Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

June 2026 Board Meeting (via Zoom)

Call to Order

The monthly Board meeting was called to order via Zoom. A quorum of the Board was present.

Board members present included:

- Steve Haymes – President
- Mark Liebendorfer – Treasurer
- Roxanne Royce – Secretary
- Ruli Rosen - Board Member

Also present:

- Allan Orendorff – Trio Community Association Manager
- Brent Chapman – Facilities Manager

Homeowners in attendance included Lois Bennett, Karen Fassler, Therese Spears, David Longenecker, Christiane Sammoury, Wayne Schroeder, Mary Newell, Rene Sotola, Cindy Hazy, and Greg Butt.

Account and Email System Discontinuation Discussion

The Board discussed the discontinuation of an HOA legal counsel. It was noted that no formal written explanation had been provided for the termination. Homeowners requested transparency and clarification regarding the matter.

Board members discussed several possible contributing factors including:

- Prior legal action
- Email communications highlighting internal Board disputes

- Prior disagreements regarding HOA policies and governance authority
- A Board member's communication to legal counsel described by some members as unprofessional

Board members emphasized that no definitive cause had been identified and that these items were discussed as possible contributing factors rather than confirmed reasons.

Approval of Previous Board Meeting Minutes

The Board reviewed the prior meeting minutes.

Discussion occurred regarding the purpose of meeting minutes. Two board members voted against approving the minutes -one cited concerns about the characterization of a Board member's email correspondence in the Minutes.

Roxanne stated that the purpose of meeting minutes is to accurately record what transpired during the meeting rather than interpret or evaluate statements made. Discussion included clarification surrounding references to prior email communications and comments that some attendees considered inappropriate.

The motion to approve the minutes failed.

Ratification of Out-of-Meeting Decisions

The Board ratified architectural applications previously approved outside formal meetings, including:

- Garden bed modifications
- Exterior air conditioning condenser installation
- Exterior heat pump installation

The applications were approved as presented.

Policy Review and Temporary Suspension Motion

Roxanne presented concerns regarding eight existing HOA policies, stating that no documentation had been located demonstrating legal counsel's approval of policies.

She also referenced analyses submitted by a homeowner identifying numerous legal, procedural, and governance concerns, including potential conflicts with governing documents and applicable law.

Roxanne moved to temporarily suspend the following eight policies pending legal review and further board consideration:

- Retention and Destruction of Association Documents
- Alternative Dispute Resolution
- Conflict of Interest
- Exterior Modifications and Air Conditioning Guidelines
- Covenant and Rule Enforcement
- Collection of Unpaid Assessments
- Harassment and Code of Conduct
- 2022 Insurance Matrix/Chart

The motion was seconded. Discussion followed regarding whether policies should be individually revised rather than suspended and whether legal review should occur after new legal counsel is retained.

The Board voted on the motion.

Vote results:

- In favor: Steve Haymes and Roxanne Royce
- Opposed: Mark Liebendorfer and Ruli Rosen

Because the vote resulted in a tie, the motion failed.

Additional discussion occurred regarding documentation supporting prior legal review of the policies. One homeowner stated the policies had been developed under the guidance of prior legal counsel. Another board member noted that available HOA records did not contain documentation confirming approval of all policies and emphasized the importance of maintaining complete records.

Discussion also occurred regarding differing views on non-attorneys identifying legal concerns and the importance of obtaining legal review before policy changes. A homeowner raised a question regarding a potential conflict-of-interest if Board members sue the Board.

IT Modernization and Systems Proposal

The Board reviewed a proposal to modernize the HOA's technology and records management systems.

Current challenges identified included:

- Reliance on HostGator, WordPress, email forwarding, and personal Google accounts
- Lack of organizational ownership of documents
- Risk of losing records if individual accounts are closed
- Email forwarding delays
- Fragmented records management

The proposed solution included:

- Migration to Google Workspace (Business Plus)
- Use of Google Sites in place of WordPress
- Centralized ownership and administration of HOA documents, email, and records

The proposal was presented as improving continuity, security, and long-term administration. Estimated costs were approximately $0.60 per homeowner per month and were described as comparable to maintaining the current system once future hosting increases are considered.

The possibility of using an outside IT consultant was discussed, although implementation by board members was also considered due to HOA size and cost considerations. General support was expressed for continued planning.

Records Management and Transition Procedures

The Board discussed the need for formal procedures governing transfer of HOA records between board members.

Concerns included:

- Reliance on personal accounts
- Lack of continuity when board members leave
- Absence of formal transition procedures

A suggestion was made to develop a standardized checklist or transition protocol for future board turnover.

Records Retention and Harassment Policy Discussion

Discussion occurred regarding records retention and references to document shredding.

Board members discussed concerns about perceptions created by references to shredding and the importance of maintaining appropriate records retention procedures.

The Board also discussed the HOA harassment and code of conduct policy.

Topics included:

- Distinctions between criminal and civil harassment laws
- Whether portions of the policy could be perceived as targeting specific homeowners
- Concerns regarding non-attorneys expressing legal opinions
- Requests to move discussions forward productively

Future review of policies was discussed.

Facilities and Maintenance Report

The Facilities Manager presented updates regarding operations and maintenance.

Items included:

- Landscape maintenance and cleanup following heavy snow
- Fence repairs
- Sewer repairs
- Paving schedules
- Pool opening and maintenance
- Parking conditions

Additional updates included:

- Active paving work at a cul-de-sac
- Coordination challenges resulting from an unexpected utility project
- Ongoing roofing warranty discussions
- Pool filter repairs
- Planned sewer scope inspections

Pool Hours Discussion

Residents requested extending pool hours from 8:00 p.m. to 9:00 p.m.

Board members discussed balancing resident access with concerns regarding past incidents involving trash, misuse of facilities, and increased cleanup needs.

The Board agreed to temporarily extend pool hours to 9:00 p.m., with plans to revisit the decision in early August.

Financial Report

The financial report indicated that the HOA remained financially stable.

Highlights included:

- Approximately $800,000 in total balances
- Overall operations generally within budget
- Temporary budget overruns due to timing of capital projects
- Decreased delinquency accounts

Architectural Survey Update

The Board confirmed completion of the annual architectural survey. It was clarified that the survey pertains to building exteriors rather than personal property.Communication challenges were acknowledged due to a missed newsletter and failure of the mass email system.

Homeowner and Administrative Discussion

Additional topics discussed included:

- Appreciation expressed to Brent and Jesse for maintenance and cleanup efforts
- Clarification regarding whom the harassment/code of conduct policy protects, including board members, owners, residents, staff, agents, and contractors
- Ongoing efforts to improve records management and email systems
- Efforts to identify or replace legal counsel
- A homeowner warning regarding a phishing email invitation
- An apology from a board member for an earlier emotional exchange, which was accepted

- Questions regarding a previously mentioned accounting discrepancy of approximately $30,000, which the Board stated would be investigated further

Adjournment

The meeting was adjourned following a motion and second.

The meeting concluded although several governance, records management, and policy issues remain under future consideration.