

HOA Board Meeting Minutes

Prepared from meeting transcript

Meeting Overview

Item	Detail
Call to Order	6:32 PM
Minutes	No prior minutes were available to approve. Prior minutes will be brought forward for approval at the next meeting.
Owners Forum	No owners were present for open forum participation.
Primary Purpose	Reassignment / re-election of board officer positions and review of current operational items.
Executive Session	Board transitioned to executive session at the end of the open meeting to discuss extension of management contract through May 2027.

Key Attendees / Participants Mentioned

- Ken — participated in board officer discussion; agreed to handle roofing contractor outreach; involved in Optimum/cable matters.
- Dave — accepted Vice President role; also involved in prior owner ballot follow-up.
- James — assigned Secretary role; noted as already helping with AI-generated meeting summaries.
- Jenna / Jennifer — assigned Treasurer role; involved in financial/propane review and owner ballot follow-up.
- Tom — moved into a Member-at-Large role and to be brought in when board votes are needed.
- Daniel — involved in management follow-up, roofing/diverter list, pool cover measurements, and Optimum issues.
- Cheryl — manager/unit occupant referenced regarding access/key and office internet setup.
- Cindy — referenced in connection with accounting/expense review and propane cost concern.
- HSM / Management — responsible for several follow-up items including Optimum, propane usage, and operational coordination.

Approval of Minutes

The board stated that there were no minutes available to approve from the prior meeting. The approval of prior minutes was deferred until the next meeting.

Owners Forum and Homeowner Concerns

No owners were present for the owners forum. The board noted that this left no general owner forum items to address.

Unit #50 Door / Slider / Master Key Issue

- Unit #50 had emailed regarding the same slider-related concerns that had been raised at the prior meeting.
- Management attempted to access the unit but could not because the master key did not work in the unit's door.
- The discussion indicated the unit may have a coded/keypad lock or lock setup that was not keyed to the association's master key.
- Board members believed units are required to be keyed to the master key system.
- The owner may need to pay to have the lock re-keyed to the association master key.
- The board agreed to review the CC&Rs and/or door lock policy to confirm the requirement and responsibility for cost.

Policy Review

Board Officer Reassignment / Election

The main policy/governance item was reassignment of board officer roles following the meeting/election cycle. There was discussion that no other owners had volunteered for board leadership positions.

Role	Assigned Person / Note
President	Current president remains for one more year
Vice President	Dave
Secretary	James
Treasurer	Jenna / Jennifer
Member-at-Large	Tom, to participate when votes or specific input are needed

Door Lock / Master Key Policy

The board discussed the need to confirm the association's door lock policy and CC&R language related to master key access. The working understanding expressed during the meeting was that locks must be compatible with the association master key, and that re-keying is likely an owner expense.

Cable / Optimum Vote Status

- As of the prior Friday, 29 cable votes had been received.
- The speaker noted their own ballot was still outstanding and planned to submit it.
- The board discussed needing 31 yes votes.
- Board members had divided up owner outreach by unit number ranges.
- Dave had taken units 1–20 and reported 11 outstanding; six owners said they had returned or would soon return ballots, while five had not responded.
- Another member handled units 21–39, including their own unit.
- Ken indicated he could take units 40–60.
- Some owners were contacted by email where phone numbers were missing or voicemail names did not match.
- One owner's father-in-law's house had been sold, so that ballot situation needed to be updated.
- Overall, the ballot outreach was considered mostly complete, but final follow-up was still needed.

Manager's Report / Operational Updates

Kenny Roofing / Roof Diverter Issue

- Kenny Roofing continued to be non-responsive / “ghosting” management.
- Daniel had spoken with the roofer on the Friday before the prior meeting and expected him to come out to test diverter extensions, but he did not appear.
- The issue has been ongoing for months and ties back to prior roof leaks and diverter problems after roof replacement.
- Some diverters are not working as intended and are causing damage.
- Management has identified diverters that absolutely need extension, especially those causing damage.
- The board discussed prioritizing the most urgent diverters before snow season, since once snow arrives the work may not be possible until the following season.
- Ken agreed to call Kenny Roofing and apply board-level pressure.
- Management/Daniel will forward Ken the relevant list and email/contact history.

