

**Monthly Meeting Minutes**  
**PHEHA Board of Directors**  
**July 13, 2023 - Holiday Conference Room**

**Called to Order – 6:30pm Adjourn: 7:55pm**

- Board members: Tami, Chris, Boshion, Cindy, Janis, Sandy, and Maureen
- Homeowners: Steve and Tracy

**Announcements**

- None

**Miscellaneous Comments**

- There was a request to remove the speed bumps on Orchard Court. Luke Costa agreed to remove and store at the July 2021 Board meeting. This is still approved by the Board. It's up to the homeowners on Orchard Court to approve the removal, remove, and store.

**POST MEETING NOTE: Multiple Homeowners on Orchard Court were contacted and they have asked that the speed bumps stay in place until the time comes when asphalt speed bumps can be installed.**

A bid to have speed bumps installed in multiple locations throughout the Estates, including Orchard Court, will be requested and considered.

- There was a request was made to clear the weeds at the top of Spring Court. The area will be evaluated and done as needed.
- The lock on the gate to the pond has been left open on a number of occasions. THE POND AREA IS CONSIDERED PHE PRIVATE PROPERTY. In order to ensure only residents and escorted guests access the pond area, please **remember to lock the gate when you leave the pond**. If the gate is found unlocked and there are no visible visitors, the lock will be closed.

**Officer and Chair Reports**

**President Report**

- Fire Prevention Project – weed abatement
- Reviewed bid from KB1 Engineering for \$3,000 to complete weed eating throughout the HOA roads. Board has approved this work. Tami will obtain necessary documents and schedule work to be done as soon as possible.
- There was also a bid for \$950 to take care of the fire access roads at the top of Pine Tree Court and Spring Court but that work will be postponed.
- Pond Sign – A DEAD END sign will be placed on Oakview Drive at the pond road that will notify individuals that there is no turn around at the pond.

**Vice President Report**

- HOA Lawyer – Boshion has identified a firm that will be able to assist with future legal needs for the HOA.

**Treasurer Report**

- Checking/Savings: \$82,578.67
- A 2024 budget estimate for road maintenance assessment was presented and discussed. No decision was made at this time.
- Pending near term expenses: Nothing at this time.
- Requests for Reimbursements - Cindy for paper and ink

### Secretary Report

- Newsletter went out with July dues statement
- Demo of new website – postponed to next meeting
- Electronic dues payment process – Francesca Thornley has provided some great information on implementing Quick Books electronic invoicing and dues payment. Janis and Sandy are going to schedule time with Francesca to get additional details to determine if this will be feasible.
- CalFire Evaluation of PHE – Both Pedro Hill and Garden Valley are going to be contacted to find out about getting an evaluation of all roads in PHE.
- New homeowner Welcome packet is going to be created.

### Road Chairman Report

- Road Maintenance Project - Discussed Bunfill bid for \$26,600 which would patch pot holes and bad areas/shoulders along Oakview (above bot dots) and lower Pine Tree Circle, and “bad bump” on Pine Tree Court with asphalt. Maureen will contact Bunfill to come out to re-evaluate the areas that will be done. In addition, A bid to have a number of speed bumps installed in multiple locations throughout the Estates, including Orchard Court, will be requested. Once she has that meeting then she will send us another bid via email for consideration.
- Baldoni Construction – recommendation for road paving. Maureen may contact them for a bid.
- CalFire & Tower Landowner – Maureen talked to the Captain at Pedro Hill to find out who owns the tower property. CalFire isn’t able to assist with getting a fire escape road cut through the property because it’s all private property. Maureen is going to contact the property division of the company that owns the property to see if she can get a contact.

**Pond Chairman Report** – No updates at this time.

### Action Items

Date	Item	Notes	Status
1/12/2023	The culvert under the pond road needs to be replaced with something bigger (at least 12")	Chris	TBD
3/8/2023	The Creekside culvert ditch fill and pipe cover need fixed	Chris	TBD
1/12/2023	Prepare a paving plan and solicit paving bids	Maureen	In progress
1/12/2023	Plan for spring grazing	Chris to coordinate with ranch	In progress
1/12/2023	Reinstall water level gage at pond	Chris to install	In progress
7/13/2023	Dead End sign installed on Oakview Drive at pond road	Tami	In progress
7/13/2023	Scheduled weed abatement work with KB1 Engineering	Tami	In progress
7/13/2023	CalFire evaluation of roads in Estates	Cindy	In progress
7/13/2023	QuickBooks electronic dues invoices and payments	Janis & Sandy	In progress