



Partridge Creek North HOA Board Meeting Notes

Date: September 8, 2025 **Time:** 7:30pm **Location:** Virtual Meeting via Zoom

Attendees: Kelly Infante (President), Leon McPherson, Vernnaliz Carrasquillo (Secretary), Ray Jabr, Pete Gurich, Leslie Richardson, Natasha Lee, Daryl Barton (Lawyer), Joe Dorton (AAM). **Absent:** James Kane, Michelle Cyrus

1. **Call to Order:** The meeting was called to order at approximately 7:36pm
2. **Budget & Financials**
 - AAM presented budget updates and rolling actuals.
 - Budget discussion postponed to October meeting.
 - Annual assessment currently at **\$450**; potential changes to be reviewed.
 - Boardvue access is still pending.
 - Audit process initiated; quotes from 2–3 companies expected.
3. **Violations & Enforcement**
 - AAM reports they conducted a neighborhood drive-through and noted:
 - Sheds/fences violating bylaws, Driveways are in poor condition, “No feeding animals” clause is in bylaws.
 - Proposal to form a **violations subcommittee** to define guidelines and communicate with neighbors.
 - Discussion on enforcement methods: fines, liens, court action, or board-led fixes.
 - Discuss in the future meeting a potential permitted dog-fence area guideline
4. **Board Governance**
 - Pete motioned for a slate of new officers. Ray seconded the motion. The motion was carried by a 6 to 1 vote. New slate of officers voted in:
 - ❖ **President:** Kelly Infante, **Vice President:** Leon McPherson
 - ❖ **Secretary:** Leslie Richardson, **Treasurer:** Ray Jabr
 - Vernnaliz Carrasquillo contested the vote, citing her ongoing term as secretary.

SECTION 2. TERM, REMOVAL AND VACANCIES. Each officer of the Association shall hold office for the term for which he or she is appointed and until his or her successor is appointed, or until his or her resignation or removal. The Board of Directors may remove any officer appointed by the Board of Directors with or without cause at any time. Any officer may resign by written notice to the Board of Directors. The Board of Directors may fill any vacancy occurring in any office.

- At the request of Vernnaliz Carrasquillo, the following statement was entered into the record verbatim: “Vernnaliz was removed as secretary without cause or explanation.” The Board notes this is her personal statement and not the consensus of the board.
 - Discussion on implementing a **Code of Conduct** and ethics resolution for board members.
 - Vernnaliz Carrasquillo asked how the code of conduct would be enforced.
5. **AAM Contract Termination**
 - Motion to terminate by Leon, seconded by Pete. Motion carried by a 6 to 1 vote to terminate AAM’s contract with a **10-day notice** due to:
 - Missed deadlines, Lack of responsiveness, Poor onboarding, and communication.
 6. **Technology & Tools**

- Proposal to purchase a **Zoom Pro Business Plan** (\$219/year) for board use.
- AI transcription tools discussed as support for meeting minutes (not a replacement for secretary role).
- 7. Banking & Accounting**
 - **Kelly** has temporary control of Chase accounts; **Ray** to be added.
 - Leon has legacy documents; access issues with QuickBooks noted.
 - Suggestion to convert financial data to **Excel** for easier access.
- 8. Violation Categories & Fee Structure**
 - Two types of violations:
 - **Maintenance issues** (e.g., mold, paint, landscaping).
 - **Direct covenant violations** (e.g., sheds, fences, pools).
 - Fee escalation:
 - Warning → \$50 (30 days) → \$100 (60 days) → \$150 (90 days) → \$200 (120 days).
 - Direct covenant violations start at **\$200/month** after warning.
- 9. Community Communication**
 - Plan to send out a **letter** to all 293 homes outlining:
 - AAM termination, intent to enforce covenants, info on how to attend monthly meetings
 - Emphasis on transparency and consistent communication.
- 10. Upcoming Meetings**
 - Follow-up meeting scheduled for **next Monday 9/15 at 7:30 PM** at Aubree's restaurant.
 - **Focus:** finalize violation guidelines and enforcement plan.
- 11. Other Committee Updates**
 - **Landscape:** **Pete** confirmed as contact.
 - **Cement:** **Kelly** to assess sidewalk leveling needs.
 - **Website:** **Leon** redesigning; launch expected next weekend.
 - **Social:** Fall event planning underway; **Leon** to coordinate with **Michelle**.
 - **Legal:** **Daryl** pursuing collections for 5 overdue accounts; 28 demand letters approved.

✔ Next Steps

1. **Budget Review:**
 - Prepare for October meeting discussion. **Ray** to access and review financial documents.
2. **Violation Committee:**
 - Meet next Monday 9/15 to finalize violations list and guidelines. Draft resolution for community distribution
3. **AAM Termination:**
 - **Kelly** to send formal 10-day notice. Transition responsibilities and access.
4. **Zoom & AI Tools:**
 - Purchase Zoom Pro account. Set up AI transcription with board oversight.
5. **Banking Transition:**
 - Add Ray to Chase account. Coordinate with former Treasurer to access QuickBooks account.
6. **Community Outreach:**
 - Draft and mail resolution letter. Clarify dog fence and trash can policies.
7. **Legal & Collections:**
 - **Daryl** to send 28 demand letters.
 - Add \$45 late fee to past-due 2025 accounts, in 2026 there will be a \$30/month late fee.
8. **Website & Events:**
 - Launch new website.
 - Plan fall photo event and social gathering.
 - **Leon** to purchase a card and plant for former Treasurer.
9. **Adjournment/Next Meeting**
 - Meeting adjourned at 9:27pm
 - Next meeting October 6, 2025 at 7:30pm