



LAKE DON PEDRO OWNERS' ASSOCIATION
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BOARD OF DIRECTORS MEETING MINUTES
August 20, 2026 @ 6:30pm
The Hacienda

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE – *Shelley Cummings, Director*
In the absence of President Andrea Walker, Secretary Cummings called the meeting to order at 6:31pm
- II. ROLL CALL/QUORUM – *Shelley Cummings, Director*
In the absence of President Andrea Walker, Secretary Cummings established quorum. Directors present: Director Banuelos, Burritt, Cummings and Myers; Director Walker absent.
- III. EXECUTIVE SESSION REPORT – *Shelley Cummings, Secretary*
July 9, 2026 Executive Session Minutes – approved by Board in Executive Session with Director Myers abstaining from vote.
- IV. APPROVAL OF MINUTES – *Shelley Cummings, Secretary*
July 9, 2026 General Session Minutes
Motion to approved Minutes tendered by Director Burritt, seconded by Director Banuelos; all in favor: Directors Burritt, Banuelos and Cummings stating “aye” with Director Myers abstaining from vote; motion carried.
- V. APPROVAL OF JULY 21, 2026 EMERGENCY TELECONFERENCE MEETING MINUTES
-*Shelley Cummings, Secretary*
Motion to approved Minutes tendered by Director Banuelos, seconded by Director Myers; unanimous; motion carried.
- VI. TREASURER’S REPORT
Monthly Financial Report – July 2026 – Secretary Cummings gave the Treasurer’s balance recap. *Motion to approve Report tendered by Director Burritt, seconded by Director Myers; unanimous; motion carried.*



VII. COMMITTEE REPORTS

1. Budget Committee

Open Seat

2. ACC

Shelley Cummings, Chair

Chair Cummings provided the Board and audience a full accounting of open complaints, high priority issues and also stated she is working on setting a Town Hall with Supervisor Griefer and the new Tuolumne County Code Compliance Officer Tamara Blankenship – slated for September 3, 2026 6pm

3. Facility/Maintenance

Andrea Walker, Chair

Chair absent; tabled until September 10, 2026 meeting

4. Parks & Trails

Andrea Walker, Chair

Chair absent; tabled until September 10, 2026 meeting

Trailblazer member Darlene Ramsey reported on Horse Ride 9/19/26 and the Club meets the first Monday of each month at Don Pedro High School.

5. Activities/Events

Renee Burritt, Chair

Chair updated on the Craft Fair set for November 14-15, 2026

Vendor tables are still available for \$25 per table/\$10 for second table

6. Community Outreach

Eva Banuelos, Chair

Chair updated on Fall Festival October 17, 2026, 10am – 5pm at El Prado Park

AD HOC COMMITTEES:

7. Tech Oversight/Maintenance

Open Seat

8. Bylaws/CC&Rs Update

Discussion & Request for Interest

Interested members: Robert Alarcon, Leslie Farrow, Harald Kelley and Kim Tankersley

VIII. OLD BUSINESS:

1. Water Tank Replacement Update

In the absent of Facility Chair Walker, Director Cummings gave a brief report on the full completion of the new water tank replacement and well pump and that the Facility passed State inspection and was able to re-open August 13, 2026.

2. Septic Line Replacement Update

In the absence of Facility Chair Walker, Director Cummings gave a brief update on the septic line replacement by Sierra Construction and that all was complete with the exception of the tile and waiting on material for sub-contractor to complete.

3. Security Access Tag Completion Update

In absence of Facility Chair Walker, this item was tabled to September 10, 2026 Board Meeting.



4. Water Tender - update as to final invoice
In absence of Facility Chair Walker, this item was tabled to September 10, 2026 Board Meeting.
5. Virtual Association Meeting Integration/Timeline
In absence of Facility Chair Walker, this item was tabled to September 10, 2026 Board Meeting.
6. Discussion/Vote to approve purchase of conference microphones and mix table for meeting streaming equipment.
In absence of Facility Chair Walker, this item was tabled to September 10, 2026 Board Meeting.

IX. NEW BUSINESS:

1. Acceptance of Director Myers' resignation as Treasurer and Tech Oversight Chair; Acceptance and Vote of new Treasurer and Tech Oversight Chair position
The Board accepted the resignation of Director Myers in the role of Treasurer and Tech Oversight Chair; Director Renee Burritt volunteered to take the role of Treasurer until the October 2026 General Board Meeting; the role of Tech Oversight will remain vacant for now.
Motion to accept Director Burritt as Board Treasurer was tendered by Director Banuelos, seconded by Director Cummings; unanimous, motion carried.
2. Discussion/Vote to add Association Member Chris Lowey to ACC Committee
Chair Cummings asked the Board to add Association member Chris Lowey to ACC as an additional committee member
Motion to accept Chris Lowey as ACC committee member was tendered by Director Cummings, seconded by Director Banuelos; unanimous; motion carried.
3. Discussion/Vote - Waiver of Office Rents for July 2026
Tenant Lynette was in attendance at meeting and, due to the facility closure, asked the Board to allow 2 months rent credit for those tenants affected by the closure.
Motion to allow 2 month rent credit for all current tenants of Hacienda suites tendered by Director Banuelos, seconded by Director Burritt; unanimous; motion carried.



4. Discussion/Vote – Approval for office staff to post hiring notice for Office Assistant position and vote on wage.
Due to Assistant Office Manager Chris Cox on medical leave and her pending resignation of October 10, 2026, Board discussed the hiring of a **temporary** part-time office position at the starting rate of minimum wage. Discussion also to create a separate email address for the hiring process: hrltpoa@gmail.com with Directors only having access to email account. Request will be given to Facility Chair Walker.
Motion to post the appropriate office hiring tendered by Director Myers, seconded by Director Burritt; unanimous; motion carried.
5. Discussion/Task – Association Website
Director Myers will bring website options to September 10, 2026 for Board review; Secretary Cummings to research discussion and vote history on current webmaster Shane Cotta.
6. Discussion/Vote - El Dorado Septic – annual service contract \$1800.00 (Septic System Monitoring and Testing)
Board was presented with annual contract invoice but questioned past year(s) invoice amounts and exact need for annual contract. Secretary Cummings will pass request on to Facility Chair Walker.
7. Discussion of current office phone service and review of options for future replacement.
In absence of Facility Chair Walker, this item was tabled to September 10, 2026 Board Meeting.
8. Discussion/Vote – PHI Air Ambulance to land helicopter @ El Prado Park Fall Festival.
Discussion by Board of opportunity to have Air Ambulance at Fall Festival and all are in favor but asked Director Banuelos to contact Association insurance provider to make certain there are no insurance or liability issues. Tabled until September 10, 2026 meeting.



X. OPEN FORUM

XI. ADJOURNMENT/NEXT SCHEDULED BOARD MEETING DATE/TIME:
Meeting adjourned by Director Cummings at 7:58 pm

Respectfully submitted,

Shelley Cummings, Board Secretary
Approved by Board on 9/10/2026