**Pinon Woods III Board of Directors Meeting**

**November 3, 2021, at 10:00 am**

**Meeting Location: Hartman residence, 38 High Point Ct.**

**Attending:** Teresa Allen, Scott Hansen, Chris Hartman, Robin Hompe, Keith Peterson, Darcey Philpot and Joan Steninger

**Excused:** Frank Palumbo

The meeting was called to order 10:04 am by President, Chris Hartman.

**Approval of prior Board Meeting Minutes:** Keith Peterson moved to approve the minutes from April 14, 2021, and Joan Steninger seconded the motion. The minutes were unanimously approved. Robin Hompe then made a motion to approve the September 24, 2021, meeting minutes, with Scott Hansen seconding the motion. The minutes were unanimously approved.

**President’s Report:** See the attached report.

**Treasurer’s Report:** Please see the attached report sent by Keith Peterson. Keith noted that we will know in early spring 2022, if there will be any price increases for the HOA website.

**Audit Committee:** Keith thanked Frank Palumbo and Mary Senseney for serving on the HOA audit committee this past year. In 2022, the audit committee will consist of Lynne Sullivan and Jeff Fox. The audit committee reviews the PW III financial documents. The board joined Keith in thanking Frank and Mary for their service and welcoming Lynne and Jeff.

**Secretary’s Report:**

**Neighborhood Coffee:** Darcey Philpot reported that she and Byron hosted a neighborhood coffee October 23. 2021, in which 31 people showed up. It was good to connect with neighbors that live in and around PW III.

**Annual Dues:** The annual dues collection period will begin in March 2022. Annual dues for 2021 were $27.50 per lot. A discussion ensued about potential cost increases in 2022, and if we should consider raising dues. Keith Peterson noted that our cash reserves are modest. He then made a motion that we increase our annual dues $1.25 per lot, making the 2022 annual dues $28.75 per lot. Chris Hartman seconded the motion, and it was unanimously approved. Per section 8.3 of our Covenants, Conditions and Restrictions (CC&Rs), “the annual assessment may be increased each year not more than five percent (5%) above the maximum assessment for the previous year, without a vote of the membership”.

**Annual Meeting:** The annual meeting will be held on Tuesday, April 12, 2022, and will begin at 4:00 pm. The board discussed moving the start time to 5:00 pm, but decided a 4:00 pm start time was better, considering the meeting is held outdoors and April can still be a chilly month.

The board elected to forgo having a guest speaker at the meeting. This will allow us to move through the business portion faster, leaving more time for socializing.

**Arizona Corporation Commission:** Darcey Philpot reported that our annual report is due with the Arizona Corporation Commission (ACC). The filing fee is still $10 per year. Jan Meyer had served as our statutory agent. With her departure, we need to fill this role. Chris Hartman volunteered to serve as the board’s statutory agent. Darcey will complete the necessary paperwork with the ACC and pay any fees.

**Architectural Control Committee:** Please refer to the October 28, 2021, report submitted by Scott Hansen, chair of the Architectural Control Committee.

**Big Park Regional Coordinating Council:** Please refer to Paul Sullivan’s report dated October 29, 2021.

**Website Report:** Frank Palumbo was unable to attend today’s meeting but sent the following information.

“All accounts are current for our email, website, domain, and website management.

All email requests and website requests have been processed and are current.

Any future requests related to emailing the community and / or website content (add, revise, delete) go to the President for approval. I then edit or provide feedback / additional screening if appropriate, then process the request”.

**Old Business:**

**Rules Committee:** In 2018, a rules committee was established. They have not met since 2019, when the board stopped holding in-person meetings due to COVID-19. Robin Hompe reminded the board that rules can be enacted by the board, but any changes to the CC&Rs, require a vote of 70 percent of the HOA membership. She volunteered to go through the last draft of the rules, pulling out anything that is covered by our current CC&Rs. She will send her results to the board for review. As it has been so long since rules have been discussed, the board felt it would be beneficial to review the information previously prepared, before deciding what if any action to take.

