



Northmoor Acres Home Owners Association

Board of Directors

MEETING MINUTES – May 19, 2022

Johnstown YMCA Conference Room

1) Call to Order & Roll Call (Including Member Sign-in)

President Kienholz called the meeting to order at 7:03 pm.

Existing Directors Present: S Ruof; R Sprague; S Rieke; G Hersch;
 K Overlin; J Kienholz; P Tams; M Hoekstra; D Coulson

New Directors: C Walston; N Thielbert

Members Attending via Phone: Gary Rees, 5071 Yucca St;
Joanne Stroud, 20337 Northmoor Dr

Director Hoekstra was absent the first hour of the meeting.

2) Vote: Agenda

Director Rieke made a motion to approve the agenda. Director Ruof seconded the motion.
Motion carried unanimously.

3) Member Statement (if applicable).

No member statements were made.

4) Vote: [Finalize Good Governance Policies](#)

Director Ruof made a motion to approve the Adoption of Policies, Procedures, Rules, Regulations or Guidelines. Director Hersch seconded the motion. Motion carried unanimously.

Director Ruof made a motion to approve the Alternative Dispute Resolution Policy. Director Hersch seconded the motion. Motion carried unanimously.

Director Coulson made a motion to approve the Collection of Unpaid Assessments Policy. Director Hersch seconded the motion. Motion carried unanimously.

Director Rieke made a motion to approve the Conduct of Meetings Policy. Director Coulson seconded the motion. Motion carried unanimously.

Director Rieke made a motion to approve the Conflict of Interest Policy. Director Coulson seconded the motion. Motion carried unanimously.

Director Coulson made a motion to approve the Inspection and Copying of Association Records Policy. Director Rieke seconded the motion. Motion carried unanimously.

Director Rieke made a motion to approve the Investment of Reserves Policy. Director Tams seconded the motion. Motion carried unanimously.

Director Overlin made a motion to approve the Reserve Study. Director Tams seconded the motion. Motion carried unanimously.

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Director Coulson made a motion to approve the Covenant and Rules Enforcement as revised. Director Rieke seconded the motion. Motion carried unanimously.

5) Vote: [Member Feedback Response Letter](#)

Director Coulson made a motion to approve the response letter as revised. Director Ruof seconded the motion. Motion carried unanimously. Letter to be emailed.

6) Secretary Related

a) Vote: [April 29, 2022 BOD's Meeting Minutes](#)

Director Ruof made a motion to approve the minutes. Director Tams seconded the motion. Motion carried unanimously.

7) Treasurer Related

a) Vote: [April 2022 Financial Reports](#) and [May 2022 Bills](#)

Director Ruof made a motion to approve the minutes. Director Hersch seconded the motion. Motion carried unanimously. Treasurer Coulson noted that a \$50,000 CD is maturing. New CD will be for 0.9% interest for 11 months. Interest earned will be moved to the FNBO checking account.

b) FY 2019-20 Income Tax refund not received. No update. To be picked up by the next Treasurer.

8) Former & New Director Transition

Old Business was concluded. Directors Coulson and Hoekstra have been replaced by Directors Thielbert and Walston, who now have voting rights. Thank you remarks were verbally given to Directors Coulson and Hoekstra.

9) Enforcement - Violations [Register](#)

a) Vote: PIN# 2705 - [Declaration 5.12\(d\) Vehicle Parking, Storage, and Repairs](#). 2nd letter.

Director Sprague made a motion to send the second letter. Director Rieke seconded the motion. Motion carried unanimously.

b) Vote: PIN# 2801 - [Declaration 5.12\(d, e\) Vehicle Parking, Storage, and Repairs](#). 2nd letter.

Director Tams made a motion to send the second letter. Director Hersch seconded the motion. Motion carried unanimously.

c) Vote: PIN# 1002 - [Declaration 5.12\(b\) Vehicle Parking, Storage, and Repairs](#). 2nd letter.

Director Overlin made a motion to send the second letter. Director Tams seconded the motion. Motion carried unanimously.

d) Vote: PIN# 2001 - [Declaration 5.3 Parking/Traffic Part b. Deliveries to home occupation](#). Hold.

Violation on hold as it is a non-continuous violation. Director Ruof to review governing documents to find the length of hold.

e) Vote: PIN# 2002 - [Declaration 5.12\(d, e\) Vehicle Parking, Storage, and Repairs](#). 2nd letter/Hold.

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Director Hersch made a motion to approve the second letter with compliance extension to May 21 per the owner's email request. Director Sprague seconded the motion. Motion carried unanimously. Letter to be sent if compliance does not occur by the owner requested deadline.

