

Bylaws Committee Minutes

Sept 24, 2025

1. Roll Call
Patti Szot – Chair
Ray Holybee-absent
Jeanette Baysa
Al Yax
Michael Burke-absent
2. Approve agenda for Sept 24, 2025
Jeanette made the motion to approve minutes, Al seconded, unanimous vote
3. Approve minutes for Sept 10, 2025
Al made the motion, Patti seconded, unanimous vote
4. Old Business
We reviewed the changes made at the last meeting to bring Jeanette up to date on what was discussed and changed. Further changes were made. Jeanette and Al requested that Ray look over changes made and see if he approves. Ray was contacted when he was feeling better and his suggestions are included.

Issue 1:

Article XII-Administration

Section 3. Administrative Requirements.

(d) Delinquent Accounts: The Association shall mail ~~notices of any delinquency to~~ **the first delinquent notice by Certified mail** to the delinquent lot owner, **return receipt request to the delinquent lot owners address shown in HPPOAs current record of members. It is the lot owner(s) responsibility to keep the Association current with their mailing address. This notice shall show the delinquent** 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. **Subject to the member's preference, the Association shall send follow up notices by email or other written correspondence. Any consent to receive electronic notifications, shall only be revocable by signed written notification by the individual who provided the original consent to receive electronic notification. Such revocation requests shall be made in person or by mail.**

Issue 2:

Article XII-Administration

Section 3. Administrative Requirements.

(l) Communications to Members. The Association shall provide members with required notices, news of Association business and matters of community interest. Members shall be provided an option to receive communications electronically, ~~with the exception of the~~ **including Annual billing** Payment Notice which shall be mailed **may or may not include provisions for an**

imbedded secure electronic payment to HPPOA. Instructions for acceptable alternative methods of payment shall be provided. Only these methods of payment can be accepted. Any consent to receive electronic notifications, shall only be revocable by signed written notification by the individual who provided the original consent to receive electronic notification. Such revocation requests shall be made in person or by mail. b. Review issue 3:

Issue 3:

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.

Any consent to receive electronic notifications, shall only be revocable by signed written notification by the individual who provided the original consent to receive electronic notification. Such revocation requests shall be made in person or by mail.

Issue 4:

Addition to Article V- Bylaws Definitions

"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.

5. New Business

a. Discuss the next step

We can have a meeting on Oct 8, 2025 to do the final verification of ballot and cover letter to go to members. If all approved on the 8th it can then go to Board for review whenever they want to do it. The lawyers need to see it before presented to Membership because lawyers could change things and it would have to be presented to Membership, SO we agreed it is better to present to Membership ONLY after lawyers approved. This process makes it unclear when the ballots will be mailed out and when the counting will be done. There is nothing indicated in the bylaws as to process.

b. Incorrect Nomenclature of bylaws minutes on website

The chair was concerned at something that was stated a few months back in identifying what pages the changes were on in the bylaws. The recently amended bylaws of Aug 20, 2025, was two pages longer than the March 12, 2025 version that the changes were made to, despite the total addition of words was quite small. In a cursory review of the bylaws (Aug 20, 2025 version) Chair Szot found several places where the WORDS of the bylaws was altered compared to the March 12, 2025 version, with the absence of Appendix B and Appendix F being jumbled. The increased page length is due to alteration in formatting, increasing spaces throughout the document. This altered format resulted in the loss of Appendix B and the jumbling of Appendix F; however, the person who made the additions did not check the document to determine what

else was changed. However, altered format does NOT result in the alteration of the following words.

Altered words are the following:

1. Article VIII- Board of Directors

Section 9

(g) has been combined with (f). This makes the rest of the lettering off.

2. Article VIII- Board of Directors

Section 10

(e) Orientation meeting

1. Orientation of HPPOA bylaws with emphasis on Article IV – Should read Purposes; Nonprofit Character, but it states Objects and Purposes

3. Article VIII- Board of Directors

Section 11. Conflict of Interest. The board shall annually adopt a Conflict of Interest Policy that conforms to these Bylaws and all applicable laws; The s was removed from laws.

4. The title of Appendix F “Schedule of Notices to Members” is missing

The committee agree the word changes need to be returned to it pre-revised form, Appendix B map needs to be returned and Appendix F made readable again. The Bylaws clearly indicate only word changes can be made by a vote of the Membership. We **REQUIRE** the Board to make corrections to formatting and to the areas outlined above to the Aug 20, 2025 bylaws **before** the new changes are presented to the Membership.

6. Next Meeting – Oct 8, 2025 4-6pm

7. Adjourn Meeting

Jenette moved to adjourn, AI seconded, unanimous vote.

Minutes prepared by Patricia Szot