

HPPOA Finance Committee Meeting Minutes  
Nov. 18, 2025

Call to Order – 2:02 P.M.

1. Roll Call

Kari Hoffman, D5 Treasurer – Present Paul Derbyshire, D3 BOD – Present Debbie Skaggs – Present Keith Redman – Present Jennifer Meyers – Present Patti Szot - Present  Teresa Bayne, Acting GM Non-Voting - Present	Patricia Ruppert – Present Mayelin Stillwell – Present Julie Rice – Present Lanell Lua – Resigned, will remove next meeting Jeff Finley – Present Robert Krajicek - Absent
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2. Approve Nov 18, 2025 Agenda

Agenda was approved with amendments.

Motion was made by Keith, Seconded by Jennifer Vote: Yes/Unanimous

3. Approval of the October 21, 2025 Minutes

Jennifer made a motion made to approve the Minutes as presented, Jeff seconded the motion.

Vote: Yes – 6, Opposed – Patti, Patricia, Julie, Mayelin. Motion carried.

4. Go over Documents Received Affidavit

Kari/Treasurer read the form “Documents Received Good Faith Affidavit.” This signed document allows Members of the current Finance Committee to keep certain Financial Statements. This Affidavit is meant to protect distribution of HPP financial information.

7 out of the 10 Present Finance Committee Members signed the form. Members who did not sign: Patricia, Patti, and Julie.

5. Old Business

a) Review quote – Pitney Bowes due to renew Jan 2026

Teresa, Acting GM, presented a quote she received from Pitney Bowes. Current lease is not up until next April. Discussion of current machine ended up that it is good enough at least through the end of the lease. Patti made a motion to keep the machine we have now. Jeff seconded. Vote was Unanimous.

b) P&L Discussion and Budget

Patti wanted clarification of the different areas in the P&L. She is seeking explanation of the accounts. Kari/Treasurer will look at working with the office to try to break down some of the numbers to get more detail.

c) Acct 6601

The \$75K expense that was in this account the previous month was for mailboxes and HPP’s Auditors instructed the office to reclassify this balance to the Balance Sheet as it is a depreciable asset.

6. New Business:

a) Review Financials July-October 2025.

Review and discussion of Financials, both the Profit & Losses and Balance Sheet.

b) Review Accounts receivable stats.

Kari presented a list of Past Due Accounts Receivable with a breakdown which showed ranges of late balances owed with number of lots and totals in that range.

c) Merchant charges

This topic was covered in the P&L discussion. Credit cards and associated charges clarification was given. Does this topic need further discussion?

d) Meeting Minutes

Tabled until next meeting.

e) GET

Tabled until next meeting.

7. Next Meeting

a) January 20, 2026

8. Adjourn

Patricia left the meeting early, at approximately 3:15.

3:31 PM - Motion made by Jeff and seconded by Jennifer to adjourn - Unanimous

Prepared by Debbie Skaggs, Secretary