**Pinon Woods III Board of Directors Meeting Minutes**

**Held via Zoom**

**March 2, 2021 at 10:00 am**

**Attending:** Teresa Allen, Scott Hansen, Robin Hompe, Jan Meyer, Frank Palumbo, Keith Peterson, Darcey Philpot and Joan Steninger

**Excused:** Kristi Kidwell

**Guest:** Everett McGill

The meeting was called to order 10:05 am by President, Jan Meyer

**Approval of January 25, 2021 Board Meeting Minutes:** Keith Peterson moved to approve the minutes from the January 25, 2021 board meeting, and Robin Hompe seconded. The minutes were unanimously approved.

**President’s Report:** See Jan Meyer’s written report. As noted in Jan’s report, Doug Bielanski has volunteered to serve as the alternate representative to the Big Park Regional Coordinating Council (BPRCC). Darcey Philpot made a motion that Doug be appointed as the alternate representative to the BPRCC until a successor is named. Keith Peterson seconded the motion, and it was unanimously passed.

Since the preparation of Jan’s report, Dennis Wyman has stepped down from the Architectural Control Committee (ACC). Everett McGill has offered to serve on this committee. Teresa Allen made a motion that Everett be appointed to a three-year term on the ACC. Scott Hansen seconded the motion, and it was unanimously approved. The board thanks Dennis for his service and welcomes Everett.

**Treasurer’s Report:** Please see Keith Peterson’s Financial Statement dated February 28, 2021 and Draft Budget for fiscal year ending March 30, 2022. Keith advised since the January 31, 2021 statement was submitted, we have paid the annual website costs of $324.07, leaving us with a cash balance of $2413.39 on February 28, 2021. The budget for fiscal year ending March 30, 2022, can be finalized after the board’s decision today, regarding our liability insurance provider.

**Secretary’s Report:** Darcey Philpot reported that the annual meeting and dues notice was mailed March 1, 2021. Owners have until April 13, 2021 to pay their annual dues without incurring a late fee. Two owners are still in arrears for payments due in 2020. Darcey put a note with their letters, advising them what they need to do to bring their accounts current.

Prior to the letters being put in the mail, an email was sent to the community, asking them to please notify Darcey if their mailing address had changed. While some members did this, a review of the Yavapai County Tax Assessors Office website, found four properties with new addresses, in which the owners failed to notify us. Darcey has added the new addresses to our database, but asked the board, in the future if the first letters come back, should we consider an additional financial penalty to offset the extra copying and postage costs. The consensus was to wait to see how things go this year.

**Nominating Committee:** Kristi Kidwell was unable to attend today’s meeting. Committee member, Joan Steninger advised that Kristi did an outstanding job as chair. A new member of the community, Chris Hartman, as volunteered to serve on the board. There are currently five candidates for the five upcoming vacancies on the board.

Jan Meyer thanked the Nominating Committee members, Kristi Kidwell, Joan Steninger and Joanie Hansen, for their work.

**Directors and Officers Liability Insurance:** Teresa Allen received quotes from three insurance carriers, Don Nelms Insurance Agency, LaBarre/Oksnee Insurance Agency, and State Farm Insurance/Andrew Bailor. The quote from State Farm Insurance is $200 a year less than the other two quotes. Additionally, there is no deductible, unless the claim goes over $1,000,000. Attorney’s fees are above and beyond the $1,000,000 coverage.

There is an advisory in the State Farm quote stating, they would not cover claims for actions which predate their coverage, unless the board did not know of any pending action at the effective date of the new policy. Jan Meyer asked the board if anyone knew of any pending claims against the board. None of the board members knew of any pending claims or reasons for a possible claim.

Darcey Philpot made a motion that we change insurance providers and go with State Farm Insurance. Teresa Allen seconded the motion, and it was unanimously passed.

