

FSPHA July Board Meeting: Meeting Notes – July 23rd, 2026

Date: July 23rd, 2026

Location: Library

Members Present: Clay Hansen, Sandie Gaylinn, Alden Hough, Shawn Clouse, Arnoldo Espinosa, Gail Hassmer (New), and Cynthia Bowles (New)

Members Absent: None

Guests Present: None

Call to Order: 6:30 p.m. – confirmed quorum

President's Report: (Shawn)

- The group graciously welcomes Gail Hassmer and Cynthia Bowles as new board members (*and is ever so grateful for the returning members' service*), and also reviewed, assigned, and voted in the new officers for the FY 2027 Board:
 - **President:** Shawn Clouse (*non-voting*) – *Clay transitioning to Common Areas*
 - **Vice President:** Cynthia Bowles (*Arnoldo as back-up*)
 - **Treasurer:** Gail Hassmer (Alden as back-up)
 - **Secretary:** Shawn Clouse (*non-voting*)
 - **Financial Secretary:** Sandie Gaylinn (*Clay as back-up*)
 - **Architectural Team:** Arnoldo Espinosa
 - **Common Areas:** Clay Hanson (*Shawn as back-up*)
 - **Additional Voting Member:** Alden Hough (*who is volunteering to stay on as a voting member and also assist as back-up to several other roles as needed*)
- To manage costs and avoid unnecessary dues increases, the board unanimously approved the FY2027 budget (*see attached*), keeping dues flat for the second consecutive year. Due to ongoing delinquent dues and rising annual service costs, including Comcast now totaling \$66,923.37, the board voted to temporarily pause Security services ASAP and redirect those funds toward other services and future common area tree removal expenses. These funds will also help replenish savings used for FY2026 tree removal expenses. The board also discussed plans for remediating the delinquent homeowner accounts (*see below*).
- The long-term goal is to amend the Covenants and By-laws, which would enable the board (*based on a successful vote*) to cancel the Comcast contract. The group discussed several options for how those funds could potentially be leveraged elsewhere while also being able to provide a substantial reduction in future dues.
- The board also entertained emails from a few homeowners asking if there is (or could be) a dues credit for folks volunteering to be on the Board, but concerns were raised that this would only attract the wrong motivations for board service.

Common Area Report: (Clay):

- The large dead oak tree (Common Area C), off of Four Season's Drive, was safely removed, and estimates have been requested for the fallen tree (Common Area K), and for the other problematic trees in that area. [fspha-common-areas-map.pdf](#)
- The group discussed ongoing efforts to control invasive plants such as bamboo, poison ivy, and Virginia creeper, including spraying and monitoring regrowth, and noted the challenges and costs of only relying on the Landscaping services. The group discussed several options for engaging neighborhood volunteers to aid in any remediation activities.
- The group brainstormed ways to increase community involvement and common area awareness, including organizing social events, encouraging feedback, and recruiting new board members, with suggestions for potlucks, ice cream socials, and other interactive activities.

Treasurer (Accts Payable): (Gail – Alden is transitioning responsibilities):

- Checking Account Balance: **\$6,307.41**
- Savings Account Balance: **\$28902.22**
- Budget:
 - The FY 2027 Budget was approved, and the Security Services will be paused for the time being
 - Gail and Alden have met to begin the transition of Treasurer responsibilities, with more meetings scheduled.
 - The group discussed the need for better monthly reporting of Actuals-to-Budget costs, which will provide more visibility and opportunities to make better financial decisions.
 - The group discussed a question about the 'Fence Account', and the group will have more information once the Treasurer responsibilities have fully transitioned to Gail. The intention is to replenish any savings used to cover FY2026 common area expenses that hit in late June and early July.
 - The group also discussed options for either repairing and prolonging the current fence, or, if needed, ways to generate funding if replacement is required.

