

**April 3, 2025 CHPOA General Meeting Minutes – Meeting via Zoom (recorded by Al Soulier)**

***Board members in attendance:*** Bill Evans, Erskine Alvis, Dave Scanga, Jeff Wright, Tara Pressley, Lane Webster

***Property manager present:*** Al Soulier

***Board members absent:*** George Higgins

***Residents in attendance:*** none

**The meeting was called to order at 7:06**

**Review/Approval of Minutes**

March minutes to be voted on by the board via email

**Member Forum**

No attendees. Presentation on architectural committee application process cancelled.

**Unfinished and New Business**

**Agenda-** Dave Scanga moves to approve agenda, Bill Evans seconds.

**Board retreat-** Jeff Wright proposed the board retreats be semiannual and the next one be scheduled for this June or July, contingent on when there is access to the room previously used for the retreat. Victoria Hudson will be contacted to determine availability.

**Property manager report**

New landscaper has trimmed the hollies. Al Soulier solicits the board's opinion of the new contractors. No one has any complaints. There are meetings with attorney Darron Satterfield, and realtor Armand Lenchek, planned for the board to attend. The meeting with the attorney is at 3 pm April 16th, 2025, and the realtor meeting is 2pm April 8th, 2025.

**Committee reports**

**Architecture (Jeff Wright)**

One application was approved and two in process. The committee recommended Carrie Mintz and Lane Webster be nominated by the board. Jeff Wright moved to nominate Carrie Mintz to the architecture committee, Bill Evans seconded, and the board unanimously approved. Jeff Wright moved to nominate Lane Webster to the architecture committee, Bill Evans seconded, and the board unanimously approved.

**Communications (Al Soulier)**

The committee is considering Dave's media for work on the website, getting a quote for prices. Melissa Walter and Jerry Salak welcomed the new residents at 109 Lafayette Dr. There are new residents moving to Smallwood Ct. soon who will need welcoming. Melissa Walter and Jerry Salak are stepping down from the committee chair and regular committee attendance

respectively, with George Higgins transitioning into a new role as committee chair. Both Melissa Walter and Jerry Salak offered to continue work on the CHPOA website and listserv. Jeff Wright expressed concern about communications work not being done by committee members. Other board members agree and Bill Evans proposes new candidates for the communications committee and offers to reach out to them. Jeff Wright suggests George Higgins be consulted about committee status. Al Soulier suggests the board make no decision on the matter before George Higgins meets with Melissa Walter and Jerry Salak. Board agrees with this suggestion.

### **Community Activities (Tara Pressley)**

George Higgins listed three action items: board vote on committee name, a plan for May 17th 4-6 potluck at the park with events rather than recurring activities being the focus of the committee, and better collaboration with the communications committee through a proposed meeting with Melissa. Tara Pressley motioned that committee name change from special events to community activities, and Bill Evans seconded. Board voted unanimously to change the name. Lane Webster asked whether funds are available for such events and was informed that there were.

### **Documents Review (Al Soulier)**

Al Soulier informed the board that there had been no committee meeting the previous month.

### **Finance and Maintenance (Al Soulier)**

The committee reported a plan to move unused funds from checking accounts to a CD to increase returns. They reported that one CD matured in March and was renewed for one year. The second CD will be renewed for nine months so the CDs will line up when they mature. The landscaping company cleaned up the front entrance and the fence and signage will be stained as weather and time permits. The front entrance sign will require cleaning.

One of the dues payments was returned for insufficient funds and Al Soulier asked the board for guidance on policy for returned checks and forgiving <\$10 amounts if it's just from late fees. Al Soulier reported that a handling charge of \$25 for NSF had previously been policy, but the bank did not charge any fees to CHPOA. Jeff Wright asked how often NSF checks occur and Al Soulier estimated every other year. Tara Pressley expressed concerns about financial hardship for the resident who sent the returned check, while Bill Evans, Dave Scanga pointed out there already exists a financial hardship policy for residents to use if necessary. Erskine Alvis said that habitual returned checks could become a problem and Lane Webster suggested a warning since there was no fee from the bank. Bill Evans motioned for the resident to be charged a \$25 NSF fee and Dave Scanga seconded. The board voted against the fee with Bill Evans and Dave Scanga FOR and Tara Pressley, Erskine Alvis, Jeff Wright, and Lane Webster AGAINST. Al Soulier agreed to send an invoice based on the regular calculations without an added NSF fee.

### **Nominations (Jeff Wright)**

No meeting

**AI Summaries-** Jeff Wright will send to do lists generated from this meeting using AI.  
**Next meeting will be on May 1st at 7 pm**

**Bill Evans motioned to adjourn. Dave Scanga seconded. Motion passed. The regular session ended at 8:18 pm**

**8:23 closed board meeting called to order**

Board considered action about a reported violation. Board decided to wait before taking any further action.

Bill Evans motioned to adjourn. Jeff Wright seconded. Motion passed. Meeting adjourned at 8:44pm.