**Meeting Location:** Clubhouse (2663 Providence Hills Drive)

**Participants:**

Present: Jose Diaz, Liz Thomas, Mujeeb Shah-Khan, Mark McKain

Absent:

Guests: Jaime Williams

**Board Meeting – Open Session**

1. **Call to Order**

The meeting was called to order at 7:03 p.m. by Jose Diaz.

1. **Roll Call**
	1. Four members were present. One board member vacancy to be filled.
2. **Reading and Approval of Minutes**
	1. January 2025 meeting minutes were approved and posted to the website for community access.
3. **Reports of Officers**
	1. **President (Jose Diaz)**
* Emphasized the need for meeting decorum:
	+ - 1. Sidebar conversations should be held outside the meeting room.
			2. Questions are to be addressed during the Open Forum or when a motion is open for a vote.
* Discussed availability of key fobs; explained pool access
	1. **First Vice President (Mujeeb Shah-Khan)**
		+ No report.
	2. **Second Vice President (Liz Thomas)**
		+ No report.
	3. **Treasurer (Mark McKain)**
		+ Special assessment and at least 50% of annual assessment (dues) were due by January 31.
		+ Late fees (special assessment – one time $20; annual assessment - $20 per month) applied to outstanding balances.
		+ For those opting to pay the annual assessment in two installments, the second payment is due March 31.
	4. **Secretary (Position to be filled)**
1. **Reports of Committees**
	1. **Adult Social Committee (Sharon McGowan)**
		* Yoga is going well; email blast reminder; every Thursday at 6:30 p.m.
		* No yoga February 27
		* Possibly extend classes into April and May.
	2. **Architectural Review Committee (Liz Thomas)**
		* Received 1 request this month.
	3. **Children’s Social Committee (Katie McDermott and Shannon Vo)**
		* April 19 – Spring (Easter) event 11 a.m. to 1 p.m.; petting zoo, rides, and snacks; need volunteers
	4. **Community Social Committee (Amy Gemereth)**
		* May 24 pool opening party; 12 p.m. to 2 p.m.
		* New food options are being considered.
	5. **Holiday Decorations (Liz Thomas)**
		* Everyday wreaths will remain on the clubhouse door through spring 2025.
		* Decorations will go up for Memorial Day and stay in place through Labor Day; need volunteers.
	6. **Landscape Committee (Liz Thomas)**
		* Clubhouse exterior water valves in need of repair.
		* Spring flowers and pine straw to be installed in common areas.
		* Spring pruning will start.
	7. **Neighborhood Message Boards (Doug Smith)**
		* New message boards are not weather resistant; investigate replacing or enclosing in weather-resistant frames
	8. **Pool Committee (Jessie Alkemeyer)**
		* No updates
		* Pool opens Memorial Day, May 24
		* Note: screening on pool fence detached by wind and will be replaced.
	9. **Social Media Committee (Katie McDermott)**
		* Residents are encouraged to share neighborhood news events and updates.
		* Note: Posting to PHCA social media platforms limited to community related events; not for general/personal use.
	10. **Welcome Committee (Liz Thomas)**
* New member social May or June
1. **Unfinished Business**
	1. **Non-resident Pool Memberships**
		* PHCA budget broke even at 2024 year’s end; special assessment implemented to upgrade pool access and security and partially replenish reserves; final decision on memberships reserved until new board constituted.
* Board recommendation
	+ - 1. Offer a non-resident pool membership (that may extend to the tennis courts and the playground). Available to a limited number of families in other neighborhoods that do not offer pool access to their residents.
			2. Interested families will pay an application fee and submit an application. The application would be reviewed by the HOA Board, and if the application is complete and does not raise red flags, the Board would meet with the interested family for an information session to discuss the rules of conduct and how the process would work with key fobs and violations of policies.
			3. If the Board believes it is appropriate, a family will pay an initiation fee of ($500) and then be required to pay an annual fee of ($700 - or whatever, needs to be higher than our dues). A failure to pay either fee would mean that the application would be denied.
			4. The program would be limited to ten families and would not allow the families to bring guests.
1. **New Business**
	1. **New Board Member Selection**
		* Maribeth Campbell applied for an open board position; no other write-in candidates; nor did anyone in attendance on February 24 volunteer for the position.
		* Motion to nominate Maribeth Campbell to the Board of Directors: Approved unanimously.
2. **Open Forum**
	1. Homeowners raised issues with non-resident pool memberships.
3. **Announcements**
	1. Next Board of Directors meeting: March 24 at 7 p.m.
	2. Volunteer opportunities available.
4. **Adjournment**
	1. Motion to adjourn and move to Executive Session at 8:45 p.m.: Approved unanimously.

**Board Meeting – Executive Session**

1. **BAM Report (Jaime)**
	1. **Dues Collection**: 94% of outstanding dues have been paid; 16 homeowners have not paid 2025 dues;
	2. **Special Assessment: 91% of the special assessment has been paid**; 22 homeowners have not paid the special assessment
	3. **Lien Status**: No current liens.
	4. **Hearings**
		1. No hearings scheduled right now but 4 final letters sent out.
	5. **Drive-Thru Report**
		1. 13 first letters and 4 final letters sent out after recent drive through
2. **ARC Submittals (Liz)**
	1. 1 submittal for proposed landscaping, tree removal, and tree replacement