**Pinon Woods III Board of Directors Meeting**

**April 14, 2022, at 4:00 pm**

**Meeting Location: Hartman residence**

**Attending:** Joanne Adams Teresa Allen, Chris Hartman, Michael O’Hara, Keith Peterson, Darcey Philpot and Joan Steninger

**Participating via Zoom:** Scott Hansen

**Excused:** Frank Palumbo

The meeting was called to order at 4:02 pm by President, Chris Hartman. Chris welcomed new board members Joanne Adams and Michael O’Hara and thanked them for their willingness to serve their community.

**Approval of February 1, 2022, Board Meeting Minutes:** Chris Hartman moved to approve the minutes from the February 1, 2022, board meeting, and Keith Peterson seconded. The minutes were unanimously approved.

**President’s Report:** See Chris Hartman’s written report.

**Treasurer’s Report:** Keith Peterson reported that our cash reserves as of today are approximately $4,100. This is less than the amount reported at the annual meeting, as he has paid our annual insurance premium of $791, and the HOA website and email renewal fees of $263.67. Annual dues payments totaling $203.25 were also deposited into the checking account.

**Secretary’s Report:**

**Annual Dues:** Darcey Philpot reported that as of April 12, 2022, 66 of the 70 property owners had submitted their dues. Of the four delinquent properties, one is in escrow and the title company will pay us on behalf of the new owners at closing.

The annual meeting and dues notices were mailed to the membership on March 1, 2022. On March 29, 2022, and April 6, 2022, Darcey sent reminder emails, from her personal email account to owners whose payments had not been received, hoping all would pay on time, to avoid the $10 penalty assessment. As of today, dues are still outstanding for three properties. Darcey volunteered to call the delinquent property owners and give them a brief time to pay their dues and the $10 penalty assessment. If they do not pay, a certified letter will be sent, and they will be assessed an additional $15 per property to cover mailing and copying expenses. Teresa Allen suggested that since we have phone numbers for the owners, Darcey text and ask them to call her about their delinquent fees, since they might be more apt to read a text then answer the phone from an unknown number. The board concurred.

**Annual Meeting:** Darcey Philpot reported that 10 people attended the HOA Annual Meeting on April 12, 2022. We received 45 ballots, giving us a quorum to hold the meeting and conduct business. Darcey recommends next year we hold the annual meeting in person, as when we last did so, the numbers were significantly higher.

**Architectural Control Committee (ACC):** Scott Hansen reported that there is nothing new to report since his year-end summary given at the annual meeting. Keith Peterson asked if there were any new developments on the homeowner’s request to install a swimming pool. Scott said that the ACC gave preliminary approval in October 2021, but no further information has been received and the property owner must send final plans to Yavapai County and the ACC.

**Big Park Regional Coordinating Council (BPRCC):** Darcey Philpot reminded all that Paul Sullivan’s last report was sent in mid-March 2022, and another report will be sent out after the BPRCC minutes are published for their meeting today. Chris Hartman advised the board, that unless there is a specific issue that needs to be addressed in the HOA minutes related to the BPRCC, owners can find the latest BPRCC information on our website. An email will be sent when it becomes available for review.

Paul Sullivan has been the BPRCC representative for many years. When he is unavailable to attend, Christine Sturgeon is his alternate. If any owners are interested in serving as a back-up to Christine, please send an email to the board at: [info@pw3hoa.com](mailto:info@pw3hoa.com).

**Website Report:** Darcey Philpot reported for Frank Palumbo. The GoDaddy account for our website and email has been renewed for $263.76. All email and website processing are current and complete.

Owners having a question for the HOA, should send their inquiry to: [info@pw3hoa.com](mailto:info@pw3hoa.com). Frank will then forward the email to the proper board member for response. If you have not ever checked our website out, we encourage you to do so. The address is: pw3hoa.com. The website is very user friendly, and you will find a wealth of information about the HOA and community.

**Old Business:**

**Rules Committee Update and Next Steps:** Teresa Allen reported that the Rules Committee was established several years ago to address issues that needing clarifying in our CC&Rs or where the CC&Rs were silent. After their initial work, the committee was sidelined for two years due to COVID. They recently met and reviewed and refined their original work. The board accepted their work today and agreed we need to hold a separate meeting to discuss next steps and suggested modifications to what has been received.

**No Trespassing Email:** At the last board meeting, Darcey Philpot was tasked with crafting an email to the community to address respecting property owners’ rights. Darcey read a draft of her email and the board approved it. It will be sent to the community, separate from any other communication, so the message does not get lost. Darcey will also contact the presidents of Pinon Woods I and II and ask them to share with their owners. A copy will also be shared with the leasing offices of the properties in Pinon Woods III that are being used as long-term rentals.

**Short Term Rental Agreement:** The proliferation of short-term rentals has received much attention in the news these past few years. Three years ago, PW III HOA passed an amendment prohibiting short-term rentals of less than 30 days. You will find this amendment to our CC&Rs on our website: pw3hoa.com. The amendment was drafted with the aid of legal counsel and passed by more than 70 percent of our owners. It is the board’s position that no further amendments need to be made regarding this issue at this time.

**New Business:**

**Election of Board Officers:** The current board officers are Chris Hartman, Keith Peterson, and Darcey Philpot. Chris advised that all three are willing to continue as officers but would relinquish their duties if someone else wants to serve as an officer. There were no takers on his offer. Teresa Allen made a motion that the current board officers keep their positions and Joanne Adams seconded. The motion unanimously passed.

**Zoom coordinator:** Darcey Philpot reported that with Robin Hompe’s resignation from the HOA board, we need someone to be our Zoom coordinator. Having someone do this, frees Darcey up to concentrate on the minutes. Michael O’Hara volunteered for the position.

**Open Forum:** Scott Hansen suggested that the board address on-street parking limits as there has been some discussion as to what is legal and enforceable. This will be discussed further when the board meets to discuss rules.

**Date and Time of Next Board Meeting:** The next board meeting is scheduled for Wednesday, May 18, 2022, at 4:00 pm mountain standard time. This meeting will be devoted to discussing the rules drafted by the Rules Committee.

**Adjournment:** Keith Peterson made a motion to adjourn the meeting and Scott Hansen seconded. The motion passed unanimously, and the meeting was adjourned at 5:37 pm.

Respectfully submitted,

Darcey Philpot

Secretary

PW III HOA

Website: pw3hoa.com