



**Partridge Creek North HOA  
Board Meeting Notes**

**Date:** October 13, 2025    **Time:** 7:30pm    **Location:** Virtual Meeting via Zoom

**Attendees:** Kelly Infante (President), Leon McPherson (Vice President), Ray Jabr (Treasurer), Leslie Locke Richardson (Secretary), Pete Gurich, Natasha Lee, Daryl Barton (Lawyer), James Kane, Vernnaliz Carrasquillo, Michelle Cyrus

**1. Call to Order:** The meeting was called to order at approximately 7:32pm

**2. Meeting Protocols & Attendance**

- Roll call conducted of present board members; neighbors introduced themselves and asked questions.
- President confirmed that property management questions would be discussed later in the meeting.
- Meeting minutes from the prior session reviewed and approved with corrections.
- Vernnaliz contested her removal as secretary; her written statement entered into minutes.
- Board clarified distinction between elected board members and appointed officers.

**3. AAM Management Contract Termination**

- VP reported that AAM was issued a 10-day termination notice.
- Lawyer confirmed receipt of limited documentation and a \$16 check from AAM.
- Board to request full accounting of funds paid to AAM to confirm \$16 balance is accurate.

**4. Financials & Treasury Transition**

- Treasurer continuing transition with President for treasurer responsibilities.
- Neighbors requested budget info, board explained difficulties as the New Treasurer is working to gain full access to QuickBooks as previous treasurer did not give full access to account or backup files.
- Current QB account paid account active through March 2026.
- USPS bank charges under review; President to contact post office for details.
- Concern raised over missing receipts from previous treasurer.
- Potential need to submit ownership change documentation to QuickBooks or start a new account.
- Lawyer reported 29 demand letters sent; 8 payments received; 21 delinquent accounts remain.
- Lawyer to attend court hearing for one delinquent property on **October 30th**.

**5. Landscaping & Maintenance**

- Pete reported on tree removals and upcoming sprinkler blowout scheduled for **October 30th**.
- For next season will get quotes between Greenscape and Marty's new company.
- Discussion of temporary emergency sidewalk repair delays on Blue Jay Drive.
- Resident raised concerns about ongoing property maintenance issues.
- Board to consider Partridge Creek South's landscaper during contract renewal for 2027 contract.

**6. Violation Resolution - Adopted**

- New violation resolution process introduced; checklist reviewed for maintenance vs. covenant issues.
- **Reclassification:** Trailers, boats, and RVs moved from "maintenance" to "covenant" violations.
- Board to confirm street-parking rules with township.
- Fee escalation schedule approved:
  - Warning → \$50 (30 days) → \$100 (60 days) → \$150 (90 days) → \$200 (120 days).
  - Covenant violations start at \$200/month after warning.
- Board approved purchase of camera with data card for documentation.
- Violation notices to be mailed (not posted online).
- Neighbor raised wildlife feeding concerns; board to investigate reported property.

**7. Annual Fee Resolution - Adopted**

- Annual assessment due date changed from **February 15th** → **March 15th** to avoid conflict with tax payments.
- \$30 monthly late fee starting in 2026 overdue payments.

## 8. Community Communication

- HOA Board to send letter to all homeowners regarding AAM termination and new enforcement process. Will include copies of the passed resolutions and a sample of the violation checklist.
- Newsletter planning discussed; Heather N. offered to assist.
- VP to post volunteer requests for social events on the HOA website.
- Secretary to continue sandwich board postings and email reimbursement form to board members.

## 9. Technology & Data Management

- VP to create email addresses for all board members.
- Secretary volunteered to purchase and manage the Zoom account using the HOA Board credit card.
- VP to merge homeowner emails into updated master spreadsheet.
- Discussion on creating a custom online payment portal for assessments.

## 10. Social & Community Engagement

- VP to lead Social Committee with assistance from Secretary and board member Natasha.
- Michelle announced her resignation; transition plan for community events through early next year.
- Discussion on hosting fall events and future family photo gatherings.

## 11. Board Member Removal

- Pete motioned to remove Vernnaliz Carrasquillo from the board. Leslie seconded the motion. The motion was carried by a 4 to 1 vote. 1 abstained from the vote. Motion passed to remove.
- Leslie motioned to remove James Kane from the board. Leon seconded the motion. The motion was carried by a 5 to 1 vote. Motion passed to remove.

## 12. Board Conduct & Team Dynamics

- Members expressed appreciation for Presidents continued leadership.
- Natasha welcomed as a new addition to the board.
- Discussion about rebuilding trust and avoiding past internal conflicts.
- Consideration of re-engaging former members in volunteer capacities.

## ✔ Next Steps / Action Items

### 1. Financials:

- New Treasurer to gain full QuickBooks access and continue treasury transition with President.
- President to investigate USPS charges and missing receipts.

### 2. Landscaping:

- Pete to contact Marty for quote comparison and oversee October 30th sprinkler blowout.

### 3. Violations:

- Finalize violation resolution document and mail to homeowners.
- Purchase camera for documentation.
- Confirm township trailer parking rules.

### 4. Annual Fees:

- Modify resolution to reflect March 15th due date.

### 5. Technology:

- Secretary to purchase Zoom account.
- VP to set up board email accounts and merge homeowner data.

### 6. Community Communication:

- Send update packet to neighbors on AAM termination and enforcement rollout.
- Launch newsletter planning with neighbors assistance.

### 7. Social & Events:

- New social committee members to coordinate social events and volunteer outreach.

### 8. Legal & Collections:

- Lawyer to pursue past-due collections and attend October 30th court hearing.

### 9. Governance:

- Post updated officer list and approved minutes on HOA website.

## Adjournment

- Meeting adjourned at approximately **10:45 PM**.
- Next meeting date to be announced.