

**Monthly Meeting Minutes  
PHEHA Board of Directors**

**1. Attendees**

- a. Tami D., Chris C., Sandy R.
- b. Called to order at 6:30pm / Adjourn at 7:30pm

**2. Announcements**

- a. Community Work Party Dates: January 15 and February 12
- b. Pond work party date TBD
- c. Next Board meeting will be December 1 / No Board meeting in January.

**3. Meeting Minutes Review**

- a. Minutes from October meeting were approved via email.

**4. Firewise Program – Tami will call CalFire about participating in our program preparation**

**5. Fire Exit Plan**

- a. Catecroft Trail needs to be walked to determine if it can be used as an exit route. Tami to contact CalFire to assist.
- b. Chris is working on the emergency route map to post on the website/Facebook and distributed to homeowners. There is designated access at Spring and Pine Tree Courts but ad hoc access at Acorn Lane is needed.

**6. Officer and Chair Reports**

- a. Financial Report – None
- b. Road and Drainage
  - i. Next brush clearing needs to be the empty lot on Pine Tree Circle and along the roadside on Pine Tree Circle.
  - ii. Roads - We're still trying to determine a cost-efficient way to take care of the roads and install speed humps.
  - iii. Before we can take care of the road paving on the Oak View curve, we need to have the ditch dug to keep the water off the road.
  - iv. A gate is planned for the top of Acorn Lane to block non-HOA members from trespassing on private property.
- c. Pond and Dam
  - i. Grazing at pond to commence soon. Chris will provide dates. Pond will be closed during the grazing period. Signs will be posted in PHE. Chris will get insurance certificate from Mark Gutierrez
  - ii. Ongoing efforts to identify a way to eliminate the water weeds.

**Action Item List**

<b>Item</b>	<b>Action</b>	<b>Person</b>	<b>Status</b>
1	Prepare annual paving	Chris & Tami	On going
2	Tow Away Signs	Tami	Post at trailheads
3	Fire access map	Chris	Prepare map to post on website
5	Fire Safe Council/Firewise Certification	Cindy	Ongoing
8	Fire hydrant research	Cindy & Chris	On going
9	Gate access on Acorn	Bill	Pending f/u with Brownwyn
10	Emergency Communication/Fire Exit Plan	All	In progress