**Pinon Woods III Board of Directors Meeting**

**April 30, 2024, at 3:00 pm**

**Meeting Location: Peterson residence**

**Attending:**  Joanne Adams, Teresa Allen, Gary Bethune, Jacqui Cambata, Don Clarke, Cyndy Lakowske, Keith Peterson, and Darcey Philpot

**Excused:** Frank Palumbo

The meeting was called to order at 3:00 pm by Board Member, Teresa Allen.

**Approval of January 10, 2024, Board Meeting Minutes:**  Keith Peterson moved to approve the minutes from the January 10, 2024, board meeting, and Joanne Adams seconded. The minutes were unanimously approved.

**President’s Report:** There was no president’s report, as the HOA is currently without a president.

**Treasurer’s Report:** Keith Peterson reported that we have completed our IRS filing and it has been accepted. We must file annually with the IRS to maintain our non-profit status.

**Secretary’s Report:** Darcey Philpot advised that 29 people attended the annual meeting, held on April 9, 2024. It was nice to finally have an in-person meeting, our first since 2019. Thanks again to Frank and Kaycee Palumbo for hosting.

PW III is comprised of 70 lots, with 58 owners. At the time of the annual meeting, dues checks had been received for 69 of the 70 lots. The final dues check was received on April 30, 2024, so all lots are now paid for the year.

**Architectural Control Committee (ACC**): Everett McGill submitted the following report on the most recent activities of the ACC. Since the April 9, 2024, annual meeting, the ACC has:

* Consulted with the new owners at 190 Pebble who requested a review of plans which were approved by the ACC in August of 2021, and were acquired as part of the sale.  The new owners needed clarification of a setback variance applied by Yavapai County (also approved by the ACC) and are presently considering design modifications which will require a fresh approval at some future time.
* Approved a preliminary design for a home at 30 Fox Trail Loop. Final approval is pending a complete set of construction plans with special attention paid toward detailing the grading process for a 35% slope.
* Been notified of a roof underlayment replacement at 170 Alta Vista.  Start date is forthcoming.
* Approved a side-yard pathway upgrade to concrete pavers at 75 Alta Vista which is set to proceed soon.
* Received an email dated April 24 from Biddle’s Pool and Spa that a water-feature project approved for 185 Alta Vista is not moving forward.

The Board expressed their appreciation to the Architectural Control Committee for the excellent work they are doing on behalf of our community. Not only are they very thorough in their research, but they respond in a very timely manner.

**Big Park Council (BPC):** Minutes of the most recent BPC meeting are posted on the HOA website.

**Website Report:** Frank Palumbo submitted the following report:

All fees are up to date for website, domain, GoDaddy management, and email.

Last year we renewed with GoDaddy for two years, to take advantage of savings vs renewing for a single year.

All email processing is up to date. Emails sent to [info@pw3hoa.com](mailto:info@pw3hoa.com), are processed quickly, as they forward to my personal iPhone upon arrival. Once reviewed, they get forwarded to the appropriate board member for necessary action.

Our HOA website was created four years ago and needed updating. Darcey Philpot and I reviewed the website April 16, 2024, eliminating unnecessary content. The edits give the site a simpler look, feel, and level of user friendliness. Please check it out at: pw3hoa.com.

**Old Business:**

**Federal Reporting Requirements Under Corporate Transparency Act:** Darcey Philpot advised that in December 2023, The Arizona Corporation Commission sent an email to all Arizona Corporations advising that Congress passed a Corporate Transparency Act. The Act mandates beneficial ownership reporting for corporations, limited liability companies and entities, registered in the United States. Entities formed or registered before January 1, 2024, must file an initial beneficial ownership report before January 1, 2025.

Keith Peterson reviewed the new law earlier for the board and noted that there are 23 exemptions listed, one of which is for tax-exempt entities. Darcey Philpot asked for a volunteer to research this matter and file the appropriate paperwork. Gary Bethune volunteered to take this task on.

**Firewise Information:** At the annual meeting there was a discussion about rising homeowners insurance costs due to wildfire risk. Sedona is considered a high-risk area. For those interested in mitigating fire risk to their homes, you can request a free Firewise Inspection by contacting Lisa Holly at: [lisaholly01@gmail.com](mailto:lisaholly01@gmail.com). Three board members have taken advantage of this service and found it valuable. The inspection takes approximately 30 minutes to complete.

**New Business:**

**Election of Board Officers:** Keith Peterson and Darcey Philpot volunteered to continue in their roles as treasurer and secretary, respectively. Don Clarke read from our By-Laws the duties of the President, Treasurer, Secretary and Recording Secretary. Darcey requested that someone consider taking the role of Recording Secretary to share some the secretarial duties. The Recording Secretary is responsible for taking meeting minutes, while the Secretary is responsible for administrative duties. The President runs the meeting and is considered the chief executive officer. Jacqui Cambata agreed to serve as Recording Secretary and Don Clarke agreed to serve as President. Cyndy Lakowske made a motion that the slate of officers be approved, and Teresa Allen seconded the motion. The motion was unanimously approved. Thank you to the newest officers of PW III for the next year.

**Review of Board Contact Information:** Darcey Philpot had previously emailed the board the list of contact information for the Board of Directors, Architectural Control Committee (ACC), and Big Park Council representatives. Darcey noted a minor correction, but aside from that all information was current. The document will be sent to the individuals listed. This information is for executive use only. Members of the community wishing to contact a board member, the ACC, or Big Park Council representative, should send their request to: info@pw3.com.

**Mail pick-up during the summer:** Darcey Philpot asked for a volunteer to pick-up mail at the HOA PO Box during the months she is away. This requires going to the PO Box once a week to check for any mail. Cyndy Lakowske agreed to check the PO Box until Darcey’s return.

**Open Forum:**

**Volunteers in Protection:** Darcey Philpot reminded everyone that the Yavapai County Sheriff’s Department has a **free** home watch program. Volunteers in Protection will do a perimeter check of your home while you are away. It never hurts to have an extra set of eyes on your home, while you are away. To sign up for this service, send an email to the Volunteers in Protection Coordinator, Dennyse Loll at: [Dennyse.Loll@yavapaiaz.gov](mailto:Dennyse.Loll@yavapaiaz.gov).

**Date and Time of Next Board Meeting:** Keith Peterson suggested that the next board meeting be scheduled as, “to be determined.” This will allow the board the flexibility to schedule a meeting as needed. Once the meeting date has been determined, the membership will be notified of the date, time, location, and the proposed agenda.

**Adjournment:**  Keith Peterson made a motion to adjourn the meeting, and Jacqui Cambata seconded. The motion passed unanimously, and the meeting was adjourned at 4:00 pm.

Respectfully submitted,

Darcey Philpot

Secretary

PW III HOA

Website: pw3hoa.com