



Pheasant Point 1 Homeowners Association (“PP1HOA”) 2023 Annual Meeting Minutes

Meeting Date: January 10th, 2023

Meeting Format: Parliamentary Procedure

Meeting Location: ZOOM

Meeting Recording Link (Watch a recording of the 2023 annual HOA meeting):

<https://youtu.be/tTqWAQigdjM>

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 (Not for meeting)
 - c. Sonali Hanson (Not for meeting)
- 2. Parks Committee (“PC”)(Created by need and not as a requirement of the Bylaws)**
 - a. Mike Schubert (Present for the meeting)
 - b. Brian Arndt (Present for the meeting)
- 3. Mailbox Committee (“MC”)(Created by need and not as a requirement of the Bylaws)**
 - a. Craig J. (C.J.) Klaas (Present for the meeting)
 - b. Mike Schubert (Present for the meeting)

Meeting Minutes

1. Call Meeting to Order & President's Address

- a. Craig J. (C.J.) Klaas started recording and opened the meeting business with a President's address (6:33 p.m.). He discussed the purpose of the HOA, encouraged members to read the Covenants and Restrictions and be familiar with them. C.J. will work with website vendor to post the agenda, minutes and Zoom recording in a timely manner. Deneen will send out an email when this information is posted with a link to the contents.

2. Roll of Lot Owners (Secretary: Deneen Wellik)

- a. Deneen Wellik (Secretary) attended to role call during Zoom meeting entry.

i. Present for the ZOOM annual meeting (13 HOA members):

1. Hardy (lot 1)
2. Klaas (lot 2)
3. Schubert (lot 4)
4. Steber (lot 7)
5. Stiennon (lot 17)
6. Thomley (lot 19)
7. Ge & Qui (lot 38)
8. Egeberg (lot 39)
9. Arndt (lot 40)
10. Wellik (lot 43)
11. Schuster (lot 46)
12. Whitcomb (lot 51)
13. Montatltto/Newville (lot 53)

ii. Proxy votes (14 HOA members):

1. Clay (lot 3)(proxy assigned to Steber, lot 7)
2. Martin (lot 6) (proxy assigned to HOA Directors)
3. Ozers & Warren (lot 8) (proxy assigned to Egeberg, lot 39)
4. Wisniewski (lot 15) (proxy assigned to HOA Directors)
5. Peek (lot 20) (proxy assigned to HOA Directors)
6. Graff (lot 23) (proxy assigned to HOA Directors)
7. Alton/Miar (lot 25) (proxy assigned to HOA Directors)
8. McGrath (lot 28) (proxy assigned to HOA Directors)
9. Rocco (lot 29) (proxy assigned to HOA Directors)
10. Fose (lot 33) (proxy assigned to HOA Directors)
11. Lorge (lot 37) (proxy assigned to Wellik, lot 43)
12. Dowell & Danielos (lot 41) (proxy assigned to HOA Directors)
13. Passini (lot 47) (proxy assigned to HOA Directors)
14. Sengbusch (lot 49) (proxy assigned to HOA Director)

Therefore, quorum (51% or more of HOA members/lot owners) was reached given that 27 out of 53 HOA members/lot owners were either present or voted by proxy. This equates to 51% of the HOA members/lot owners represented physically or by proxy). The board encourages HOA members to make every effort to attend or to fill out a proxy for this annual meeting.

3. Approval of Minutes From 2022 Meeting

- a. The minutes from the 2022 meeting were reviewed.
- b. A main motion for approval of the 2022 meeting minutes was brought forth by Dale Egeberg (lot 39) and was 2nd by Deneen Wellik (lot 43).
- c. The motion was carried unanimously without any nays.

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

- a. Balance of Accounts (As of 1/1/2023):
 - i. Pond Account: \$13,800
 - ii. General Account: \$14,273.76
- b. Melissa noted the HOA spent almost \$1,000 less than the approved budget for 2022 as well as the prior year. She fielded questions on the pond fund and its purpose and noted the growing positive balance in the general account.
- c. While the 2023 budget projection will run a deficit if spent as projected, the dues will remain at \$240 per lot owner this year; we have been running under budget and have a surplus in the account if the projection is accurate. If spending exceeds our collection amount, the board will consider a dues raise for next year. Dues notices will go out in early February and be due in March, and Deneen will include information on the link to meeting agenda, minutes and recording with the dues information; this will be provided both by email and by paper delivery to mailboxes.
- d. Discussion was raised regarding whether our current bank account could be changed to one that raises interest, permits Venmo or other electronic deposits. Melissa Thomley expressed reservation on this based on her social security number being part of our account. Discussion was also raised regarding whether taxes need to be filed, they have not been previously. Further discussion among the board members will pursue some of these issues, but for this year, ONLY checks may be used to pay dues and they must be mailed to Melissa Thomley's address. Please look for this information in your mailbox.
- e. Melissa mentioned that the PPIHOA accounts are somehow linked directly to her as an individual, even though they are HOA owned accounts. Therefore, she is concerned about the effort that would be involved to open new accounts or get someone else to manage them moving forward. Nevertheless, she is open to doing what is best for the HOA.

5. Secretary's Report (Deneen Wellik)

- a. Deneen Wellik offered the Secretary report, reminding lot owners to update

phone numbers and emails as needed to keep our neighborhood roster accurate.

