

Bylaws Committee Minutes

Sept 10, 2025

1. Meeting opened at 4:00pm

2. Roll Call

Patti Szot – Chair

Teresa Bayne – Secretary. Resigned to Board on Sept 8, 2025

Ray Holybee

Jeanette Baysa -absent

Al Yax

Michael Burke- absent

Guests: Jon Loendorf and Jason Schillewaert

3. Approve agenda for Sept 10, 2025

Al made the motion to approve, Ray seconded, all approved.

4. Review and Approve meeting Minutes for July 23, 2025

Used the unapproved changes made by Teresa that was improperly placed on the HPPOA website. Ray made the motion to approve the minutes with modifications, Patti seconded, all approved.

Review and Approve meeting minutes for August 27, 2025

Ray made the motion to approve minutes, Al seconded, all approved.

5. Old Business

a. Ballots from July voting

Chair Szot presented the data from the July ballot mailing that was counted on Aug 5, 2025.

Issue 1. Vote was 1122 vs 149

Issue 2. Vote was 1082 vs 198

Issue 3. Vote was 900 vs 368

b. Discussed Article XII, section 3 (d) Delinquent Accounts (page 22). Ray stated that it is legal for electronic mailing. However, can't just send the delinquent bill to the person, this was concerned by Chair Szot.

The following statement was agreed upon by all members:

(d) Delinquent Accounts: The Association shall mail the first notice by Certified mail, return receipt to the address of record showing the amount, due date, delinquency and interest to be paid. The Association shall use every reasonable and customary effort to collect delinquent accounts as per Article XI. Thereafter, the Association shall send follow up notices by email or other written correspondence subject to the members preference.

The above statement will replace the following:

The Association shall mail notices of any delinquency to delinquent lot owner showing the amount, due date, delinquency and interest to be paid. The Association shall use every reasonable and customary effort to collect delinquent accounts as per Article XI.

c. Discussed Article XII, Section 3 (I) Communications to Members (page 23). The following statement was agreed upon by all members:

(I) Communications to Members. The Association shall provide members with required notices, news of Association business and matters of community interest. Members shall provide an option to receive communications electronically, including Annual billing notice which may or may not include provisions for electronic payment, they will however include specific information for other methods of payment.

This will replace the following statement:

(I) Communications to Members. The Association shall provide members with required notices, news of Association business and matters of community interest. Members shall provide an option to receive communications electronically, with the exception of the Annual Payment Notice which shall be mailed.

d. Discussed Article XII, Section 3 (I) subsection 2. Fiscal Statement (page 23). The following statement was agreed upon by all members:

2. Fiscal Statement. Within 60 days of the fiscal year end, the Association shall prepare and mail or email (based upon members preference) annually to each member a statement containing:

- a. Decisions impacting the Association legally or financially
- b. The President's Statement on the state of the Association.
- c. The Treasurer's Annual Report, which shall include the Association's fiscal year-end financial statement (unaudited) and 3 -year capital improvement plan.
- d. Board and member meeting dates and other items as may be required by these bylaws.

The above statement will replace the following:

2. Fiscal Statement. Within 60 days of the fiscal year end, the Association shall prepare and mail annually to each member a statement containing:

- a. Decisions impacting the Association legally or financially
- b. The President's Statement on the state of the Association.
- c. The Treasurer's Annual Report, which shall include the Association's fiscal year-end financial statement (unaudited) and 3 -year capital improvement plan.
- d. Board and member meeting dates and other items as may be required by these bylaws.

e. Ray in discussing these 3 changes was clear that a definition of "electronic transmission" needed to be included in the bylaws. The definition stated in 414D-14 Definitions will be included on the ballot.

"Electronic transmission" means any form of communication, not directly involving the physical transmission of paper, that creates a record that may be retained, and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such recipient through an automated process.

f. Ray brought up electronic voting. There was a brief discussion, the vote to move forward on this issue was No-2 and 1-abstain.

6. New Business

a. Discuss the next step

Discussion on how to proceed. The Bylaws do not give a timeline as to the process of preparation of a Ballot, when Board, lawyers or General membership should see changes and the process of mailing the Ballots out. What we know is that the Board at some point should review changes and the General Membership at a General membership meeting should be presented the changes. President Jon made the request that the final changes be given to the Board by the Oct so that it can approve them and pass them on to the lawyer. It was agreed upon by all that the lawyers should review the changes before they are presented at the October General Membership meeting. It is still unclear the process for mailing the ballot, time to respond and when the counting will occur.

Based on the information above the Bylaws committee has 2 more available meeting times (Sept 24th and Oct 8th) to make sure the language of changes is appropriate.

b. Incorrect Nomenclature of bylaws minutes on website

It was noted by Chair Szot that the website incorrectly presented the bylaws meeting minutes to the public. Very recently, the Bylaws meeting minutes were separated into Membership Bylaws meeting minutes and Board Bylaws meeting minutes. The Board Bylaws meeting minutes started in November 2023 and ended in June 2025. The issue was the placement of this Membership Bylaws meeting minutes under the Board Bylaws meeting minutes, it should not be there. The present Bylaws committee was formed as a membership committee at the June General Membership. President Jon indicated he will fix it.

7. Next Meeting – Sept 24, 2025 4-6pm

8. Adjourn Meeting

Patti made the motion to adjourn, Ray seconded, all approved

5:38 pm

Patricia Szot prepared the minutes since the secretary had resigned.