Finance Secretary (Accts Receivable): (Sandie)

- The Dues Drop Box will be moving to 305 Lake Forest Lane.
- The group discussed ideas for improving dues collection by clarifying payment obligations, enhancing communication methods, and tracking outreach efforts, with input from Sandy and others on the need for multiple contact methods and accurate resident information.
- Board members emphasized that residents are legally required to pay their dues regardless of whether they receive an invoice and suggested including this clarification in the newsletter to address common excuses for non-payment.
- The group discussed the limitations of relying solely on email for dues notifications, noting that emails often go to junk folders or are ignored, and proposed supplementing with phone calls, letters, or door notices to ensure residents are reached.
- The group also proposed systematically tracking the detailed payment receipts by household and for delinquent accounts, tracking the method and date of each outreach attempt to residents, using a shared spreadsheet.
- Specific cases of non-payment and non-responsiveness were reviewed, including renters and owners managed by extended family members, with the team agreeing to escalate outreach and document all attempts for accountability.
- The board is planning legal action for those who remain non-compliant.

Architecture: (Arnoldo)

- Arnoldo Espinosa has stepped up to take on this role, with several other board members offering to assist with additional eyes and ears across the neighborhood.

- The 'Book' has been handed over to Arnolde as part of the transition of responsibilities.

Secretary: (Shawn)

- Monthly board meeting dates to be scheduled through the remainder of 2026.
- The group determined that the fourth Thursday of each month, at 6:00 pm, is the best night for future meetings to align with everyone's availability. Once the meetings are scheduled with the Library, the dates will be posted and communicated.
- Shawn requested that all board members confirm receipt of meeting minutes and other updates via email to ensure everyone is informed, noting issues with emails going to junk folders, and will send calendar invites through Outlook to improve awareness and future meeting attendance.
- Shawn will also be making adjustments to the FSPHA site based on the election of the new board members and roles.

Adjourn: 7:28 p.m.

Future Board Meeting Schedule - *subject to change:*

- Thursday, August 27th, 6:00 pm, Library Meeting Room
- Thursday, September 24th, 6:00 pm, Library Meeting Room
- Thursday, October 22nd, 6:00 pm, Library Meeting Room
- Thursday, November (No meeting)
- Thursday, December 10th, 6:00 pm, Library Meeting Room
- 2027 dates to be determined

Follow-up tasks:

Dues Collection Communication and Tracking: Establish a system to track monthly receipts, and also outreach methods and dates for dues collection, and ensure follow-up with non-responders using multiple communication channels (email, phone, letter, door-to-door). (*Sandy and team*)

The Dues Drop Box needs to move from Clay's address over to Sandy's address. (*Clay and Sandy*)

Google Drive Access and Spreadsheet Management: Grant necessary Google Drive access to relevant members and assign responsibility for maintaining and updating the dues tracking spreadsheet, contact list, and monthly expense tracking. (*Shawn, Gail, Sandy, Clay*)

Monthly Meeting Scheduling: Set up recurring monthly meeting calendar entries for the 4th Thursday of each month, adjusting for November and December as needed, and ensure all board members receive notifications. (*Shawn*)

Board Email List Update: Add newly voted-in board members to the board email list and ensure all relevant parties are included for future communications. (*Shawn*)

Contact Information Verification: Contact all residents to verify and update phone numbers and email addresses, and request contact information for renters or landlords as applicable. (*Shawn, the team*)

Website and Dues Information Update: Review and update the FY2027 budget details, and also the HOA website's dues payment instructions, including current payment methods, dates, and PO box information, and confirm accuracy with the team. (*Sandy, Gail, Shawn, the team*)

Newsletter Preparation: Prepare and send out the next newsletter after confirming updated website pages and including relevant meeting minutes. (*Shawn and team*)

Parking Enforcement Signage: Follow up on the signage indicating that cars parked between the fence and the street are subject to towing, and notify the resident before enforcement. (*Clay, Shawn, Arnolde*)