

PINE RIDGE PROPERTY OWNER'S ASSOCIATION, INC.
BOARD OF DIRECTOR'S BUSINESS MEETING

Wednesday February 22, 2023

MINUTES

Approved as Submitted

Meeting opened at 6:00 PM

- 1. Roll Call** – All Directors present
- 2. Pledge of Allegiance**
- 3. President's Comments:**

To ensure openness of the Board activities I'd like to provide a recap on the Special Meetings and actions taken this month.

First, I'd like to share with you why these meetings are taking place. Many times, the Board is asked "why does it take so long to do...?" All actions and expenditures of money require a vote by the Board in either our regular Board Meeting or in a Special Board Meeting called for that purpose. In the past Special Board Meeting were less common. However, with our current economic and supply chain issues, we can't always afford to wait a month to act. Most of the bids we get today, must be acted on within thirty days to avoid price increases. When we find needed parts or supplies, we need to act quickly or it may become unavailable or become backordered. Until these issues settle down, we may continue to see the need to meet more often.

These actions were taken this month in Special Meetings:

- Approved a contract for W. L. Webb, Electricians.
- Approved Auto Insurance renewal (which we had rebid this year).
- Approved \$6,100 for Bay Area A/C to replace Security Room A/C
- Approved \$6,500 for concrete walkway and drainage replacement.
- Approved up to \$500 for surge protection equipment.
- Approved the voting package for upcoming election/referendum.
- Approved up to \$1,500 for two benches for the Dog Run.
- Approved up to \$3,200 for a spare compressor for the Community Center 20-ton A/C unit.

All off schedule meetings are noticed 48 hours in advance and held at the Community Center at times which were chosen to accommodate the Directors schedules. All Members are welcome.

The regular Workshop meeting schedule is posted on the website along with the regular Board meeting schedule. No decisions are made at the Workshop. In these meeting the agendas for the Board meetings are developed, information on upcoming issues is shared and discussed. This allows the Directors to educate themselves on the issues and subjects coming before the Board. It also allows time for further personal research and an opportunity for deliberative decision making on the various subjects. Again, the meetings are noticed and open to the Membership. All Members are welcome.

- 4. Members Comments * (1/2-hour limit) - none**
- 5. Members Comments General and Response by Board – none**
- 6. Review Minutes/Accept**

a. Regular Board Meeting Minutes January 25, 2023

Sue Wassermann moved to accept, Mike McCoy seconded. Motion passed 5/0 all in favor.

b. Board Workshop Meeting Minutes January 23, 2023

Wayne Tuch moved to accept, Mike McCoy seconded. Motion passed 5/0 all in favor

Approved on March 22, 2023, BOD Meeting

- c. **Special Meeting Minutes January 31, 2023**
Mike McCoy moved to accept, Sue Wassermann seconded. Motion passed 5/0 all in favor
- 7. **Communications**
 - a. **Adopt Treasurers January 31, 2023**
Mike McCoy moved to accept, subject to audit, Sue Wassermann seconded. Motion passed 5/0 all in favor
 - b. **Manager & Committee Reports – In the Packet**
Additionally, Pickleball, Roads & Technology committees presented their reports
- 8. **Unfinished Business**
 - a. **Update Vacation Policy/Vote:** Mike McCoy moved to take the item off the table, Sue Wassermann seconded. Motion to remove from the table passed 5/0. Motion to “adopt updated vacation policy for employee handbook” passed 3/2, John Hyde, Bill Miller, Wayne Tuch in favor, Sue Wassermann, Mike McCoy against.
 - b. **Employee Handbook Update/Vote:** Wayne Tuch moved to take the item off the table, Bill Miller seconded. Motion to remove from the table passed 5/0. Motion to “Update the Employee Handbook with recently adopted policies: Sick Time (adopted 11/2022), Exit Interview (adopted 11/2022), Holidays (adopted 11/2022 and 12/2022), and Vacation (adopted 02/2023), Manager to update Handbook only these items are to be codified in there. With updated copies to the Board members and the Documents Committee because the Documents Committee will be making some additional adjustments to the manual. Policy should be immediately implemented for day to day management of staff. Time off policies will be communicated to our Payroll vendor to be used for accrual and tracking of time off” passed 3/2, John Hyde, Bill Miller, Wayne Tuch in favor, Sue Wassermann, Mike McCoy against.
 - c. **Board Policy and Procedures/Discussion/Vote:** Wayne Tuch moved to take the item off the table, Mike McCoy seconded. John Hyde suggested disposing of the motion, Bill Miller seconded. Motion to dispose of this agenda item passed 5/0.
 - d. **The Evaluation Study Insurance Appraisal Information/Vote:** Sue Wassermann moved remove the item from the table, Wayne Tuch seconded. Motion to remove from the table passed 5/0, all in favor. Motion to “authorize engagement of Reserve Advisors for proof of loss insurance appraisal update. Funding up to \$2500 including a front-end retainer of \$1100” passed 5/0, all in favor.
- 9. **New Business**
 - a. **Amend Collection Policy/Vote:** President requested a motion to “approve amended collection policy 2023 as set forth in the Board package.” Mike McCoy so moved, Wayne Tuch seconded. Motion passed 5/0, all in favor.
 - b. **Suspend Use & Voting Rights for all who exceed 90 days delinquency/Vote:** President requested a motion to “send a letter to anyone who’s over 90 days, advising that their rights to use amenities and voting has been suspended.” Mike McCoy so moved, Wayne Tuch seconded. Motion passed 5/0, all in favor.
 - c. **Accept the Election Committee Chair Resignation and ratify the President’s appointment of the new chair/Vote:** President requested a motion to “accept the resignation of Tom Russell as Committee Chair to run for the Board of Directors and approve the appointment of Judy Glick as the Chair of the Committee.” Wayne Tuch so moved, Sue Wassermann seconded. Motion passed 5/0, all in favor
 - d. **Ratify Legal Expense Regarding the Referendum & Annual BoD Election with Meeting Notice, Proxy/Ballot and Agenda Forms/Vote:** President requested a motion to “ratify

