Meeting Minutes: HSTA (May 27, 2025)

Date: May 27, 2025

Meeting Start Time: 6:45pm

Location: Clubhouse

Facilitators: Pam Peters, Interim Office Manager, Chuck Vertrees, Operations Manager

A motion was made by Paul Powell to approve the meeting minutes from 4/22/2025, seconded by Douglas Patchin, motion was approved 5-0

A motion was made to appointment new directors because of John Ahrens resignation. The new positions will be: Garry Stanislaw as President, Douglas Patchin as Vice President, Paul Powell to remain as Treasurer, Chris Zoephel as Secretary, and Kahle Becker as a Director.
Approved 5-0.

A motion was made by Paul Powell to have the financial signing authority for the association be the President and Treasurer. Seconded by Douglas Patchin, Approved 5-0

VOTES CONDUCTED BY EMAIL

May 1, 2025
Vote to approve Hopkins to plant corn in the Kestrel field and pasture grass in the Boot field and record hours under the Community Site Task contract.
Approved 5-0
May 1, 2025
Vote to approve hiring Lisa Ahren's for a temporary, part-time position in the office.
Approved 5-0
May 4, 2025
Vote to approve of an offer letter and Non-Disclosure Agreement (NDA) for Lisa Ahren's to provide temporary, part-time help with assisting Pam Peters and Chuck Vertrees with office hours coverage, office organization and filing, staff training and support, drafting and finalizing standard operating procedures (SOP's), and general consultation.
Approved 5-0
May 17, 2025
Vote to approve Lisa Ahren's attendance at Town Council meetings to assist Pam Peters and Chuck Vertrees with questions they may not have the knowledge to answer.
Approved 5-0

May 19, 2025
Vote to approve an hourly rate of pay for Pam Peters to be able to cover the costs of taxes and insurance since she is being paid as a 1099 employee.
Approved 5-0

HSTA Staff update and clarifications

As was stated in the May 4, 2025 vote by email, Lisa Ahrens was hired on a temporary, part-time status until the office staff is trained. A clarification from the April meeting with regards to Lisa's terminal salary when she left as Town Manager. It was stated that she was earning over $100,000. That is incorrect, as her salary was about $92,000 which was less than Sheila Southern's salary. She wanted Town Council to make available all of her W-2's. Town Council has that information for anyone who is interested. Her salary history is: In 2023 she took an $18,000 pay cut in order to help stem the rise of HOA dues. At the end of 2023 the reduction was given back to her. Her peak salary was earned for about 8 months in 2023-2024.

Financial update and Treasurers Report

There is a high balance of cash being held until the AMI to Keystone merger is completed. That balance is about $574,000 which is 55% of our annual revenue. Better investment options will be sought when the merger is completed. The year-to-date income is $656,900 which is in line with the budget. Transfer fees budget for 2025 is $100,800. Thru April the transfer fees are at $66,000. We are confident we will meet that budget. Year to date expenses is in line with the budget.

Managers Reports- Pam Peters

The official opening of the pools was on May 23rd. Pool schedules are on the website and posted at both pools. Remember to check the schedules for Swim Club Practices and Meets at South Meadow Pool. Keep in mind that if your HOA account is not paid up to date, card/fob access to pools and Fitness Room will be suspended until paid in full. With the transition to Keystone there has been a delay with updating accounts, but this should be complete by June 1st. Aqua Fit is also being offered again this year at the Clubhouse Pool – Registration is still open.

Summer Community Programs and Events

- Community Garage Sale – Friday, June 6 (preview night) Saturday, June 7
- FireWise Event – Saturday, June 28

• July 4th Parade and Concert with the Band Orale – they played in Hidden Springs last August.
• National Night Out -Tuesday, August 5
• Working on finalizing Concerts for August and September

Keystone Portal / New Payment Portal – Transition of AMI to Keystone

The Town Office is preparing a notice with the following reminders:

Please continue to make your payment payable to Hidden Springs Town Association.
You will have a new account number.
You can sign up for ACH recurring payments
You can also opt in for e-billing statements

CC&R Violations

• The Town office is exploring outsourcing CC&R Violation Inspections and Notices and has a meeting set up this week with Keystone. More information will be provided as available.

HOA Communication Updates

• We are preparing a long, awaited Newsletter for the Summer
• The Hidden Spring Town Association Facebook page has been inactive as HSTA staff no longer has access to it. We are in the process of setting up a new one and once established, we will get the word out as quickly as possible.

Open Hours

Just as a reminder – Open hours are Monday and Fridays 9-12N, Tuesday and Thursday 3:30-6:00pm and Wednesdays by appointment.

OPERATIONS MANAGER'S REPORT – Chuck Vertrees

Facilities and Equipment Assessment

• Quite a few deferred maintenance items have been scheduled for repair or in-process. Clubhouse and South Meadow pool both required mechanical-room repairs due to age, system design or heat-failure during the winter o Both farm tractors require routine maintenance which has been scheduled. Assessing needs & gaps in equipment, personnel, etc. to get required jobs done more efficiently and cost-effectively.

