

NPHOA Board of Directors Regular Meeting Agenda
August 12, 2026

The meeting was called to order at 5:34 p.m. In attendance were Joe Mruk, Mike Ciufolo, Kevin Brenneman, Andrew Brandt and Carol Ciufolo. Zuza Bohley was unable to attend.

Approval of July 14, 2026 Minutes: Kevin moved and Joe seconded the motion that the minutes be approved. All members in attendance voted "Aye".

Approval of July 2026 Treasurer's Report: Carol moved and Andrew seconded the motion that the Treasurer's Report be approved. All members in attendance voted "Aye".

OLD BUSINESS

1. Metal Fence Subcommittee: The metal fence samples were not available. This item will be deferred to the next meeting.
2. HOA Mailbox: FTR – action closed.
3. Brandt Fire Resilience Presentation: The draft PowerPoint document was not available. This item will be deferred to the next meeting.
4. Amendment to Covenants:

13 proxies have been submitted. One proxy was rejected due to incorrect completion. Carol has reached out to the owner multiple times with no response. She will walk over to the owner's residence for another attempt. One proxy will be revoked as the homeowner has decided to attend the meeting. Less proxies than usual have been submitted, which may indicate more homeowners intend to come to the meeting in person.

There will be limited time for discussion given the library's hours and the need for time to validate and count the ballots. The board agreed to limit comments to two minutes per person. Andrew volunteered to serve as timekeeper for the discussion.

Carol reviewed the process for converting proxies into ballots:

- Proxy holder will write their name on the ballot, i.e., Joe Blow, as proxy holder for Jane Smith and then write in the owner's address.
 - In the case of proxies naming the Board of Directors as the representative, the Secretary will enter "NPHOA Board of Directors, as proxy holder for" and the owner's name.
- Proxy holder then signs their own name to the ballot.

- Carol suggested that she be the signee for ballots where the homeowner named the Board as representative, with Mike as President initialing those ballots. As there were no objections to the suggestion, this will be the plan.
- Proxy holder will complete ballot IAW the owner's vote
- Proxy will be stapled to the ballot
- Carol will review and initial ballots as valid before they are counted.
- One non-board member (Dennis Duffy) and one board member (Kevin Brenneman) will count the votes with a written tally for the HOA files.
- There will be a budget impact as a result of the meeting and vote to cover the printing and mailing costs and legal expense for counsel on the process and requirements.

There was discussion about extending the period of time allowed for the festival from the one day before the festival begins and one day after to a time allowance of three days before and three days after. The board will wait until next year and may then consider a second amendment.

5. Summer Picnic: There is \$275 available in the HOA budget for the picnic, which should suffice for this year's event. Last year the cost was \$228. Joe Houlihan will be manning the grill again.

NEW BUSINESS

1. HOA Common Space – Aspen Tree Removal: The HOA received three quotes for this project: \$120.00, \$200.00 and \$245.00. The low bidder did not submit a written quote as required, and there were some issues with communications with the company. Carol moved and Kevin seconded that the HOA contract with the \$200 vendor, Arbor Wise Tree Care.

2. Lawn Maintenance: All present at the meeting approved compliance actions as detailed in the table on page 2 of these minutes.

4. Next Meeting: Wednesday, September 16, 2026 at 5:30 p.m.

With no further business, the meeting was adjourned.

NONCOMPLIANCE LIST
August 12, 2026 Meeting

STREET.	NO.	COMPLIANCE ITEM	Notes
[REDACTED]			
	[REDACTED]	Weeds	1 st Notice – No Fine
[REDACTED]			
	[REDACTED]	Bare ground	1 st Notice – No Fine
	[REDACTED]	Bare ground	Email Advisory to ask for Plan
[REDACTED]			
	[REDACTED]	Weeds	Email Advisory
	[REDACTED]	Weeds and Mowing	1 st Notice – No Fine
[REDACTED]	[REDACTED]	Weeds	1 st Notice – No Fine
	[REDACTED]	Un sightliness	3 rd Notice – Add'l Fine