**Architectural Control Committee:** Scott Hansen reported that Scott MacDonald was appointed to the Architectural Control Committee (ACC) following the last board meeting. With Dennis Wyman’s resignation, Everett McGill was welcomed today.

Since the last meeting, preliminary plans have been approved for the house to be built at 135 Alta Vista Dr. It is a modern single-story home of approximately 1639 square feet.

Landscaping plans were submitted for 5 Alta Vista Dr. Since the owner is a member of the ACC, he was not a part of the review process. Scott Hansen, Dennis Wyman, and Paul Sullivan reviewed the plans, but did not approve them in their entirety. The original proposal called for a free-standing structure, which was not approved.

Scott advised that currently all plans must be submitted via paper. He would like to move to having plans submitted electronically.

Darcey Philpot noted that with the lack of home inventory in the Village of Oak Creek, we can anticipate more homes being built in Pinon Woods III. She asked the board’s long-time residents, if there were concerns in the past about ACC members voting on plans for properties next to them. Nobody could recall this being an issue, but thought it was a good idea not to have ACC members voting on plans for properties next to them to avoid a potential conflict of interest. It was suggested there be an alternate to the ACC, who could step-in when needed.

**Big Park Regional Coordinating Council:** See the report submitted by Paul Sullivan, our representative to the Big Park Regional Coordinating Council.

**Website:** Frank Palumbo advised that our website was renewed and paid for on 2/8/2021, at a cost of $324.07. Website costs increased, though not as much as anticipated. The cost breaks down as follows:

Website builder and maintenance $179.88 renews 5/15/2022

Domain (pw3hoa.com) $56.32 renews 4/15/2023

Email ([info@pw3hoa.com](mailto:info@pw3hoa.com)) $71.88 renews 4/15/2022

Sales tax $15.99

Content to the website is regularly updated as requested. A protocol for website updates was approved on February 6, 2021. All requests for website updates need to be routed to Jan Meyer, for approval, before they are posted. We want to ensure all information is accurate and not repetitious.

**Old Business:** There was no old business

**New Business:**

**Replying to emails from HOA website-**Jan Meyer advised that when the last email was sent to the community announcing today’s board meeting, two homeowners sent a question that went to all members of the HOA, rather than the sender, info@pw3hoa.com. As our intent is to limit the number of emails our members get from the HOA, we discussed sending an email to the community, asking them to **please not use, Reply All,** when responding to an email from the HOA. If the owner has a question, please reply only to the sender, info@pw3hoa.com, and it will be forwarded to the appropriate person to respond. Keith Peterson made a motion that an email be sent to the community with this information and Robin Hompe, seconded. The motion was unanimously approved.

**Recording Zoom Meetings for posting on the Internet:** Jan Meyer advisedthat a question was posed, asking if the board meetings on Zoom could be recorded and posted on the internet for later viewing by those unable to attend. No board members were in favor of this, citing the following reasons: The process to record and then upload is cumbersome, we are already required to keep written minutes, which are distributed in a timely manner to all owners and posted on the website and lastly, we are an all-volunteer board and nobody is willing to take on additional duties.

Robin Hompe made a motion that we not record our meetings, and it was seconded by Teresa Allen. The motion was unanimously approved.

**Lawn Maintenance:** Jan Meyer noted that last year the weeds were out of control. With the coming warmer weather, weeds will once again be making their appearance. She wanted to remind all owners to please keep their yards free of weeds. Scott Hansen said last year, he paid a personal visit to some homeowners with weeds in their yard and this approach worked, with the owners thanking him for bringing it to their attention.

**Open Forum:** There was nothing for Open Forum.

**Date and Time of Next Board Meeting:** Wednesday, April 14, 2021 at 10:00 am. The meeting will be held via Zoom. Prior to the meeting, the agenda and Zoom link will be sent to the community.

**Adjournment:** The meeting was adjourned at 10:35 am.

Respectfully submitted,

Darcey Philpot

Secretary

PW III HOA

Website: pw3hoa.com