6. Parks Committee Report (Mike Schubert)

- a. **Trees at Monuments:** The trees at the three monument areas continue to need attention, they are sickly in some cases. We have found that treating them is much cheaper than replacing. Continuing work will be required and volunteers will be helpful to result in no further dues increases.
- b. **Lights at Monuments on Corner of Timber Lane and Summerfield:** Mike Schubert mentioned that the monument lights on the corner of Timber Lane and Summerfield currently stay on all day. He feels this should be addressed with an electrician to see if sensors can be added to only have the lights come on during the night.
- c. **Landscape Black Edging at Monuments:** Mike Schubert mentioned during the HOA meeting that we will need to evaluate options for cleaning up or replacing or adding black edging at the monuments.
- d. **Dead Plants in Landscaping at Monument near corner of Timber Lane and Summerfield:** Mike Schubert suggested we replace these dead plants in 2023.
- e. **Parks Committee Workday:** It was highlighted that the Parks Committee hosted a “work day” with other HOA members in 2022. If you’re interested in participating in future parks committee work days, please contact Mike Schubert at mikeschubert4@gmail.com or Craig J. (C.J.) Klaas at pheasantpoint1hoa@gmail.com:

7. Architectural Control Committee Report (Dale Egeberg, Mary Ozers, Sonali Hanson)

- a. Dale Egeberg from the Architectural Control Committee (“ACC”) reminded homeowners of the ACC process – the role of this committee is mainly to contact neighbors and to ensure any planned new structure does not violate the Covenants and Restrictions. The purpose of the committee is not to police, but to help maintain a beautiful neighborhood and to facilitate continued neighborly communication. It was noted that several lots continue to be out of compliance with Landscaping Points (tree number, etc). All homeowners are encouraged to reach out to the ACC if they need help assessing their landscaping points. They can reach out to Dale Egeberg at mdegeberg@gmail.com

8. Mailbox Committee Report (Mike Schubert & Craig J. (C.J.) Klaas)

- a. Craig J. (C.J.) Klaas and Mike Schubert both presented and reminded everyone that the Pheasant Point 1 HOA Covenants and Restrictions require everyone to have continuity of color, design, size, etc. of mailboxes. For more information about this you can review the Covenants and Restrictions on page 2 under the section titled “Mailboxes and Yard Lights”. You can find this information here:
 - i. https://chatmandesign.com/pheasantpoint/documents/Mailbox_Information_Pheasant_Point_HOA-Updated_2-2021.PDF
- b. Many mailboxes require attention in the neighborhood. The mailboxes are required for each lot and are quite expensive. Mike has acquired all the necessary parts to repair and refurbish them, so homeowners do not necessarily

need to re-purchase everything, and Mike and C.J. (and some family helpers) have offered to repair these on an as needed basis. Please contact Craig J. Klaas or Mike Schubert if you would like them to assess refurbishing your mailbox for a nominal fee.

- c. Contact Mike Schubert at mikeschubert4@gmail.com or Craig J. (C.J.) Klaas at pheasantpoint1hoa@gmail.com) for more information.

9. Unfinished Business

- a. None

10. New Business

a. 2023 Budget

- i. The 2023 proposed budget was reviewed. It was highlighted that dues in 2023 will remain constant from the prior year in 2022 at \$240 per lot owner. It was also highlighted that the HOA general account currently has about a 1 year excess reserve (\$13,800) and that the HOA has underspent it's prior approved budgets by almost \$1,000 per year for the last 2 years. Therefore, the proposed budget for 2023 intentionally requests the ability to spend \$1,150 more than the 2023 dues will bring in to the general account.
- ii. A main motion for approval of the 2023 budget was brought forth by an HOA member and then 2nd by another HOA member. The motion was carried unanimously without any nays.

b. New Private Facebook Page for Pheasant Point 1 Neighbors

- i. There was a discussion about a private new Facebook page that was created by Mary Whitcomb (HOA Member-Lot 51) for the PP1HOA. Mary reminded everyone that this could be a great way to share information with neighbors or sell items or plan neighborhood parties, etc. Mary also mentioned that she is the only one to have posted to the page thus far and encouraged others to participate.

c. PP1HOA President notice regarding temporary lack of adherence to section 6 of Covenants and Restrictions regarding "Parking of Vehicles"

- i. C.J. Klaas (Lot 2) felt as President of the HOA it was necessary to notify HOA members that he is currently not in full compliance with the Covenants and Restrictions due to the temporary parking of a vehicle in their driveway for his 16-year-old daughter. He let everyone know that he is working with a contractor and the Architectural Control Committee on plans to build another 2-car garage with a connected screen porch. There were no questions or concerns raised about this during the meeting.

d. HOA Needs:

- i. **Vice President:** C.J. Klaas requested that people reach out after the meeting if they are interested in volunteering for an Officer role with the HOA. We remain one person short with the V.P. slot empty. C.J. may reach out to individuals who have expressed interest recently; others are encouraged to consider a role.

e. Volunteers for annual work day in summers.

- i. Some work will be required on the monuments (stones, wood fences, black

edging, tree pruning, etc.) and volunteers to work on this were requested. The following individuals volunteered (and more are welcome. If you're interested in participating, please contact Mike Schubert at mikeschubert4@gmail.com or Craig J. (C.J.) Klaas at pheasantpoint1hoa@gmail.com):

11. Adjourn, 7:33 p.m.