



## Partridge Creek North HOA Board Meeting Notes

**Date:** December 8, 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 (Board Member), and Daryl Barton

**1. Call to Order:** The meeting was called to order at 7:31pm.

### 2. Financial Discussion Points

- Treasurer reported current bank balance of approximately \$77,000, down from \$80,000 due to regular expenses.
- Attorney reviewed lien and collection procedures; homeowners are responsible for legal fees incurred.
- Update provided: five lawsuits filed, one paid in full, one default judgment with a payment plan, two pending defaults, one in bankruptcy.
- Board discussed audit options; CPA advised that a standard audit may not be appropriate.
- Board agreed to pursue an official document request before engaging a forensic audit.
- Board to use Excel, not QuickBooks for 2026 Accounting

### 3. Landscaping & Maintenance

- Landscape updates included blowing out waterlines; meter stored with Board Member Pete.
- Fall cleanup delayed due to snow – will look into reimbursement if it does not happen.
- Pond, playground mulch, and swing set painting projects discussed; work postponed until warmer weather.
- Quotes will be obtained for pond repairs, playground mulch, and related maintenance.
- Christmas light installation cost for the year reported at \$2,800.

### 4. Website, Communication & Transparency

- Instructions for accessing future meetings will be clarified and distributed in advance.
- Board discussed website management and resident access to board communication links.
- Board to include spot on invoices to attempt to obtain resident email addresses to improve communication.

### 5. Violation Enforcement Updates

- Community Standards Committee discussed as a future need.
  - One additional board member could help manage workload of assessing the homes for covenant violations.
- Violation letters reviewed; approximately 150 letters prepared.
- Board agreed to complete remaining violation letters for Hummingbird and Blue Jay streets before next meeting.

### 6. Storage Solutions & Operations

- Board approved use of Dropbox for document storage and sharing.
- Login credentials for the laptop and sensitive accounts to be stored securely in sealed envelopes with designated custodian.
- Treasurer to maintain a centralized folder of all receipts and financial documentation that can be viewed upon request.

### 7. HOA Dues Increase

- Pete motioned that the annual HOA dues increase from \$450 to \$475 for 2026. Leon 2<sup>nd</sup> the motion, and the Board unanimously agreed to the increase.

- This will help cover upcoming cement work, playground mulch, and the major project of pond restoration.
- Newsletter explaining the increase to be prepared by January 8 and mailed by January 15.

### **8. Meetings & Scheduling**

- Board approved quarterly in-person meetings (January, April, July, October).
- Monthly board meetings to be held on the second Monday of each month.

### **Next Steps / Action Items**

#### **Upcoming Tasks**

- Treasurer meeting scheduled for December 19 at 3:00pm at the library.
- Create Dropbox account for secure login storage.
- Complete remaining violation letters and get them mailed out.
- Obtain bids for pond, playground, and swing set projects as weather permits.
- Prepare and mail HOA dues increase newsletter.
- Improve webinar access and instructions.

#### **Adjournment**

- Meeting adjourned at approximately 9:17pm.
- Next board meeting January 12, 2026 at 7:30pm.