



Pheasant Point 1
Homeowners Association (“PP1HOA”)

2021 Annual Meeting

Meeting Date: January 12, 2021

Meeting Format: Parliamentary Procedure

Meeting Location: ZOOM (Due to pandemic)

Meeting Minutes

Board of Directors (“Directors”):

1. Craig J. (C.J.) Klaas
2. Melissa Thomley
3. Deneen Wellik

Officers:

1. President: Craig J. (C.J.) Klaas (Present for the meeting)
2. Vice-President: Vacant
3. Secretary: Deneen Wellik (Present for the meeting)
4. Treasurer: Melissa Thomley (Present for the meeting)

Committees:

1. **Architectural Control Committee (“ACC”)(Created in Article XIV of Bylaws)**
 - a. Dale Egeberg (Present for the meeting)
 - b. Mary Ozers (Present for meeting)(Added in 2021 before annual HOA meeting)
 - c. Sonali Hanson (Present for meeting)(Added in 2021 after annual HOA meeting)
2. **Parks Committee (“PC”)(Created by need and not as a requirement of the Bylaws)**
 - a. Mike Schubert (Present for the meeting)
3. **Mailbox Committee (“MC”)(Created by need and not as a requirement of the Bylaws)**
 - a. Mike Schubert (Present for the meeting)
 - b. Craig J. (C.J.) Klaas (Present for the meeting)
4. **Terms & Covenants Committee (“TCC”)(Created by need as a bi-product of the 2020 Annual PP1HOA meeting and not as a requirement of the Bylaws)**
 - a. Deneen Wellik
 - b. Dale Steber
 - c. Dale Egeberg
 - d. Mary Ozers (Added in 2021 after annual HOA meeting)
 - e. Sonali Hanson (Added in 2021 after annual HOA meeting)
 - f. Chuck Anderson (Added in 2021 after annual HOA meeting)

1. Call Meeting to Order & President's Address

- a. Craig J. (C.J.) Klaas (HOA president) brought the meeting to order and talked about the unique nature of this annual PP1HOA meeting given that it was the first time we ever held the meeting via ZOOM. However, given the global COVID-19 pandemic of 2020 and 2021, the Directors determined this was the safest way to host the meeting. ZOOM etiquette was addressed.
- b. C.J. took some extended time to address a few other house keeping items and orientation topics for new lot owners as outlined below:
 - i. purpose of HOA, number of lots/members, definition of "quorum" (51%) for transaction of business, powers & duties of directors elected by members, powers & duties of officers elected by directors, importance of annual budget and inability of board to spend more than \$1,000 in excess of budget without member approval, reminder of reference to "current roster", adoption/amendment/repeal of rules and regulations (covenants & restrictions), or Bylaws requires 67% agreement of the lots, plat map & outlot 2 photos.
 - ii. Covenants & Restrictions available on our website: bit.ly/pheasantpoint
 - iii. Posture of using Covenants & Restrictions as a shield and not as a sword.
 - iv. AMAZING neighborhood and we hope the PP1HOA can play a small part in keeping it that way.
 - v. The PP1HOA Directors and Officers follow a "Parliamentary Procedure" for running our annual meetings, which are then governed by "Robert's Rules of Order" which include "Main Motions" requiring a 2nd, with a vote thereafter.

2. Roll of Lot Owners

- a. Quorum was determined by attendance and by certification of proxies

3. Approval of Minutes From 2020 Meeting

- a. The minutes from the 2020 meeting were approved unanimously.

4. Treasurer's Report and Finances (Melissa Thomley)

- a. Balance of Accounts (As of 1/1/2021: Pond Account: \$9,600. General Account: \$14,451.86)
 - i. Melissa reviewed the current account balance and long term pond fund. The HOA is in a strong financial position currently with approximately 1 years worth of excess monies in the General Account. However, according to Melissa some of this excess may be necessary to start using relative to some of what's outlined below in the rest of the minutes.
- b. Long-Term Pond Fund – Projected Balance vs. Actual Balance
 - i. Melissa addressed the need for the Pond Account "sinking fund" that is used to both maintain the 2 ponds in the HOA on lots 1 and 2 but also to build up a reserve for when the liners fail so that the HOA has monies available to replace the liners and well pump which feeds the ponds as they fail. As of 2020 there were so significant pond or pond well pump failures to report.
- c. Review 2021 Budget - Discuss Annual Dues
 - i. Melissa reviewed the 2020 spending report and there were no questions.

- ii. Melissa then reviewed 2 possible budgets for 2021 as outlined below.
 - 1. Option 1: A total proposed annual budget of approximately \$11,680 which would cover all normal expenses plus provide approximately \$600 in monument tree spraying and pruning.
 - 2. Option 2: A total proposed annual budget of approximately \$14,080 which would cover all normal expenses plus provide approximately \$3,000 in monument tree spraying and pruning.
 - a. There are three areas where the HOA maintains monuments and the land surrounding them as well as an outlot. Monument trees were planted about 25 years ago and some have become quite diseased and/or appear to be dying. After much discussion, the HOA members present (along with their proxies) voted to use reserve funds from the exiting Treasury to treat the worst area at an estimated extra cost of \$3,000. More work will need to be considered for the next years.
 - b. After a long discussion with testimony and pictures provided by Mike Schubert (Parks Committee) and by Eric Hardy from Lot 1 about the monument trees dying on his lot, it was determined that the PP1HOA will need to start potentially increasing the annual budget to provide monies for tree replacement at the monuments in 2021 and the years to come. Option 2 was approved unanimously by the HOA members which will increase our annual budget and start to cut in on the surplus of the HOA. C.J. notified everyone that this need for tree replacements (dying trees at the monuments) and higher approved budget will probably result in higher future annual dues.

