



# BOARD OF DIRECTORS MEETING MINUTES

**Date:** February 23, 2026

**Time:** 6:02 PM

**Location:** Zoom

## 1. Call to Order

The meeting was called to order by Maureen Shindle at 6:02 PM.

## 2. Roll Call / Attendance

**Board Members Present:** Maureen Shindle, Michelle Dinnen, Kathleen Robinson, Rita Richards, Charlie Marsteller, Deb Sandt, Sam Brockman.

**Absent:** None.

**Also Present:** Dawn Brown (ROC), Jeanee Wright (ROC), Cole DeBerry (PMI).

**Review of Ground Rules:** Maureen Shindle reviewed the ground rules, which were previously distributed to the membership via Facebook and email.

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## 3. Reports

### 3.1 Secretary's Report

The report was sent to the Board. Corrections noted:

- Jeanee's name was misspelled; it will be corrected.
- The Board noted that the AI transcription misspelled "Mainstay" as "Nansteel" and "Chrome" as "Chrim."
- Clarification on the Property Committee: Only the spouting over the clubhouse door has been fixed.
- Wastewater plant spelling corrections (grinder pumps and anodes) will be finalized before the village-wide distribution.

### Approval of Minutes:

- **Motion:** Sam Brockman | **Second:** Charlie Marsteller
- **Vote:** All in favor. **Motion carried.**

*Note: Maureen Shindle introduced Dawn Brown (ROC USA) as the new Technical Assistance representative. Dawn succeeds Jeanee Wright, who is transitioning to a new role but staying within the ROC network.*

### 3.2 Treasurer's Report

Presented by: Rita Richards

Category	Actual	Budgeted
Income (Rent & Interest)	\$128,512.76	\$122,112.50
Operating Expenses	\$84,097.02	\$103,769.49
Monthly Surplus/Deficit	(\$44,415.74)	(\$18,343.01)

**Cash Flow & Accounts Receivable:**

- **Current Cash Balance:** \$315,134.11 (Decrease of \$15,922.62).
- **Delinquency:** \$18,736.70 (Increase of \$4,751.20). Nine residents are behind; PMI is following remedial procedures for estates, tax sales, and current residents.
- **Reserves:** Working Capital (\$52,200.68), Replacement (\$518,613.87), Debt Service (\$78,417.33).

**Approval of Treasurer's Report:**

- **Motion:** Kathleen Robinson | **Second:** Michelle Dinnen
- **Vote:** All in favor.

**3.3 PMI Report**

Presented by: Cole DeBerry

- **Occupancy:** 155 members, 1 non-member, 2 investors. 11 homes are for sale with 2 applications pending.
- **Lot 8 Lexington:** Currently vacant but rent is being paid; owner contact is ongoing regarding home replacement.
- **Maintenance:** A water leak was located and resolved. Property surveys were conducted on Feb 11th; maintenance letters will be sent in approximately 6 weeks once snow clearings allow.

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 **Committee Reports**

- **Social & Wellness:** Maureen motioned to appoint **Michelle Dinnen** as Chair. Seconded by Kathleen; motion carried. The first meeting is **March 19th at 6:00 PM** (celebrating Q1 birthdays).
- **Orientation:** Met with 4 new residents. Checking status of 16 Powderhorn.
- **Property:** Met with Rita regarding the Capital Improvement budget. Discussing "in-house" pothole repairs at the next workshop.
- **Finance:** Met on Jan 29th; next meeting scheduled for late February/early March.



## Old Business

1. **Leak Status:** Residents are encouraged to check around their homes monthly.
2. **Wastewater Plant:** Influent pump station parts have arrived at Desco, though the control panel is delayed. Flow distribution box is in place. UV disinfection is installed; awaiting an electrician to connect power to the anodes.
3. **Website:** Live and functional. Contact Sam Brockman with content updates.



## New Business

- **Out of Meeting Actions:** Approval of new resident for 203 Independence Way.
- **Resale Certificate:** New certificate approved to outline buyer/seller responsibilities and exterior inspections. **Motion:** Kathleen | **Second:** Sam | **Motion carried.**
- **Robocalls:** Cole is testing a new system to resolve current issues. A test call from an 866-number is expected.
- **Board Transitions:** Due to health issues, Maureen Shindle proposed a role swap.
  - **Motion:** Rita Richards moved that Maureen Shindle step down as President to become Vice President, and Michelle Dinnen step up as President.
  - **Second:** Kathleen | **Vote:** Sam, Charlie, Deb (Aye). Maureen and Michelle abstained. **Motion carried effective end of meeting.**
- **2026 Openings:** President, Secretary, and Operations Director positions will be open at the annual meeting.



## Open Forum

- **Safety Concerns:** A resident reported concrete lifting/tripping hazards at the stairs/retaining wall. It was advised to submit a formal new request.
- **Communication:** Suggestion to include new residents in the newsletter to help update the directory. Also, requested that the Zoom link be included directly on the agenda for easier access.



## Executive Session

- **Entered:** 7:04 PM | **Returned:** 7:18 PM

- **Action:** Motion to accept application for 27 Powderhorn. (Rita/Kathleen). **Motion carried.**

## **Adjournment**

The meeting was adjourned at 7:19 PM.

**Next Meeting:** April 20, 2026 — 6:00 PM

**Respectfully submitted,** *Kathleen Robinson, Secretary*