

## **BOARD OF DIRECTORS MEETING MINUTES**

 Date: January 26, 2026

 Time: 6:02 PM

 Location: Zoom

### **1. Call to Order**

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

### **2. Roll Call / Attendance**

#### **Board Members Present (via Zoom):**

Maureen Shindle, Michelle Dinnen, Kathleen Robinson, Rita Richards, Charlie Marsteller, Deb Sandt, Sam Brockman

**Absent:** None

#### **Also Present:**

Ashley Russell(PMI), Jeanee Wright (ROC)

#### **Review of Ground Rules**

Maureen Shindle reviewed the ground rules, which had been distributed to the membership via Facebook and email.

### **3. Reports**

#### **3.1 Secretary's Report**

Motion to approve the minutes by Charlie Marsteller, seconded by Sam Brockman

Discussion on the minutes: Deb stated there was more than one quote on the trees but they were made at previous meeting. Reading the minutes she thought it looked like we only got one quote while in fact we have several that are in previous minutes.

#### **• Approval of Minutes:**

All approved the minutes,

#### **3.2 Treasurer's Report**

Presented by: Rita Richards

Month Ending: December 30, 2025

#### **Financial Overview**

#### **• Income (Rental & Interest):**

o Actual: \$121,290.35

o Budgeted: \$122,112.50

- **Operating Expenses:**

- Actual: \$93,382.12
- Budgeted: \$94,867.03

- **Surplus:**

- Actual: \$27,908.23
- Budgeted: \$27,245.47

Expenses are understated by the following monthly invoices not being recorded. Chris Trash Removal invoice for \$2,259.96. We also paid out annual insurance premium this month of \$16,161.00

### **Monthly Cash Flow**

- Previous Balance: \$299,081.68
- Current Balance: \$331,056.73
- Difference (More/Less cash on hand): \$312,975.05

### **Accounts Receivable**

- Previous Delinquency: \$12,980.74
- Current Delinquency: \$13,985.50
- Increase in A/R balance: \$1,004.76

There are six residents behind in rent: three are estates of a former residents, one is a tax sale and three are current residents. PMI is aware of these issues and is following remedial procedures.

### **Capital Improvements**

- Total spent from reserves: \$0.00

### **Restricted Account Balances**

- Working Capital Reserve: \$52,200.68
- Replacement Reserve: \$513,764.00
- Debt Service Reserve: \$78,237.06

Motion to approve the Treasurer's Report made by, Sam Brockman seconded by Charlie Marsteller

Vote: All in favor.

Motion carried.

### **3.3 PMI Report**

Presented by: Ashley Russell

## **Community Overview**

- Total Homes: 158
  - o Members: 155
  - o Non-member tax purchase: 1
  - o Rehabs: 2
- Homes for sale: 11
- Legal actions (non-payment): 5
- Delinquency: 11 members unpaid for January

## **Occupancy & Membership**

- **Homes for Sale Inventory 11**

**New move-ins 3: 222 & 232 Independence Way and 30 Powderhorn.**

## **Delinquencies & Collections Status**

11 Members delinquent in Jan Rent, 2 are non-members 1 has payment plan 5 Landlord tenant filing for on payment Question was raised about the two non-members. Since new owners are at 30 Powderhorn there is only the one non member -5 Rev. tax sale

## **Capital Improvement Plans & Maintenance**

Trees had Amstel here and have a quote for 22 Independence but looking for lower one,

Added electrical pedestal repairs. Cole will be out checking on these and getting an electrician. Also added the water valves just getting quotes to see the price on a loop valve isolation. Looking to get on a yearly maintenance to exercise with fire hydrants,

Deb commented to Ashley that we already have quotes on the electrical pedestals. RJ Hoffman is the vendor. The quote has been approved. Hoffman is waiting for the weather to break so he can do the rest of them

## **Committee Reports**

### **Social & Wellness Committee**

Chair: no chair at this time

We are hoping to have an approved chairperson at the February meeting

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## **Orientation Committee**

Chair: Phyllis Cowell

Faye and I met with a new resident 222 Independent . Suppose to met with 232 Independence Way, but had to cancel when Rich went to hospital. Setting up as new date with them and also reached out to all the new residents by phone or email but have not heard back from them as of yet, 203 Independence is now under contract.