5. Secretary's Report (Deneen Wellik)

- a. Deneen gave an update about the HOA's attempt to create a more accurate PP1HOA Directory (aka: "Current Roster" as stated in Bylaws)
- b. Deneen let everyone know that we are trying to at least annual create and deliver a PP1HOA Newsletter
- c. Deneen let everyone know that we encourage everyone to sign up and start using the publicly available technology of NextDoor for more immediate communications.

6. Parks Committee ("PC") Report (Mike Schubert)

- a. No additional report beyond what was already outlined in the Treasurer's report regarding the health of the dying trees behind the PP1HOA monuments.

7. Architectural Control Committee ("ACC") Report (Dale Egeberg & Mary Ozers)

- a. Dale gave everyone a very brief report on some of the work the ACC had done over the past 12 months and reminded everyone that Scott Lindblom and Mike Montalto had stepped down from the committee which would put more pressure on him and the newest member of the ACC, Mary Ozers. He and C.J. asked for any additional volunteers at which point Sonali Hanson offered her services and was approved to be part of the ACC moving forward.

- b. Dale and C.J. reminded everyone of the importance of the ACC in the ongoing management and maintenance of the HOA and how this is the only Committee that is created as a requirement in the Bylaws. Dale reminded everyone how important it is that all members reach out to the ACC as existing yard (ex: fences) and exterior home modifications are considered (ex: home addition, shed, exterior color change). The ACC will help ensure we follow C&R guidelines and that all contiguous neighbors are aware of any new construction plans.
 - c. In 2020 most of the ACC work was on approving solar panels, fences, and pools.
8. **Mailbox Committee (“MC”) Report (Mike Schubert & Craig J. (C.J.) Klaas**
- a. Mike and C.J. gave everyone a quick update on the PP1HOA mailbox requirements and how we do have a requirement in the Covenants and Restrictions to have the same mailboxes and colors. We reminded everyone where these colors and requirements along with replacement parts can be found (on the PP1HOA website): bit.ly/pheasantpoint
 - b. Mike let everyone know that he is now able to source and replace any of the parts for the mailboxes and has a piece available on the PP1HOA website with some of the details of mailbox parts.
https://chatmandesign.com/pheasantpoint/documents/Mailbox_Information_Pheasant_Point_HOA-Updated_2-2021.PDF
 - c. THANK YOU to Mike Schubert for stepping into this role and helping the PP1HOA source and replace parts as they are needed since there has historically been a huge problem in doing this and outside vendors have been extremely expensive.
 - d. C.J.’s daughter, Paige Klaas, started providing “mailbox restoration” services with HOA approved paint colors. Pictures of before and after mailboxes were shared with the HOA members.
9. **Terms & Covenants Committee (“TCC”) Report (Deneen Wellik Dale Egeberg, Dale Steber)**
- a. Deneen reviewed and discussed the temporary purposes for the committee as the PP1HOA “Term of Covenants & Restrictions” ended on 11/7/2020 and then automatically renewed for a 10 year period thereafter.
 - b. More details below in New Business.
10. **Unfinished Business**
- a. None
11. **New Business (outside of what has already been addressed above)**
- a. Mary Ozers & Daughter, Ellie, thanked PP1HOA members for their amazing generosity in donations for the MOM Food drive on 1/10/2021 for Ellie’s National Honor Society project. Photos were shared.
 - b. Addition and/or subtraction of Directors, Officers or Committee Members
 - i. Needs: 1-More Parks Committee members. 2-More Architectural Control Committee (“ACC”) members, 3-Vice President
 - ii. Subtractions: Mike Montalto and Scott Lindblom stepped down from the ACC
 - iii. Sonali Hanson was added to the ACC

- iv. Mary Ozers, Sonali Hanson, and Chuck Anderson were added to the short term “Terms & Covenants Committee (“TCC”) which is led by Deneen Wellik.
- c. C.J. reminded everyone that we now have electronic access to core PP1HOA documents and information (ex: Covenants and Restrictions, Bylaws, Amendments, Meeting minutes, Newsletters, Mailboxes, etc.) (bit.ly/pheasantpoint)
- d. Term of Covenants (section 20 of Covenants and Restrictions) coming to an end on 11/7/2020, after 25 years from creation date (11/7/1995). Will auto renew for 10 year period unless 67% of Lot owners want to modify, change or update them.
 - i. Deneen Wellik presented information on our current and original Covenants and Restrictions (C&R) that were set up with a 25-year expiration. This date passed in November, 2020. Deneen Wellik, Dale Egeberg and Dale Steber met on three occasions to review the documents and noted that, while many items remain relevant, the document was designed with new building in mind and does not adequately address current issues, such as remodels, additions, solar panels, etc. After discussion with the HOA group, the decision was made not to vote on pursuing an update this year, but rather to expand this committee to six people, Deneen, Dale and Dale as well as Mary Ozers, Sonali Ray and Chuck Anderson. Deneen Wellik will request meetings with this group during 2021 and plan to distribute the current C&R and the committee’s recommendations for modifications prior to the 2022 meeting. **It will be important for all interested HOA members to read this, because we will plan to vote in 2022 on whether or not to bring the committee’s recommendations to lawyers for a new draft document to be created for a vote to modify in 2023.** More to come on this by summer or fall. Voting yes in 2022 to update the C&R will result in a ~\$50 one-time addition to dues to retain a lawyer to update. This vote of yes could also result in additional future dollars needing to be spent in order to bring the new/updated C&R’s to completion.
 - ii. **Contact Deneen Wellik if you wish to join the committee to discuss these updates prior to next year’s discussion (deneenwellik@me.com).**

12. Adjourn

- a. C.J. adjourned the meeting after almost 2 hours of discussion and updates.