

**CHPOA Annual Meeting Minutes
November 7, 2024
Meeting via Zoom (recorded by Property Manager Al Soulier)**

Board members in attendance — Bill Evans, George Higgins, Tara Pressley, Dave Scanga, Jeff Wright

Board members absent – Victoria Hudson, Trevor Scott

Property manager present — Al Soulier

Residents in attendance — Jerry Salak, Melissa Walter(arrived at 7:40 p.m.), Lane Webster

The meeting was called to order at 7:18 p.m.

Introductions

President Dave Scanga welcomed members in attendance and gave an overview of some of the achievements of neighbors, committees and the board. Board members and the property manager briefly introduced themselves to the membership.

Budget

Member George Higgins highlighted two changes to the dues collection policy. The due date for the assessment is now February 1st and the grace period now expires on March 1st. Higgins reviewed the fund reserve study and noted the addition of a replacement cost for the structural portion of our backflow preventer as well as modifications to the estimated costs of replacement for the picnic shelter and concrete pad. The budget was increased to cover unexpected costs, increase reserve funds and to increase the property manager's salary.

Ratification of Budget

Property Manager Al Soulier reported that 37 ballots were received. The budget was ratified (33 in favor, 1 against and 3 no response).

Election of Board Members

The property manager said he received both email and paper ballots. Members Higgins and Pressley were reelected. Lane Webster was elected as well. The vote distribution was:

George Higgins - 34
Tara Pressley - 36
Lane Webster - 34
Anthea Darling – 1
Paul Dunn – 1
Kevin Mintz – 1
Hokan Ottosson – 1

Four members of the community received a single write-in vote for the fourth open seat. Those members will be contacted to see if they are interested in the position. A runoff election will take place if necessary. The next steps will be decided during the December meeting.

Committee Reports

Architecture (Jeff Wright):

Member Jeff Wright gave an overview of the committee process. The committee updated the

AC application and sign policy this year. We are working on clarifying the extension policy for ongoing projects. The committee reviewed approximately 30 applications this year. Wright noted that we are working to notify homeowners that have started projects that there is a requirement. Soulier noted that a seller now has to disclose more information about home improvements to buyers and we all should encourage homeowners to submit applications.

Documents Review (George Higgins):

Higgins noted that the committee will review all of the association's documents and make recommendations as needed. Currently they are focused on the Bylaws and will submit amendments to the membership for a vote as soon as they have completed the review.

Community Activities (Tara Pressley):

Member Tara Pressley discussed the success of the neighborhood picnic and efforts to get feedback from the community about activities that neighbors would like to see. Pressley discussed three activities she is currently managing – a monthly 'read any book' book group, a weekly playgroup at the park, and a pickup basketball group. She encouraged anyone that is interested in hosting or helping to reach out. Higgins added that they are trying to create even more activities to engage our membership.

Finance and Maintenance (Bill Evans):

Member Bill Evans reported that the second basketball goal was installed at the park, and prior to the picnic, a lot of work was done to refresh the picnic shelter, metal benches and park gate. Evans said plans are in place to do some tree trimming at the park before the end of the year. Soulier added that we are looking for a new landscaper. Higgins covered the finance items during the budget review.

Communications (Melissa Walter):

Melissa Walter reported that the committee completed its first community survey and hopes to continue the process every few years. Walter said the listserv membership is up to 166 members. The committee launched the annual neighborhood beautification awards. They are working to update the content and design of the website and hope to have more details at the start of the year.

Nominations (Jeff Wright):

Wright reviewed the process the committee uses to publicize the open positions and the election. He discussed the new ballot design and counting process and noted that it was a vast improvement in both the speed and accuracy of the counting process.

Wright motioned to adjourn the regular session. Evans seconded. The motion passed. The Annual Meeting was adjourned at 8:27 p.m.