Optimum / Cable / Internet Billing Issues

- The board discussed uncertainty about the HOA monthly fees and the \$35 plus tax amount.
- There was a desire to provide owners clear billing information so owners can adjust auto-pay appropriately.
- The board discussed whether the HOA needed another vote to address retroactive payment or whether the board could absorb short-term costs.
- The expectation discussed was that the HOA would absorb September, with homeowners starting in October.
- A monthly bill estimate of approximately \$2,200 was discussed.
- The master account had not yet been fully resolved.
- A list of all Optimum account numbers and sub-accounts had been received.
- Owners with auto-pay may have had the full prior amount withdrawn unless they stopped or adjusted auto-pay.
- One example was a bill adjusted down to approximately \$32 for the period before September 1.
- The managers’ unit / office was not showing correctly as a unit in Optimum’s system.
- The managers’ office currently shares internet access with Cheryl’s unit, and the board wanted to continue resolving that setup through the appropriate sales rep or account process.

Propane Pricing / Vendor Review

- Cindy flagged that the association appeared to be paying significantly more per gallon than other HOAs.
- The association was reportedly paying approximately \$4.50 per gallon, while other comparisons were approximately \$2.50–\$3.50 per gallon.
- Management spent significant time on the phone with the current provider, AmeriGas, but was told they could not improve the price.
- Management contacted Eastern Sierra Propane after learning Fireside had switched to Eastern Sierra years earlier for similar reasons.
- Eastern Sierra was responsive and came out quickly to evaluate the site.
- Eastern Sierra indicated the current 1,500-gallon capacity setup could likely be replaced with two tanks totaling approximately 1,000 gallons, with weekly service so the association should not run out.
- Management is awaiting usage information needed to obtain pricing.
- The provider may only charge permit costs, estimated at about \$300 total for two permits, while absorbing installation costs.
- The board discussed determining annual propane usage, ideally in gallons rather than dollars spent.

- Jenna / Jennifer and management discussed reviewing invoices or contacting AmeriGas to obtain usage for the prior year.

Pool Heating / Pool Cover

- Pool heating costs were discussed as a potential savings opportunity.
- Daniel suggested exploring a pool cover to reduce heating costs during the winter or colder periods.
- Management planned to take pool measurements and price out possible pool cover options.
- The board noted the cover would need to handle snow load.

Budget Review / Financial Discussion

No formal financial review was conducted during the open meeting. However, multiple budget-impacting items were discussed:

- Optimum/cable billing transition, including owner fee adjustments and temporary HOA absorption of early-month costs.
- Estimated Optimum-related HOA bill around \$2,200.
- Potential propane overpayment based on current pricing compared with other HOA rates.
- Possible cost savings from switching propane vendors.
- Potential pool cover investment to reduce heating costs.
- Need to understand propane usage in gallons and compare vendor pricing.

Action Items Agreed / Responsibility

Action Item	Responsible Party	Notes
Submit outstanding personal cable ballot	Current president / speaker	Planned for the following day.
Follow up with owners who have not returned cable ballots	Board members by assigned unit ranges	Dave: units 1–20; another member: units 21–39; Ken: units 40–60; email follow-up where phone contact was not available.
Contact Kenny Roofing regarding urgent diverter work	Ken	Ken to call and push for repairs before snow season.
Forward roofing/diverter list and contact history	Daniel / Management	Send Ken the list of priority diverters and prior communication history.
Identify urgent diverters causing damage	Management / Daniel	Prioritize the ones that must be done this year if full list cannot be completed.
Review CC&Rs / door lock policy for master key requirement	Ken / Board	Confirm whether Unit #50 must be re-keyed to master and whether owner pays.
Resolve Optimum master account and sub-account setup	Ken + Management	Continue working through Optimum sales/account contacts.
Clarify managers' unit / office internet setup	Management	Managers' office/unit was not correctly showing as a unit in Optimum's system.
Confirm HOA monthly fee amount related to Optimum	Ken / Management	Clarify \$35 plus tax and provide owners with information to update auto-pay.
Obtain propane annual usage data	Jenna / Jennifer + Management / HSM	Use invoices or contact AmeriGas; gallons preferred over total dollars.
Evaluate propane vendor switch	Board + Management	Compare AmeriGas with Eastern

		Sierra Propane once usage/pricing is available.
Price pool cover option	Daniel / Management	Measure pool and determine costs; confirm snow-load suitability.
Executive session discussion	Board	Discuss management contract extension through May 2027.

Adjournment

After reviewing the open meeting items and action items, the board moved into executive session to discuss extension of the management contract through May 2027. The recording was then stopped after closing remarks.

Notes / Items Not Formally Completed

- Prior meeting minutes were not approved because they were not available.
- No full formal financial review was completed.
- No additional owners participated in an owners forum.
- Several items remained open pending follow-up: roofing, Optimum billing, Unit #50 master key compliance, propane usage/pricing, and pool cover pricing.