- f) Vote: PIN# 2403 - [Unapproved Structure \(ARC\)](#). 1st letter

Director Tams made a motion to approve the first letter. Director Thielbert seconded the motion. Motion carried unanimously.

10) Vote: [Notice of Dues Letters for Members](#)

Director Sprague made a motion to approve the Notice of Dues letter for members. Director Tams seconded the motion. Motion carried unanimously. Member notification through MailChimp and Website posting.

11) Board Officer Elections - Existing Secretary and President to remain in place until the end of this meeting. Treasurer business completed above.

- a) Vote: President

Director Kienholz was elected by acclamation.

- b) Vote: Secretary

Director Overlin was elected by acclamation.

- c) Vote: Treasurer

Director Walston was elected by acclamation.

- d) Vote: Vice President

Director Tams was elected by acclamation.

- e) Assign: Bank(s) Signature Authority Delegation

The Board decided to remove former Directors Coulson, Hoekstra and Gardner from all the Association accounts at both FirsTier (CDs) and FNBO (CDs, Checking, and Savings). President Kienholz to remain on those accounts previously stated. V.P. Tams and Treasurer Walston to also be added as signature authority. Secretary Overlin declined participation as a signator.

- f) Assign: P.O. Box Keys

Former Treasurer Coulson to transfer her PO Box key to Treasurer Walston. President Kienholz has the other PO Box key.

12) Committee Member Nominations and Approvals

- a) Architectural Review: Joanne Stroud, Norm Thielbert, Paul Tams, Ginny Hersch, Barbra Ding, Art Szallar, Dave Schnitzler and Randy Walston were approved for membership on the ARC.

- b) Covenant: Jennifer Sprague was approved to continue on the Covenant Committee.

- c) Events: Valerie Tams and Judy Cunningham were approved for membership on the Events Committee.

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- d) Good Neighbor: Annie Kienholz, Amy Thompson, Lisa Dell-Ruppell, Loie Rohrbaker, and Judy Cunningham were approved for membership on the Good Neighbor Committee.
- e) Greenbelt: Mark Hoekstra, Darryl Morison, Jim Overlin, Karen Overlin and Shawn Rieke were approved for membership on the Greenbelt Committee.

13) Policies & Charter

- a) Vote: [ARC Policy and Procedure](#).
Director Tams made a motion to approve the ARC policy as revised. Director Thielbert seconded the motion. All Directors voted “yeh” with the exception of Directors Rieke and Hersch who voted “ney”.
- b) Vote: [Enforcement of Declaration 5.8 Horses and other non-household animals](#)
Director Overlin made a motion to approve the policy as revised. Director Ruof seconded the motion. Motion carried unanimously.
- c) Vote: [Signs/Flag Policy](#)
Director Thielbert made a motion to approve the Signs and Flag Policy as revised. Director Walston seconded the motion. Motion carried unanimously.
- d) Vote: [Solar Panels Policy](#)
Director Ruof made a motion to approve the Solar Panel Policy as revised. Director Tams seconded the motion. Motion carried unanimously.
- e) Tabled: [Lot Maintenance Policy](#)
- f) Vote: [Covenant Committee Charter](#)
Director Sprague made a motion to approve the Covenant Charter as revised. Director Hersch seconded the motion. Motion carried unanimously.

14) Tabled for Time: Google Workspace / G-Suite

- a) [G-Suite Folder Structure](#)
- b) Google “Group” revisions based on the officer and committee approved above.
- c) Website Updates

15) Committees Supporting the Association

- a) Architectural Review Committee: [May Meeting Report](#).
- b) Covenant Committee: No recommended violations.
- c) Events Committee: No update.
- d) Good Neighbor Committee: Staghorn move-in. New homes for sale on Catclaw and Northmoor Dr.
- e) Greenbelt Committee:
 - i) Water Tap - to contact Little Thompson Water District
 - ii) Tree watering was started in May
 - iii) Last year’s mower has been contacted for a quote

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- iv) Began mapping out irrigation lines with GPS for .kmz file.

16) Tabled: Other Board Duties and Responsibility Assignments

- a) Covenant Violation Officer
- b) Newsletter Contributors
- c) Website
- d) Oil n Gas
- e) Committees

17) Summary of Meeting Action Items: Responsible Party and Deadline

18) Next Board Meeting: 7:00 pm on Thursday, June 16, 2022 @ Johnstown YMCA/Online

19) Adjournment (Hard Deadline @ 9:00 PM)

Director Tams made a motion to adjourn at 8:59 pm. Director Rieke seconded the motion. Motion carried unanimously.

END OF MEETING

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