 and I will attach to the email with the minutes.