legal expenses attorney fees regarding the referendum, election, and proxy form.” Sue Wassermann so moved, Wayne Tuch seconded. Motion passed 5/0, all in favor.

- e. **Ratify Legal Expense Regarding Commercial Property Deed Restrictions and Rezoning Issues/Vote:** President requested a motion to “ratify legal fees related to current status Commercial Deed Restriction and issues around upcoming commercial lot rezoning and commercial construction.” Sue Wassermann so moved, Mike McCoy seconded. Motion passed 5/0, all in favor.
- f. **Next Steps with Gulf to Lakes Evaluating and Amending the Settlement Agreement/Vote:** President requested a motion to “ask Gulf to Lakes to create a formal proposal document to amend the Gulf to Lakes /Pine Ridge settlement agreement relating only to Unit II. Approve legal expenses for Sachs, Sax, and Caplan and submit the proposal to provide evaluation of the amendment and propose options and actions going forward.” Wayne Tuch so moved, Sue Wassermann seconded. Motion passed 5/0, all in favor.
- g. **Next Steps in Evaluating Adding Bocce Ball Courts/Vote:** President requested a motion to “seek 3 formal bids to determine the cost of two Bocce Ball courts located in northern tennis court area and utilize the POA’s informal survey system to gauge overall community interest in the use and construction of the courts. Wayne Tuch to project manage.” Bill Miller so moved, Wayne Tuch seconded. Motion passed 5/0, all in favor.
- h. **Request to Host Pickleball League Play/Vote:** President requested a motion to “approve the use of the Pine Ridge Pickleball courts for inter-community league play. This is a trial program subject to future reevaluation.” Wayne Tuch so moved, Mike McCoy seconded. Motion passed 5/0, all in favor.
- i. **Legal/Liens/Foreclosure or Fines/Vote:** none
- j. **Develop Policies and/or Procedures Discussed in January Workshop** Sue Wassermann moved that “the Board develop policies and procedures on the 12 topics of:
 - i Developing Bids & proposals thru contract
 - ii Distribution of staff bonus pools
 - iii Periodic MVR review of staff who use PRPOA insured vehicles
 - iv Communication and interaction between Board members
 - v Communication and interaction of Board members with staff
 - vi Duties and responsibilities of committee chairpersons
 - vii Communication between committees on related issues
 - viii Duty to consult with the professional community manager
 - ix Contents of motions
 - x Consulting legal
 - xi Staff counseling
 - xii Contents of and information provided for agenda items.”

Mike McCoy seconded. Motion passed 5/0, all in favor.

- 10. **Allow questions from membership, suspending Robert’s Rules of Order** – Wayne Tuch moved to add this item to the agenda. Adding the agenda item passed 5/0. Questions were asked by the membership, and Directors addressed them.

Meeting adjourned at 7:35 PM

Sue Wassermann, Secretary