Pinon Woods III Board of Directors Meeting Minutes

January 16, 2025, at 3:00 pm

Meeting Location: Clarke residence

Attending: Joanne Adams, Teresa Allen, Gary Bethune, Jacqui Cambata, Don Clarke, Cyndy Lakowske, Frank Palumbo, Keith Peterson, and Darcey Philpot. All nine board members were in attendance, a quorum was present.

ACC Committee was attended by Jeff Fox.

The meeting was called to order at 3:04 pm by President, Don Clarke.

Don wanted to call out and thank the following individuals for their continued service and dedication to tasks. Darcey and Keith, Secretary and Treasurer respectively for years of service. Everett McGill for his leadership of the Architectural Control Committee and Frank Palumbo for making the PW3 website comprehensive and easy to navigate.

Approval of April 30, 2024, Board Meeting Minutes:

Keith Peterson moved to approve the minutes from the April 30, 2024, board meeting, and Cyndy Lakowske seconded. The minutes were unanimously approved.

President’s Report:

* Resident had concerns about 3 dead trees on an adjacent lot-lots 128 & 129. Trees were removed.
* Street Parking: AZ law HB 2298 / ARS 33-1818: is a new AZ law impacting planned community authority over public roadways.  It was decided that the county street parking is not in our jurisdiction and we have addressed the needs of the community through the rules adopted October 26, 2022. See the HOA website for a copy.
* Short Term Rentals: Our CC&R’s were amended April 1, 2019, to prohibit home rentals of less than 30 days.

Treasurer’s Report: Keith Peterson presented the financial statement for the period ending December 31, 2024.  He noted expenses are running in line with the budget.

Financial statement: to ensure we have adequate funds for unplanned expenditures such as legal fees, his suggestion is to put $4000 in CD and have it as a reserve. Term of CD-5 months or to explore a Money market account.

**Motion to approve Financial statement:**

Cyndy Lakowske moved to approve the financial statement, and Teresa Allen seconded. Vote: unanimously approved.

Keith noted that each year the HOA must select auditors to review the books for our fiscal year. Cyndy Lakowske and Marie Reed will serve as our auditors for the fiscal year ending March 30, 2025.

Secretary’s Report: Darcey Philpot reminded everyone that the HOA’s annual meeting notice, dues payment form and ballot will be mailed to the membership on March 1, 2025.  We are required by statute to send the annual meeting notice via the United States Postal Service.  For owner’s convenience, a self-addressed stamped envelope is included to return the dues and ballot. Your prompt attention to returning these items is appreciated.

Architectural Control Committee (ACC):

ACC Chair, Everett McGill reported that the owners of lot 122, 190 Pebble Dr., asked to resubmit ACC-approved plans from the property’s previous owner. The last contact with the current owners revealed they were interviewing builders.

The owners of lot 131, 301 Pinon Woods Dr., asked for and received approval, for a short run of the railing wall surrounding their patio. This project controls surface water runoff from the neighboring uphill property.

A letter was sent to the property owner of lots 98A and 99, recommending clean-up of the dry brush on their unimproved lot, due to fire hazard.  There has been no response. The ACC is asking the board for recommendations on how to address fire risk on all unimproved lots.

Lastly, the owners of lot 87, Fox Trail Loop, have been working with the ACC to finalize their plans which were approved in November 2024.  County permits have been issued for their home build.

Darcey Philpot reported that Barry Pasco’s term on the ACC is scheduled to expire in April 2025.  Darcey spoke with Barry, and he is willing to serve another term on the ACC, with his new term expiring in April 2028.

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

Website Report: Frank Palumbo stated that the ISP (Internet Service Provider) Hub by GoDaddy is up for renewal. The cost of the ISP has increased dramatically. And therefore, it was proposed that we renew for 2 years versus 1 year to assuage the yearly increase in price. The price for 2-year renewal rate is $827.48.

**Motion to Renew GoDaddy ISP for 2 years:**

Darcey Philpot moved to approve the 2-year renewal payment for GoDaddy, and Cyndy Lakowske seconded. Vote: unanimously approved.

Old Business:

Federal Reporting Requirements Under Corporate Transparency Act: Darcey Philpot reported that on November 1, 2024, she filed the Beneficial Owners Information Report (BOIR) with the Financial Crimes Center (FinCen). This filing brings the HOA into compliance with The Corporate Transparency Act.  The Act mandates beneficial ownership reporting for corporations, limited liability companies and entities, registered in the United States. Darcey received an email response advising the filing was successful. This should be the only time we need to file.

New Business:

Dues Increase: Keith Peterson stated our CC&R’s limit any dues increase to 5% a year without a vote of membership. (See Section 8.3 of our CC&R’s.) Due to increased operating expenses, he proposed raising dues from $31.50 to $33.00 in 2025.

**Motion made of approval to increase dues to $33 per year:**

Joanne Adams moved to approve the increase in dues and Frank Palumbo Seconded.   Vote: unanimously approved.

Nominating Committee:

We have 3 Board positions expiring in April 2025: Joanne Adams; Gary Bethune and Frank Palumbo. Joanne and Frank are willing to run for re-election. Gary will rotate off the Board, leaving a vacancy.

Cyndy Lakowske will chair the Nominating Committee and recruit two members of the community to serve with her.

Annual Meeting, April 8, 2025: Darcey Philpot reminded everyone that per Article 2.1 of our bylaws, our annual meeting must take place on the second Tuesday of April. The meeting location will be determined and posted in the annual meeting notice.

Vermin in the Neighborhood: Darcey Philpot advised that in November 2024, she heard from five neighbors about rats and mice in the Pinon Woods subdivisions.  While bird feeders are allowed under Yavapai County Ordinances, they attract rats and mice, which can be difficult to get rid of.  Some neighbors have already experienced the expense of home and vehicle repairs from these unwelcome visitors.  If you feed birds, we ask that you not throw seed directly on the ground, rather use a seed feeder with a catch tray.

If you are composting your fruit and vegetable scrapes, please ensure that your compost bin is completely enclosed and not accessible by wildlife.

Weeds and Dead Vegetation:

The ACC has brought it to the board’s attention that specific lots have a weed problem, which is a fire hazard. A letter was sent to the owners with no response. (Noted in ACC report above).

The Board will post information on weeds and dead vegetation on the website: please refer to CC&R 3.7. We will also email information about the International Property Maintenance Code adopted by Yavapai County July 1, 2019.

The following protocol will be followed for weeds and dead vegetation: (1) Send a letter to homeowner to remove or trim the vegetation. (2) Inform the County

Fire Retardant Spray: Keith Peterson spoke to the notion of a fire-retardant spray. There was a compelling article in the Wall Street Journal by Robert Kerbeck on January 10th, 2025, about fire retardant spray. We, as a Board, do not know much about fire retardant sprays. We do know that some are toxic, and some are plant based, and it is only applied when a fire is eminent. Keith has contacted his home insurance agent for information about fire retardant sprays and will share that information with the Board after he receives it.

Open Forum:

Darcey Philpot advised that some long-term residents of PW III have recently or will be moving. We wish them the best as they relocate.

Date and Time of Next Board Meeting: TBA

Adjournment:

Jacqui Cambata made a motion to adjourn the meeting, and Gary Bethune seconded.  The motion passed unanimously, and the meeting was adjourned at 5:15pm.

Respectfully submitted,

Jacqueline Cambata

Recording Secretary

PW III HOA

Website: pw3hoa.com