

# PBHOA Board Meeting Minutes

## July 14<sup>th</sup>, 2015

Meeting called to order at 7:05 PM

Attendees: Steve Roth: Board Member  
Shubha Joshi: Board Member  
Jennifer Bingham: Treasurer  
Marilyn Capello: Landscape Committee Chair  
Dick Capello: Webmaster  
Ian Bingham: Parc Bethany Homeowner

It was determined that a quorum of the Board was present, allowing decisions to be taken. Board decisions are in ***bold italic*** type in what follows

### Agenda item 1: HOA Organization

The Articles of Incorporation (AOI), CC&R's and By-laws of the Corporation were reviewed and discussed as a precursor to the second agenda item. The following specific items were noted:

- The AOI (3.10) and CC&R's (3.13.6) specifically empowers the corporation (PBHOA) to compensate the Officers elected by the Board of Directors for their services, if so determined. This allows for the possibility of hiring outside entities to perform the duties of these Officers.
- Board members (as such) cannot be compensated (beyond qualified expenses) for their service.
- Nothing was found in the cited documents that prevents Board members from serving as Officers (i.e., President, Secretary, committee chairs & members, etc.).

### Agenda item 2: Officer Compensation

It had been suggested that officer compensation be discussed as a stimulant for residents to volunteer for these positions. Compensation would take the form of exemption from paying the HOA Annual Assessment. It was noted that this had been done in past years but was reversed based on an apparent opinion from legal counsel (No known documentation). It was agreed that legal counsel would again be consulted to verify the findings in agenda item 1. An action item was taken by Dick Capello to contact the same counsel consulted previously. ***Board members voted to proceed with officer compensation if there is no valid objection from counsel.***

### Agenda item 3: Review of “transition to email communications” document

Dick Capello submitted a candidate document to be distributed to all PBHOA homeowners specifically stating that all possible future communications with homeowners would be via email. It further states that a homeowner can opt out by submitting a written request to the Board. The document is designed to insure that the HOA is protected against liabilities resulting from claims of non-receipt, etc. **The document was approved by the Board as submitted.** A copy is attached.

### Agenda item 4: Secretary/Treasurer Report

Jennifer Bingham provided her first report as the new Treasurer. As a new officer, she did not have all of the information necessary to show Year-to-Date Budget/Expenses information. She took an action item to contact Bob Reinsch (previous treasurer) to get the necessary information. A copy of her interim results is attached. She reported that all but 2 homeowners have paid their annual assessments. Follow-up delinquency letters have been sent to them.

Jennifer asked why we had a savings account and a checking account for the HOA. It was suggested that in years past, a reasonable interest rate was paid on savings account. That has not been true for some years and probably won't be for several more. Jennifer took an action item to determine any penalty for not maintaining both accounts. **If there are none, it was decided to drop the savings account.**

### Agenda item 5: Landscape Committee Report

Marilyn Capello discussed the current state of the pear trees along Mitchell Street. They are all in need of replacement as are the cedar trees in the same area. The cedars have been treated by the Association for several years, but it wasn't helping and they are now in dire straits. One of the Pear trees fell down recently, temporarily blocking part of Mitchell. It was also noted that one of the newer maple trees in the Green Area lost a major branch a few months ago (heavy wind) and will probably have to be replaced.

Bids were submitted by Pacific Landscape Management (our landscape contractor) for replacement of all the trees in question and a separate bid for replacement of the worst of them with pruning of the remainder. The latter option would wind up being more expensive since all would have to be replaced eventually. It was decided that three bids would be obtained in order to insure the best deal. Marilyn took an action item to acquire bids from two additional contractors.

Following the meetings adjournment, Marilyn conducted a tour of the trees in question. All agreed that they needed replacement in due course.

### Agenda item 5: Notification of Extended Absences

Dick Capello suggested that Board Members and Officers inform all other Board Members and Officers via email of any extended absence from the Community in order to insure expeditious responses from Homeowners requests for services. There have been a number of complaints from Homeowners about long delays in getting responses from Officers regarding service requests. It was agreed that this was a good idea.

The meeting was adjourned at 8:30 PM.

#### Attachments:

Email acceptance.pdf  
Interim Treasurer report  
Landscape Committee report