

Petite Lakes Highwood Association
Meeting Minutes from 10.21.2025

- 1) Meeting called to order at 6:45pm
- 2) Officers present: Joe Prindle, Sam Terranova, Bob Leavitt, Lauren Hart, Andrea Herron, Ryan Ward
- 3) Officers absent: Dakota Schneider
- 4) Acceptance of minutes: Sam accepts, Bob L. seconded, all ayes
- 5) Acceptance of agenda: Andrea H. accepts, Bob L. seconded, all ayes
- 6) Public Comments: none
- 7) Correspondence
 - a) none

- 8) President's report: Joe P. thanked Bob for setting up the needed meeting at the bank for the checking account/ update of signatures. He said the movie night in the park was fun, and thanked Sam for donating his firepit and firewood, and said some new neighbors attended.

- 9) Treasurer's Report:
 - a) Chase Checking balance: \$21,000
 - b) Chase Savings Balance: moved into checking accounts
 - c) First American balance: \$32,000
 - d) Bob, Joe, Lauren and Dakota met at Chase bank to update signatures and to switch the checking account from a personal checking account to a business account.
 - i) New business account will allow Zelle payments: email linked to zelle account is: PLHIGHWOODS@GMAIL.COM
 - e) Discussed keeping more than one account open in case there is a need for a loan, ect.
 - f) Bob plans on sending out the invoices soon. He also purchased stamps (\$78) to mail them out.
 - g) 24937 Forest recently closed and never asked about bylaw or association information. Bob expressed concern that they didn't ask, because in the past that has been a way that we have been able to collect past due association fees.
 - h) New checks have been purchased for the chase checking account.
 - i) Discussed moving money into a high yield savings account
 - i) Ask Jared Smith (accountant) how much money can a non-profit make in interest - Bob said he will reach out.
 - j) Received an invoice from Tony's landscaping for damage done to the landscaping by the boat ramp. The board will pay the invoice and then invoice John Pinski for the \$650.00

- 10) Other Reports:

a) Sam: will get the Porta-Potty service stopped in the next month.

11) Continuing business

- Updating by-laws -
 - Make sure they are included in closing and rental agreements instead of having them signed.
 - Change wording to “retain a pier space” instead of “the same pier slip”
 - Change due date for the association and pier slip to the same date: 3/31
- Pavillion for Main Park

12) New Business

- a) Bob suggested doing a memorial for Toni Woodmaster (possibly planting a tree or a bench)
- b) Changes to the Boat Agreement to be sent out with dues
- c) Update invoice to show that Zelle payment is now an option
- d) Check into outlet at pier slip that keeps tripping

13) Next Meeting: Put up Christmas lights at the front entrance on 11/1/25 @ 10am, next board meeting: 12/2/2025 @ 6:30, Bob's house.

14) Meeting adjourned: 8:46pm

Notes submitted by Lauren Hart, secretary