

FPHRA Board Meeting Minutes  
April 21, 2020

The meeting was called to order at 7:04 pm via a video conference program due to the stay at home order as a result of the COVID-19 pandemic.

Roll Call

In attendance: Nate Christensen, Sarah North, Amy Stivers, Jerry Mills, Leslie Hakze, Jeremy Fix, and Neal Carter. A quorum was present.

Minutes from last meeting:

- Neal approved the minutes from our last meeting in November. Sarah seconded. All were in favor.

Owner's forum and comments:

- No other homeowners were present at the meeting.

Board Positions and Responsibilities

- Jerry Mills is happy to be a floater and help out where needed.
- All current members would like to keep their current responsibilities, but Leslie mentioned wanting to have help with social activity planning. If we can do this by a committee, including other home owners not currently on the board as discussed at the annual meeting, that would be ideal.

Financial Report:

- No report

Pool Report:

- Opening and Maintenance—Perfect Pools has been in contact with Jeremy Fix to find out when we want to start filling the pool and getting it ready for the season. There are many unknowns right now with the COVID-19 pandemic that we have no control over. Current orders indicate we need to keep gatherings to 10 people or less, which would restrict the pool opening and use. We may have to delay the pool opening until we know more information. Landon from Perfect Pools said he can have the pool filled and ready to go within 2 weeks when we give him notice we're ready. We will decide on pool opening and any added restrictions once we know more from the state on what the phases of the "Safer-at-Home" order will entail, including the possibility of continued social distancing restrictions (i.e., 6 foot distance between people).
- Communication--We will post a message on the website and send out an email blast to the neighborhood regarding the uncertainty around the pool opening and season to ensure everyone understands that we are monitoring the situation, but all activities at the pool are on hold until further notice--we will send out more information as it becomes available. Sarah North will draft the communication to be sent out and will send to the board members for review before sending to the neighborhood.

- We just made the initial payment for the 2020 pool maintenance contract with Perfect Pools in April. Jeremy reports we would most likely see a financial adjustment in our invoices with Perfect Pools if we don't end up opening the pool on time or at all. However, none of this has been discussed yet with Perfect Pools because everyone is just waiting to see what happens with the pandemic.
- If we continue to be restricted to gatherings of 10 or less people for the summer, we could look at a sign-up for pool use with the neighborhood. Or, we simply may not be able to open up the pool at all considering 2 of the 10 people would have to be life guards, which allows for only 8 people at the pool at a time. We would have to limit the use of the pool to only homeowners/residents--no guests and no swim team events.
- Registration Forms--Sarah shared the updated draft of the pool registration form. On the new form, there is a spot for homeowners to provide the key card numbers for their current access cards. If they don't have one or both cards, they can pay \$20 for a replacement. The registration form will be completed by all homeowners (1 per household) each year in order to have the key cards turned on for pool access. The registration form will be online. Homeowners can return the completed electronic form via email to the Forest Park board email address (noted on the form). A paper copy of the registration form will be available for pick-up at the pool (location to be determined, protected from the elements) if someone cannot access and complete the online form. Completed paper forms can be dropped in the mailbox at the pool. Leslie Hakze will draft an opening letter for the updated registration forms to explain to homeowners the reason for the change in the registration process related to pool key cards.
- Pool Key Stickers--Completed registration forms will allow access cards to be turned on for use and a current year sticker will be given to the homeowner to attach to the approved key cards. A new sticker color will be provided every year upon completion of the annual registration form to indicate that residents have registered their card with the neighborhood. Since we are not completing this process in person, we could have the stickers kept at the pool with the life guards, which they can give to the homeowner the first time they access the pool for the season. Life guards could confirm this via a list of registered homeowners/residents we provide and update for the current year. Life guards could also keep paper registration forms at the pool for those people that show up at the pool and don't have access. The homeowner/resident could be instructed to complete the form and turn it in for access.
- Long-Term Rental Properties, Use of the Pool--Nate will add language to the registration form outlining how homeowners can allow residents of their long-term rental property use of the pool. For instance, the owner could transfer over the rights to the use of the pool to the renter, which would put the pool access keys in the renter's name.
- Updating Pool Rules—we will review pool rules documents from surrounding neighborhoods in order to finalize our updated pool rules document, especially concerning policies for including guests at the pool and reservations for parties. We will also determine if there are any other pertinent items we should include in our pool rules that are not currently included.

#### Beautification Report:

- Leslie Hakze reports that Weed Wranglers will be out this week to spray for weeds around the pool, playground, and on Dry Creek outside the fence borders.
- Leslie will research a new lawn care company because our previous company, Fiske Brothers, will no longer be working with us. She will call a few different companies to get bids and she will send the options out to the board for review.

#### Social:

- No report, social events are also pending until further notice due to the unknown regarding the updated restrictions for the “safer at home order.”

#### Communications:

- Spring clean-up day can still occur with a job sign-up (e.g., Sign-Up Genius) in order to limit the times and size of the group that gathers. Some tasks can be completed at any time during the week. Sarah can send the list of cleaning tasks from last year out to board members for review. We can then finalize the list of tasks that need to be done, and filter out what we could cut out for now. Set clean-up day for for the week before Memorial Day weekend. We could provide limited access to the pool area, with board member supervision, for homeowners completing tasks throughout the week.

Meeting was adjourned at 8:00 pm.

#### Next meeting:

Tuesday, May 12, 2020 at 7 pm

Place TBD or via video conference