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

**Participants:**

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

Absent: Maribeth Campbell

Guests: Jaime Williams

**Board Meeting – Open Session**

1. **Call to Order**

The meeting was called to order at 7:05 p.m. by Jose Diaz.

1. **Roll Call**
   1. Four members were present. One board member was absent.
2. **Reading and Approval of Minutes**
   1. Not addressed.
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
* Reminder that residents are not allowed to key-in non-resident users to access the tennis courts and pickle ball courts.
  1. **First Vice President (Mujeeb Shah-Khan)**
     + No report.
  2. **Second Vice President (Liz Thomas)**
     + No report.
  3. **Treasurer (Mark McKain)**
     + Special assessment collection at 94% as of Feb 28; 15 owners are still outstanding.
     + Annual assessment at 97%; 8 owners still outstanding
     + Late fees (special assessment – one time $20; annual assessment - $20 per month) applied to outstanding balances.
  4. **Secretary (Maribeth Campbell)**
     + Absent; no report

1. **Reports of Committees**
   1. **Adult Social Committee (Sharon McGowan)**
      * No report.
   2. **Architectural Review Committee (Liz Thomas)**
      * Received 4 submissions to date-all requested have been approved without modification.
        1. 1 deck painting to start March 27th
        2. 2 Landscaping redos1) is finished and done 2) is under way
        3. 1 roof request- that has been completed
      * All submissions have met the PHCA guidelines.
   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
      * Request for residents to drop off eggs to support the event.
      * Easter egg hunt, week before the event seeking donations.
      * In need of volunteers.
      * Will post for desired donations.
      * Volunteer hours are available for school-aged residents.
   4. **Community Social Committee (Amy Gemereth)**
      * May 24 pool opening party; 12 p.m. to 2 p.m.
      * Anticipate approx. 225 attendees.
      * Will use same catering service from 2024 and send survey post event to evaluate future options.
   5. **Holiday Decorations (Liz Thomas)**
      * Everyday wreaths will remain on the clubhouse door through spring 2025.
      * Patriotic decorations will go up for Memorial Day and stay in place through Labor Day.
      * Need volunteers for about 1-2 hrs. max.
      * If residents rent the club house and find they would like to remove the decorations for their event, they are kindly asked to reach out to Liz Thomas to help to avoid the possibility of damaging the decorations.
   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.
      * Concerns about some trees in the playground. Will follow up with the Katie McDermott to find arborist to assist.
      * Water to be turned on March 27, needed repairs will be noted.
      * Community asked to advise BoD of any utility repairs which may impact community landscaping.
   7. **Neighborhood Message Boards (Doug Smith)**
      * New message boards are not weather resistant; investigate replacing or enclosing in weather-resistant frames
      * Still in process.
   8. **Pool Committee (Jessie Alkemeyer not present)**
      * No updates.
      * Pool opens Memorial Day, May 24.
      * Confirm whether the pool deck needs power washing before the pool opens.
   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)**

* The new neighbor social event will likely occur summer to early fall; will coordinate with the children’s committee to include all families allowing everyone to meet.
* 2 houses have sold, Overstream Dr. and Providence Hills Dr., both families have moved in.
* Notebooks and welcome gifts will be sent to the families.
* Anticipate 2 more houses to be listed soon.

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. Rationale is based on generating further revenue for the community to offset potential future expenses.

* Board recommendation (under consideration)
  + - 1. Offer non-resident pool memberships (that may extend to the tennis courts and the playground) on a pilot program basis. Available to a limited number of families (assume 10 families max) from other nearby neighborhoods that do not offer pool access to their residents.
      2. Interested families would pay an application fee and apply. 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, the 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 (10) families and would not allow the families to bring guests. One year/season trial. Families will have access to pool functions (including seasonal parties).
      5. Insurance implication is that PHCA would need to change insurers but will save $1,000 per year when doing so.
      6. Decision made to table the vote on the non-resident pool membership action until all board members are present.
      7. Survey will be issued to community residents.
      8. Anticipate conveying a special meeting in 2 weeks to vote on the non-resident pool membership issue.
  1. Setting a reserve for the PHCA.
     + Recommendation to establish $80k to $100k reserve; continue with 5% annual increase to HOA dues yearly to fully fund reserve; consider non-resident pool memberships to supplement funding the reserve.
     + BoD to prepare proposal for residence to consider.
     + BoD will consider a special meeting to vote on non-resident pool membership issue. Ultimately, BoD will make the decision.
     + Special BoD meeting to be scheduled in April.
  2. Playground improvements
     + Rejuvenate/replace the existing mulch.
     + Replace 24 railroad ties.
     + Power wash all existing equipment.
     + Replacing swing chains and covers.
     + Trim surrounding trees and shrubbery near the playground.
     + Replace one picnic table and several benches.
  3. Tennis court improvements.
     + Crack repairs.
     + Reline existing courts to allow for pickle ball play to maximize use of space. (2 tennis courts and 4 pickle ball courts.)
     + 4 to 5 bids have been solicited.
  4. Clubhouse use
     + Use for non-social activities under consideration.

Recent events occurred where residents requested clubhouse use for non-revenue generating events; Going forward the BoD will approach such requests on a case-by-case basis.

1. **New Business**
   1. Garage sale postponed. Looking for a new date based on community interest.
2. **Open Forum**
   1. Homeowners discussed issues with non-resident pool memberships, and clubhouse usage.
3. **Announcements**
   1. Next Board of Directors meeting: April 28 at 7 p.m.
   2. Volunteer opportunities available.
4. **Adjournment**
   1. Motion to adjourn and move to Executive Session at 8:30 p.m.: Approved unanimously.

**Board Meeting – Executive Session**

1. **BAM Report (Jaime)**
   1. **Dues Collection**: 97% of outstanding dues have been paid; 8 homeowners have not paid 2025 dues;
   2. **Special Assessment:** 94% of the special assessment has been paid; 15 homeowners have not paid the special assessment
   3. **Lien Status**: No current liens.
   4. **Hearings**
      1. 2 hearings need to be scheduled.
   5. **Drive-Thru Report**
      1. 1 first letters, 7 second letters and sent out after recent drive through. 2 hearings need to be scheduled.
2. **ARC Submittals (Liz)**
   1. 1 submittal for proposed landscaping, tree removal, and tree replacement