## **Property Committee**

Chair: Charlie Marsteller

The spouting above the clubhouse has been repaired. The fencing down at the water treatment plant has been fixed. This was done by a volunteer. We will be having a meeting tomorrow night for all who are still in the village We have a list but on my part, I am still confused on what committees can and cannot do. I can send a list to the board members to see what we can and cannot do. For example, the signs that we got for the pond last year is that something that we can do. Hopefully some workshop will point us in the right direction. We are also starting to work on the CIP for the budget. Rich also got a price estimate on the mailboxes and bulletin boards. Sam is posting on newsletter or/and web page about leaking in mailboxes. Now is a good time to report it with the snow we had.

## **Finance Committee**

Chair: Rita Richards

We have met once and will be meeting again on the 29<sup>th</sup> and they have been working on two of our biggest expense accounts electricity and repairs doing a 3 year analyze on both. We are getting ready for not only the operating budget but the CIP.

## **Old Business**

### **Status of leak on Flintlock**

Presenter: Mark Bergman

The leak is fixed. Everything is working fine it was in the road again Photos were sent of the part that failed.

### **2. Wastewater Treatment Plant Update**

Presenters: Rich Cowell, Deb Sandt

Talk to Ryan last week the grinder pumps are in . Email states that pumps and accessory have arrived, the control panel is going to arrive any day now, Once the

control panel arrives, they can incorporate shutdown bypass it install the pumps. Magnesium anodes are completed . UV disinfection is installed but waiting for electrician to connect the power. Waiting for date on backup generator. concrete foundation is installed for the generator but need to install propane tank and slab once the generator is set.

**3. Tree Removal Update-**Deb asked if we got the quote from Nansteel for the trees behind 22 Independence. Ashley said Cole sent it last week and still waiting for it. Will follow up on it

**4. Electric Panel Work Status** previously discussed

**5. Streetlight outages** Mark Revolutionary is still out and 16 &19 Lexington we believe they are all together. Spoke to Dessco to see if they hit a wire while digging for the annoys. They are not sure so need to be investigated . Hoffman /electrical come out and will provide us with a quote to see what is going on down there . There are two issues one came up during the summer between 16 & 19 Lexington where it was dug out near the asphalt is it compromised there. Second if something was dug up new at the sewer plant to cause Revolutionary to go out.

**7. Website Update: Sam** We launched the web site. we have one page which is not yet available it's the research page because I need digital copies of the by laws and rules, bought and sold houses and the treasurer report. Also looking for information from ROC and PMI if they want anything posted on the web site. The resource page is members only and password protected.

**8. Clubhouse Heat Status** Mark Yes, we have heat in the clubhouse. They have been leaving the bathroom doors open and that's been helping. It is helpful to arrive an hour before the meeting to turn the thermostat up. Hoffman did look at it when he as here and suggest that we do the split system in the future. He does not do them

## **New Business**

**Out of meeting actions:** no out of action meeting

**2026 Business Plan** We have been working with ROC to identify project we need to focus on that will help the community the thrive and grow. Items we are working on include Community communication, rolling out web site, complete capital projects, plan annual meeting in August. Reminder, we have 3 offices up for elections, (President, Secretary, Maintenance Manager), waste water treatment project, new dashboard for ROC, purchases and reimbursement, maintenance volunteer work plan, home sales process, improve inspections and follow-up,

sound improvement for meetings, clarify on site manager, improve tree assessment, and improvement to clubhouse.

**Town Hall Meeting feedback.** Sam nothing of great in the last one, some complaints that they didn't plow close enough to the sidewalks. In some areas people had to shovel 6 ft to the street. Next townhall meeting is in April.

### **Open Forum**

Make sure the fire hydrants are shovelled out We should look into robo calling. Are we going to address the snow plowing. 2ft is manageable but 4-6ft is not.

### **Executive Session**

Entered 7:00

All board members present

Returned from Executive Session at 7:45

All motions passed unanimously.

### **Adjournment**

Motion made Michele Dinnen

Seconded : Rita Richards

### **Next Meeting**

February 23, 2026 — 6:00 PM-----vie Zoom

**Respectfully submitted,**

Kathleen Robinson

Secretary