Maintenance and Repair Projects

• Id Power Undergrounding project along Community Farm/DCHS corridor. This will allow us to split our meter from the DCHS meter and improve overall service reliability to Community Barn & Working Barn.
• Frisbee Golf Kiosk - New map and rules kiosk has arrived and will be installed soon

• 10th/11th Pedestrian Bridge/Creek Crossing- investigating ideas for a replacement. This project will likely be quite extensive and require multiple permits, engineering plans, etc.
• Senske Services will be starting their annual tree treatments for street trees and Orchard trees on Friday, May 30, 2025.

Jr. Site Crew

• Hiring 6 Jr. Site Crew members for summer season, June-Aug
  o Will help with site maintenance, farm maintenance and general cleanup
  o Interviews to be held 5/28 & 5/29

Open Space

• Mild winter and warm spring with moderate rain has created a lot weed blooms. Spraying and control has started and is a weekly schedule
• Mowing of open space corridors, farm areas and some trails will start soon. Once bird nesting is over and the growing season slows. There is a short weather-window for this work to take place due to fire danger. Most mowing, trimming and edging on open space and adjacent areas will be suspended once summer temperatures set-in.
• FireWise Event on June 28 at Village Green with Eagle Fire, Cartwright Ranch

Committee Updates

Open Space – no report
TDRB – We approved the orchard kiosk for the disc/frisbee golf signage. Also, one sauna, two tree removals, two landscape plans, one pergola, one fence, and two paint jobs.
Reminders – tree removal as well as any landscape changes need to be approved. There is no fee for tree removal applications.
Farm Leadership Team – Volunteer work session hours to date are about 399 hrs. there are 34 adults and 6 kids that have submitted completed labor hour forms. On average we have 9-14 volunteers during the work sessions. We have held two U-pick events hosted by the farm manager Lindsey. A propagation workshop was held on May 13th, but the weather kept participation low. The deer fence is nearly completed, with the only the equipment and pedestrian gates needing to be completed.
Governing Document Review Committee – some of the committee members attended a Community Association Institute course on elections. We are reassured that we are on the right track with compliance with our CC&R's but also with the state statues.
The process is moving forward slowly but thoroughly.
The topic of our fiscal year and when the annual meetings can take place was discussed. The by-laws revision does give the Town Council the opportunity to change the date.

The committee is suggesting that we have voting thresholds instead of a quorum. With electronic voting, the voting can be shut down before the annual meetings and the outcomes of the voting will be known. The transition from one council to the another will be very apparent. The process will be to submit the revisions to the Town Council, then they can make any revisions or changes and approve. That document will then be presented to the community through round table meetings.
A discussion revolved around the process for amending the CC&R's. The document still reflects the developer's perspective and the document is cumbersome and unsearchable. The goal is to strip out all of the developer language. There is no time line for this process as we are only charged with the task.

Executive Session vote:
Kahle Becker reviewed the Conflict of Interest and Code of Conduct documents proposed two additions. To the Conflict-of-Interest document he proposed adding the wording "close personal friendships" under the ***Spousal or Family Member Conflict Mitigation*** section. This was approved by a vote of 5-0
In the Code of Conduct document, he proposed adding the word ***improper*** under section 10. Statement 10 will now read "Harass, threaten, or attempt through any ***improper*** means to control or instill fear in any board member, owner, resident, employee or contractor" This was approved by a vote of 5-0.

Q&A
The topic of what to do with fire wise cleanup debris was discussed. A comment was made that it would be helpful if the association revisited the past program of assisting homeowners with this process. Chuck Vertrees stated the feedback from the contractor was that the majority of people using it were not open space adjacent homes, and that improper material was being placed in the debris piles such as 8" limbs, household trash and waste that was having to be sorted. It will be revisited for next year

The topic of the email system not getting emails to residents was discussed. A suggestion was made to check with the office to make sure the correct email address is on file. Also, the website is being updated to be able to correct these issues.

The topic of using Zoom for future Town Council meetings was discussed. The following statement was added to the Meeting Agenda:

Due to resident(s) sharing homeowner communications with non-residents, Zoom is not currently being offered as an accommodation. We have no control over the zoom link being shared with non-residents, or non-residents sitting in with a resident who is signed in. Due to an ongoing legal process, strict access to the Town Council Working meetings

is necessary. Zoom may be an option in the future. … At this time, physical presence will be required to attend the meetings.

A question was asked about the limitations of the use of transfer fees. They are dedicated for Open Space, but can be used for other purposes as decided by the Town Council

Did the previous Town Council have any votes on the employment contracts?
There is no record in the meeting minutes or during any Town Council meetings. We have no record. Kahle Becker stated he would like to hear from the 2024 Town Council on some of the things which gave rise to this situation. If the 2024 town Council would like to meet, I would like to hear how we found ourselves in this situation.

Question: Would you share that report with the community?
Yes, I would make a report to the community abut how we incurred this massive liability that all of us will have to pay to the tune of in the ballpark of $100 per house. There was an email request from the 2025 Town Council to the 2024 Town Council for these types of contracts, and they were not disclosed at that time. If any present 2024 Town Council members are present, (let it be noted that Mellisa Christian was present) and would like to speak up now that would be great. If they would like to sit in private, we can have a recorded interview with them in order to get a fair report to the community about what took place.

Meeting was adjourned at 7:57pm

Minutes Prepared By: Douglas Patchin, Recording Secretary / Vice President

Submitted by,

Douglas Patchin, Vice President

Approved,

Garry Stanislaw, President

Paul Powell, Treasurer

Chris Zoephel, Secretary

Kahle Becker, Director