

**Board Meeting Minutes**  
**Pine Cone Acres Homeowners Association, Inc.**  
**May 18, 2015**  
Fire Station One  
11445 Teachout Road Black Forest, CO 80908  
(Teachout at Burgess, just east of Black Forest Road)  
[www.pineconeacres.wordpress.com](http://www.pineconeacres.wordpress.com)

**THIS BOARD MEETING WAS RECORDED FOR ACCURACY IN REPORTING MINUTES**

**Call to Order (3:19):** President Sharp called the meeting to order at 6:31 p.m.

**Members of the Board Present:**

Maggie Mae Sharp – *President*  
Dennis Johnson, – *Vice President*  
Monika Eckmann – *Secretary*  
Ray Sherrier – *Treasurer*  
Linda Sweeney – *Board Member*  
Bill Tyndall – *Board Member*

Homeowners present: Jeff Sweeney and Roger Stone

**President’s Opening Remarks (4:18):** Thank you all for attending tonight. As always, we greatly appreciate it. We will make every effort to conduct business and conclude the meeting at a decent hour.

**Approval of the May 18, 2015 Agenda (4:32):** Mrs. Sweeney moved to approve the May 18, 2015 Agenda as amended, seconded by Mr. Sherrier; unanimously passed.

**Approval of the April 20, 2015 Board Meeting Minutes (6:15):** Mr. Sherrier moved to approve the April 20, 2015 Board Meeting Minutes as written, seconded by Mr. Tyndall; unanimously passed.

**Treasurer’s Report (7:06):** Two checks were written; one for \$17.32 to DocuMart for printing costs in preparation for the April 20, 2015 Board Meeting and another for \$324 to CB Insurance for the sign. Mr. Tyndall moved to accept the Treasurer’s Report as presented, seconded by Mr. Johnson; unanimously passed. Mr. Sherrier will provide the Treasurer’s Report at a Member’s request.

**New Business**

**Candidates for Annual Meeting (10:12):** Mrs. Eckmann reported there is one Candidate for the Board of Directors (leaving one vacancy) and two Candidates for the Architectural Control Committee (leaving one vacancy). The Board voted to amend the Election Policy to extend the deadline date for Candidates to the second Friday in June and no longer have a Nominating Committee but keep the Candidates - Timeline. An email will be sent to the Members with the deadline status. Please see the amended Election Policy attached.

**Road and Sign Petition (1:11:36):** Mrs. Eckmann drafted a road petition to El Paso County DOT to be circulated to PCA Members for signatures for better Class 6 mixture for re-graveling (not paving) since our roads have become so bad. A “sign” petition for the stop sign located at Pine Cone Road and E and W Coachman Drives for relocation will be discussed at our next meeting.

## **Old Business**

**Discuss Forming a FireWise Committee for our Neighborhood (1:26:53):** Tabled

**Personal Information Release Form (1:30:09):** Mrs. Eckmann discussed the need to send a letter to the Members who have overlooked signing and sending in their Personal Information Release Form and presented a draft letter to the Board for review. It was agreed by the Board to send the letter as amended along with a copy of the Personal Information Release Form to the Members who haven’t signed their Personal Information Release Form giving the Association permission in writing by mail or email. According to **C.R.S. §38-33.3-308 (2), (b), (I)**, we can only send email to Members who so request and who furnish the Association with their electronic mail addresses.

**4-H Form (1:42:23):** Mr. Tyndall moved to adopt the 4-H Animals Policy and Request Form, seconded by Mrs. Sweeney; unanimously passed.

**Smither Project Progress (1:40:15):** The Board is not aware of the Smithers 4-H project progress since his request for the school project animals was contingently approved at the April 20, 2015 meeting.

## **Policies (10:12) and (1:46:10)**

*Election Procedures Policy* –Mrs. Sweeney moved to adopt Election Procedures Policy as revised and amended as of May 18, 2015, seconded by Mr. Johnson; unanimously passed.

Election Procedures Policy was revised and amended as of May 18, 2015 and will be updated to the website.

## **Other**

**Mr. Sherrier’s Resignation (1:45:38):** Mr. Sherrier has resigned from the Board of Directors for personal reasons. The Board acknowledged receiving Mr. Sherrier’s resignation tonight and his last day will be August 1<sup>st</sup>. The Board thanks Mr. Sherrier for his long, dedicated years serving on the Board. Mr. Sherrier’s resignation leaves two vacancies on the Board for 2015-2018.

**Board Meeting Minutes (2:05:40):** Mr. Tyndall moved to not send draft Meeting Minutes to the Members, sending approved Meeting Minutes only which will be posted onto the website, seconded by Mr. Sherrier; unanimously passed.

## **Next Board Meeting:**

Monday, June 15, 2015

Monday, July 20, 2015

Sunday, August 23, 2015 Annual Meeting

All meetings are held at Black Forest Fire Station One, 11445 Teachout Road, and begin promptly at 6:30 p.m. All Homeowners are welcome and encouraged to attend.

Meeting adjourned at 8:52 p.m.

Minutes Submitted by,

Monika Eckmann  
PCAHA Board Secretary

Maggie Mae Sharp  
PCAHA Board President

## **Election Procedures Policy – 1. Candidates and 2. Eligibility:**

### **1. Candidates**

#### **(a) Timeline**

June: Call for Candidates for PCAHA Board of Directors and/or Architectural Control Committee. The output of this task will be the Slate of Candidates. Prospective Candidates shall be vetted as to their eligibility by the Treasurer and/or the Secretary.

Board of Director positions are for a three-year terms and Architectural Control Committee positions are for two-year terms. Volunteers must be Members in Good Standing, having paid all Annual Dues, fees and/or Assessments in full, and if elected, will pledge to comply with our Covenants and By-laws as they currently exist. Treasurer and/or Board Secretary shall verify all Candidates are Members in Good Standing.

Owners seeking to become Candidates for election to the PCAHA Board of Directors and Architectural Control Committee shall submit their name and state their desire to be a Candidate in writing to the Board President or his/her designee no later than the second Friday in June. “In writing” may be construed to mean an actual written document, or by email. No verbal declarations will be accepted.

Vetted Candidates are encouraged to answer the following questions; in the event there are more Candidates than positions:

1. Please tell us about yourself.
2. Why do you wish to serve on the PCAHA Board of Directors or Architectural Control Committee?
3. What do you hope to accomplish during your tenure on the Board or Architectural Control Committee?

Slate of Candidates will be presented to the Board of Directors by email.

The Slate of Candidates names will be presented for consideration to the Owners in the Board Meeting Minutes for vacant positions on the PCAHA Board of Directors and/or Architectural Control Committee.

July: Ballots will be printed mid-July and all ballots must be mailed to the Owners via USPS and postmarked at least 30 days before the August Annual Meeting date.

August: At the PCAHA Annual Board Meeting and Elections, the new Board of Directors will arrange to meet within a week after elections to select officers and Owners of the new Board of Directors and provide the Homeowners with their contact information. Officer positions will be voted on by the new Board. The new positions will be posted onto the website and will be in the Board Meeting Minutes.