



Partridge Creek North HOA Board Meeting Notes

Date: November 10, 2025 **Time:** 7:30pm **Location:** Virtual Meeting via Zoom

Attendees: Kelly Infante (President), Leon McPherson (Vice President), Ray Jabr (Treasurer), Leslie Locke Richardson (Secretary), Daryl Barton (Lawyer) **Absent:** Pete Gurich

1. Call to Order: The meeting was called to order at approximately 7:33pm.

2. Community Involvement and Response

- Homeowner concerns included tree trimming needs and questions about violation timelines.
- Board reiterated that current violation letters are informational only; full enforcement begins next year.
- Board emphasized a cooperative approach and encouraged residents to advise the board of any repair delays.
- Late fee concerns were addressed; board confirmed fees will remain.
- Previous board member offered to help Leon with the HOA newsletter.
 - Consider including contractor recommendations and helpful tips in future issues.
- Two previous board members offered to provide previously compiled contractor lists.
- Board discussed improved communication with new homeowners and creating welcome materials.

3. Financials & Treasury Updates

- Current HOA bank balance reported as approximately \$80,000 - sufficient for operations through March 2026 when dues start coming in.
- Treasurer transition continues; prior treasurer did not provide adequate access to the QuickBooks database.
- Treasurer is working to obtain access via QuickBooks support instead.
- Despite these limitations, the board is working diligently to reconstruct and validate our financial records.
- Board discussed starting fresh financially in 2026 to avoid reconstructing incomplete historical data.
- 280 homeowners are paid in full; 13 remain past due.

4. Landscaping & Maintenance

- Neighbor requested trimming overgrown trees along Thornhill leaving the neighborhood; board to obtain quotes.
- Board encouraging homeowners to Power wash as that appears to be one of the most common upkeep issues.
- Board reviewed pond concerns, playground options, and community maintenance priorities; board requested volunteers if any neighbors are willing to help.
- Neighbor suggested contacting the Township Water Commission regarding pond issues – this has already been done many times over the past 2-3 years, and it is time for the board to find a more suitable and long-lasting repair.

5. Governance, Board Roles & Elections

- Concerns raised about prior board-members, adherence to bylaws, and election procedures.
- Board agreed to revisit the topic next month and prepare a general explanatory statement regarding these topics.
- The board discussed confidentiality requirements and the need for consistent governance practices.

6. Audit Planning & CPA Research

- Secretary contacted three CPA firms specializing in HOA audits.
- This may be difficult to complete as aforementioned issues with having access to the desktop Quickbooks files are limited.

7. Enforcement, Violation Process & Fees

- Board reiterated that the new violation enforcement process will not fully activate until next year.
- Current letters are informational, not punitive.
- Residents encouraged to communicate planned repairs if they feel they need more time.
- Two streets (Hummingbird & Blue Jay) still require canvassing; board requested if any neighbors are willing to help – one offered.

8. Technology & Webinar Management

- Laptop and camera purchased, total cost: ~ \$1000.00
- Annual Zoom account purchased, total cost: ~\$299.99

- To help with the flow of the meeting, will try Q&A-only mode for the December meeting.
- All board members will have Zoom host capabilities.
- Sandwich Board purchased, total cost:~ \$100.00

10. Social Committee & Community Engagement

- Social Committee vacancy remains following previous board member stepping down.
- Discussed a need to make a calendar further in advance and will explore making one for 2026.

10. Signage & Communication Tools

- Quote of \$257.50 from Fast Signs for vinyl sandwich-board signs.
- Board member identified more economical alternatives (~\$20 online).
- Board to gather two more quotes.
- Board member offered to design replaceable vinyl banners for board use; will also purchase a third sandwich board.
- Board discussed QR-code signage linking to the HOA website.
- Board to look into Zelle as a payment option for Homeowners to pay annual dues.

11. Legal & Collections

- Attorney reports 8 liens have been filed and 4 court cases are ongoing

12. Neighborhood Governance & Communication

- Board discussed a prior incident involving HOA funds being handled without adequate board involvement.
- Discussion included Facebook conduct guidelines and the role of the HOA Facebook group.
- Board to make a post highlighting Facebook community standards.
- Board reaffirmed that the Facebook group is not an automatic right but a moderated community tool.

13. Operations, Projects & Committee Reports

- Pond restoration, playground planning, and community volunteer recruitment discussed.
- Landscape Committee update postponed due to committee members absence.
- Website improvement efforts ongoing; board to look into new editing software.
- Playgrounds, pond vegetation, and signage identified as active project areas.

✔ Next Steps / Action Items

Financials

- Continue QuickBooks access recovery; transition treasury role.
- Print monthly bank statements once access is finalized.
- Contact three CPAs for audit quotes.

Landscaping

- Obtain quotes for trimming trees/bushes on Thornhill St. at the end of the street.

Violations

- Send remaining violation letters.
- Finish canvassing Hummingbird and Blue Jay streets for violations.

Newsletter & Communication

- Work on newsletter; include contractor recommendations.

Governance

- Prepare a statement to explain how board membership is implemented.
- Advise neighbors of Facebook conduct expectations.

Signage

- Obtain two more quotes for vinyl signage.
- Design vinyl banners.
- Purchase a third sandwich board.

Technology

- Request webinar access from IT for Q&A-only mode.

Legal

- Follow up on court cases and liens; monitor November seizure order.

Adjournment

- Meeting adjourned at approximately **9:35pm**.
- Next meeting scheduled for **December 1, 2025**.