

Bylaws Committee Minutes

January 14, 2026

1. Roll Call –

Patti Szot – Chair

Jeanette Baysa- arrived 4:23pm

Al Yax

Gus (Robert) Krajicek

Guests: Julie Rice, Danae, Sky, Jon Loehndorf, Kari Hoffman and Teresa Bayne

2. Approval of Jan 14, 2026 agenda

Gus approved, Patti seconded, unanimous vote.

3. Review and Approve meeting Minutes for Dec 10, 2025

Al approved, Gus seconded, unanimous vote.

4. Old Business

The language of the 3 issues is presented in appendix 1 of these minutes. This is the exact same language that was given to the Board of Directors at the October 15, 2025 meeting.

Opened the floor to Issue 1 (Delinquent Accounts)

Board members present expressed their thoughts about sending delinquency notices via certified mail:

- Owners are not taken to court; extra expense may not be justified, particularly if the recipient refuses to sign for the notice (Hoffman).
- If owner claims they never received a notice prior to lien, this is not a concern, as it is not required by law (Bayne).
- This process would be expensive to initiate, as it's estimated 1,700-1,800 people currently owe HPPOA money (Hoffman). Clarification provided by Szot that this would not be retroactive. Loehndorf requested verbiage be added to bylaw to clarify effective date.
- "Reminder statements" are "a nice courtesy" while a certified delinquency letter sounds like "screaming" (Hoffman).

Clarification was made by Szot that the certified mail process is intended only for first time (and not repeat) offenders. As indicated by Hoffman at a prior Finance Committee meeting, approximately 300 people are delinquent for the first time in a given year. At the current rate of \$8.12 per certified letter, this would amount to approximately \$2K annually.

(*Note regarding annual estimated number of certified letters: The Bylaws Committee has been working with an estimate of 300 first-time delinquent owners per year, as provided by Hoffman at a meeting of the Finance Committee. During the course of discussions of tracking ability, fiscal responsibility and filing space, numbers ranging from 1,000, 1,700-1,800, 2,000 and 2,300 were indicated by Hoffman to justify arguments against this procedure.)

Per Szot, this would be intended as a courtesy to owners to emphasize this is an important billing with repercussions for nonpayment. It would go only to first time delinquencies, in case those owners were new, forgot, or do not look at/cannot navigate the website. It was also suggested that the consequences for late payment (such as loss of voting rights) be included on the initial billing notices.

Clarification of current process leading up to lien (Hoffman):

- If January statement goes unpaid, reminder letter is sent in June.
- If payment is still not received by the following year, the January statement will show the past due amount. If this goes unpaid, another reminder letter is sent in June.
- At the end of July, pre-lien letters are sent out to owners owing more than \$800, informing owner of intent to file lien, if balance due is not paid within 30 days.
- Office waits until “usually August” before liens are filed.

Point made that this change would be brought to the membership for discussion (Baysa). Bayne emphasized that it must be approved by the Board before membership consideration. Szot expressed concern that Board is censoring the will of the community, rather than reviewing for legality.

Hoffman stated she does not look at bylaw proposals in terms of legality, but fiscal responsibility.

- (Side conversation about fiscal responsibility in relation to shortage of Finance Committee meetings scheduled to date by Hoffman, who herself is Treasurer/Chair of the FC.)
- Per Hoffman, it is not fiscally responsible to spend additional money on certified mail.
- Per Szot, attempting to collect money, as required by the Bylaws, is fiscally responsible.

Discussion of office’s lack of capacity/skill set to enact certified mail procedure occurred throughout the meeting:

- According to Hoffman and Bayne, there would be no easy way to track which accounts had received a letter in a prior year, and that each owner account would have to be reviewed individually to look for notes.
- Per Hoffman, a different procedure is used to determine which owners are excluded from voting due to delinquency.
- Bayne claimed tracking would take so much time that an additional full-time employee would need to be hired in order to track and file.

- Bayne is also concerned that the file room is so full, there isn't room to file any additional paperwork generated. She has been trying to get permission to shred old documents for the last year, but has been told the association is required by law to keep them in perpetuity.
- Quickbooks does not allow for color coding of accounts. Asterisks are already in use to code foreclosure accounts. However, the effect on alphabetization is a concern.
- Suggestion by Szot to use external Excel spreadsheet for tracking was met with no response.

Concerns were raised by Szot regarding the language used in the Bylaws versus the statements that are sent out by the office. The Bylaws make specific reference to "delinquency notices," however, the office is currently sending out what Hoffman calls "reminder letters" or "reminder statements," which are not legal terms, according to Szot. Traditionally, a reminder would be sent out before a bill is delinquent and prior to assessment of late fees/interest.

Reminder letter mailings are not tracked; statements are just printed for everyone who owes the association money (Hoffman). Per Bayne, deposit of statements in mailbox counts as delivery.

Issue raised by Hoffman with "written notice" language for revocation of consent, as that will require more paperwork to file. Current opt-in paperwork for e-mail communications collected at mailbox key distribution has been placed in a box that is not yet organized.

Discussion of necessity for secure online portal in order to accept online bill payments. HPPOA does not currently have this capability. Per Bayne, acceptance of online payments would require custom accounting software at a cost of approximately \$100K, plus cost for server upgrades, conversion of QB data, tracking capability for certified letters.

Quickbooks subscription is approximately \$5K annually. Online billing feature is available, but not currently enabled.

Baysa volunteered to research features in Quickbooks that may resolve the tracking concern.

Conclusion of discussion of Issue 1:

- Acknowledgment Board wants all language related to certified mail removed.
- Appearance "in person" acceptable for management of consent to electronic transmission.
- Term "delinquent" to remain; no reference to "reminder letter."
- Clarification that payment is delinquent after April 1, and that notice will be mailed after 60 days (Loehndorf).
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Issue 2 (Communications to Members)

Written to be proactive for when online billing is available.

Emphasis on including “when available.” Hoffman does not want bylaws worded so tightly that owners will have expectation of performance.

Discussion of using third party mail service to manage opt-out requests (Bayne/Hoffman).

Discussion of payment methods, including partial payments/installment plans listed on annual statement. Partial payments are accepted, but installment plans are not offered or encouraged, as the association needs all of the money before the fiscal year starts (Hoffman). Hoffman also claims there is no more room to add comments to the billing statement, as they interfere with the address window.

Discussion of addition to bylaw that consequences for nonpayment be added to billing statement (Szot).

Discussion of new definition of “good standing;” no longer just current on road fees, now includes compliance with bylaws and policies. Timely payment of road assessments is required for voting; good standing is required for other membership rights (Bayne).

Debate about necessary timeline for “voter registration cutoff.” Bayne claims list of those excluded from voting is produced by April 3, for May 1 mailing deadline.

Issue 3 (Fiscal Statement)

Suggestion that “in person” be added to methods for revocation of consent (Bayne).

5. New Business

- a. Ray Holybee resigned at the Dec 17, 2025 Board meeting. Julie Rice agreed to be the new Bylaws committee member. Gus made the nomination, Al seconded, unanimous vote.

6. Next Meeting Jan 28, 2026

7. Adjourn Meeting

5:42PM