

MINUTES

Regular Board of Directors and Association Members Meeting Summit Park Homeowners Association

Held: January 18, 2022, starting at 6:00 P.M., via remote video conference call

A. Call to order (Board member roll call)

- a. (present / not present)
- b. X / Dave Serena
- c. X / Fen Evans
- d. X / Fran Craigle
- e. X / Jackie Silva
- f. / X Mike Quinones
- g. X / Nina Pacchia

B. Approval of Minutes from the Previous Meeting

The minutes from the last Board meeting held on December 14, 2021 was approved by a majority of Board members present at the meeting. The minutes will be posted on the SPHOA's website.

C. Treasurer's Report

The 2021 year-end reports were not yet completed at the time that the January 2022 Board meeting, but are reportedly very close to those posted for November 2021, with only relatively minor adjustments having taken place in the month of December. The full reports, when completed, will be distributed to Board members and will be posted to the SPHOA's website. Jackie also indicated that she is already receiving some membership renewals.

D. New and Unfinished Business

- a. **SPHOA Web Site:** Dave discussed the need to either update or remove those posts found on SPHOA's website that are dated (ie, posted pre-2021). If the contents remain relevant, it was suggested that the posting date be updated so they do not appear stale or outdated.
- b. **Park Lark Printing and Mailing:** Jackie indicated that the Park Lark should be going to the printers this week. Typically, it takes about a week or so to have them printed, folded, and mailed out. A guestimate on the cost is approximately \$1,500 this year – but only a guess.
- c. **Updating the Community Mailing List:** Jackie discussed the need to better track member and community property-owner information. All of the information is there, but the way it is tracked and updated could be improved upon. She suggested that could be accomplished by putting together a more comprehensive Excel spreadsheet that be utilized to track relevant name, address, and contact information, as well as track dues payments and potentially other such data. Nina indicated that she could assist on any update activities.
- d. **Bylaws and CC&Rs:** With the announcement in the upcoming Park Lark that the Bylaws and CC&Rs are being proposed to be updated, drafts of those documents will need to be posted for review on the Summit Park website, the Board discussed how and when this is to be accomplished. It was tentatively agreed that both of those documents would be posted on the website around mid-February or so. The "how" is going to take some time to research as to the best way to conduct the vote, but all agreed that it needs to be done with no interference from the Board through an independent and verifiable means.
- e. **Firewise Activities:** No update.
- f. **Architectural Committee:** No update.

E. Next Meeting

- a. The next meeting of the SPHOA is scheduled for **Tuesday, February 15th at 6:00 P.M.** The meeting will be held remotely by video conference call due to the continued impact of COVID-19 in the state. An agenda will be prepared prior to the meeting.

F. Meeting Adjournment

- a. With no other business to be discussed, the Board meeting was adjourned at 7:29 P.M.