**Weeds:** Thanks to a robust monsoon season this past summer, the weeds were prolific. Requests have been made in prior meeting minutes for property owners to clean up the weeds in their yards. When this was not sufficient, an email was sent to the entire community asking them to please get rid of their weeds. Unfortunately, not everyone acted. Homeowners that address the weeds in their yard are becoming increasingly frustrated with owners that take no action. Rather than continue to address this issue with the entire HOA, Darcey Philpot suggested that the HOA develop a letter to send to the property owners whose yards need attention.

Joan Steninger said Yavapai County will act, but their action is complaint driven. Yavapai County allows owners a period of time to address the issue. If owners remain non-compliant, they can be fined $750 a day. Darcey asked if this was specifically for vacant lots or if it included developed properties. As nobody knew, Scott Hansen agreed to contact Yavapai County to get more information.

**Rental Agreements:** When properties in PW III are leased or rented, the property owner is to submit a Guest Lease Info Form. This form can be found on the HOA website. The form asks for the number of tenants, the rental term period, and the name and contact information of the property manager. We currently have two homes in PW III, that are long term rentals. We have a Guest Lease Info Form for one property, but not the other. Darcey will reach out to the property management company for paperwork. If she is not successful, she will contact the homeowners. A Guest Lease Info Form should be completed with each new leasing/rental period.

**D & O Insurance:** Teresa Allen provided the board with a summary of the coverage we have with our D & O Insurance. Our current annual premium is $791.00. The insurance premium is paid each April.

**New Business:**

**Nominating Committee:** Joan Steninger will recruit two community members in early January 2022, to serve on the nominating committee. The board will have three vacancies to fill in April 2022, due to a resignation and two term expirations. A letter will go out to the community via email in February 2022, seeking volunteers to run for the board. The slate of candidates must be finalized by the third week in February, so a ballot can be prepared and sent with the annual meeting notice March 1, 2022.

**Postage Stamps:** Darcey Philpot has come into a surplus of forever postage stamps that she is willing to sell to the HOA for their original price. The board unanimously agreed to take Darcey up on her offer, as it will save the HOA significant money.

**Distribution of Minutes:** Since the HOA has moved to email communication for everything but the annual meeting notice, Darcey Philpot proposed that we no longer supply paper copies of any communication that is not required by statute to be mailed. The board concurred.

**Responding to email:** Robin Hompe thanked everyone for responding to the email about today’s meeting. She reminded people of the importance of responding so she knows the email has been received and reviewed. A question was asked about replying to all. It was recommended the recipient respond only to the sender unless the communication calls for a reply to all.

**Confidentiality:** Darcey Philpot reminded board members to be careful of communication with owners that should be treated as confidential in nature. While we prefer to have neighbors approach each other with their concerns, if that doesn’t happen and they seek the board’s assistance, the board then becomes the one with the concern and the request for action comes from the board.

**Garbage Cans:** The board has received recent complaints about the length of time garbage cans have been out at the curb. Neighbors don’t wish to look at the big bins longer than necessary. Additionally, nothing says vacant house like unattended garbage cans. Please return your bins after collection. If you will not be around to take your garbage out or return the bin, please ask a neighbor to so on your behalf. Everyone needs an assist every now and then. Let’s be neighborly and help each other out.

**Communication to the HOA:** Chris Hartman initiated a discussion of topics that have recently been submitted as candidates for distribution to homeowners, noting that several alternate means exist for keeping the community informed. It was agreed that only communications directly related to the board and the community will be sent via the community email account.

Chris advised that the HOA has an old yahoo email account that is not being used. As Teresa Allen created the account, she will disable it. **Please note that when sending an email to the HOA, use the following email address: info@pw3.hoa.com**. Once your communication is received, it will be routed to the appropriate board member for review and response. Any emails unrelated to the HOA should be sent from the sender’s personal email to the recipient’s personal email.

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

**Date and Time of Next Board Meeting:** The next board meeting will be held on Tuesday, January 4, 2022, at 10:00 am.

**Adjournment:** Scott Hansen made a motion that the meeting be adjourned, and Keith Peterson seconded. The motion was unanimously approved, and the meeting was adjourned at 12:14 pm

Respectfully submitted,

Darcey Philpot

Secretary

PW III HOA

Website: pw3hoa.com