**Pinon Woods III Annual Meeting**

**Location: Steninger residence**

**April 8, 2025, at 3:00 pm**

**Attending:** Teresa and Gene Allen, Stu and Dawn Bernstein, Don and Karen Clarke, Jeff Fox, Tom and Debbie Haight, Melanie Hartman, Cullen Hollister, Kristi Kidwell, Cyndy and Steve Lakowske, Frank Palumbo, Barry Pasco, Keith Peterson, Byron and Darcey Philpot, Charlotte Selinski, Joan Steninger, Gerry and Jan VanKooten, Mark and Alice Williams, and Dennis Wyman.

The meeting was called to order at 3:18 pm by President, Don Clarke. Don welcomed everyone and thanked them for their attendance.

**Roll Call and Certifying of Quorum:**  Darcey Philpot advised that to conduct business at the annual meeting, we must have 36 of the 70 lot owners participating, either in person or by submitting their ballots. We can conduct business today, as 57 ballots were received. Thank you to all owners who submitted ballots.

**Nominating and Tellers’ Committee:** Don Clarke thanked Cyndy Lakowske, Melanie Hartman, and Mike Pesonen for their service on the Tellers’ Committee. They were tasked with counting the ballots and certifying the results.

**Treasurer’s Report and Budget:** Keith Peterson reviewed the financial statement of March 30, 2025, and the budget for the fiscal year ending March 30, 2026. Both documents will be included with these meeting minutes.

Keith noted that this year all the HOA dues were received prior to the annual meeting. This is much appreciated.

Every year the HOA’s financial records must be audited. Keith thanked this year’s auditors, Cyndy Lakowske and Marie Reed.

Cyndy Lakowske made a motion to approve the Financial Statement dated March 30, 2025, and the budget for fiscal year ending March 30, 2026, and Dennis Wyman seconded. The motion was unanimously approved.

**Architectural Control Committee:** ACC Chair, Everett McGill, submitted the following report, which Jeff Fox shared at the meeting:

Deep-rock excavation has been completed at 30 Fox Trail Loop and the owners are waiting for the masons to begin work. Their exterior color palette has been approved.

The owners of 90 Fox Trail Loop are completing a landscape redesign and received permission in March to change the height of a screening-wall bordering their driveway.

Critical weatherproofing on window and door headers at 130 Fox Trail Loop was approved.

Detailed preliminary plans for a home at 190 Pebble Dr. were submitted and were conditionally approved on February 17th provided “The ACC will want to see a low-gloss paint specified for all metal roofing, and Thermoplastic Olefin roofing in WHITE will NOT be approved as per PW3 CC&R’s Art.3.18.”

An inquiry in late February asked for PW3 building-plans requirements for the property at 50 Fox Trail loop, Lot 89.  Although the individual inquiring is not the current property owner we emailed a copy of the Pinon Woods III ACC building guidelines from our website.  We also referred him to our CC&R’s Article III. We noted that all submissions must include a site plan laid over elevation-marker lines in at least 2-foot increments and a Grading Plan showing the cut and fill proposed from natural grade to finished grade.  We asked for Elevation views of all four sides of his home showing details for stormwater management and retaining wall standard-practice designs.

Don Clarke thanked Everett McGill, Jeff Fox, and Barry Pasco for their service on the ACC.

**Big Park Council:** Paul Sullivan has served as our Big Park Council representative for the past 17 years. When Big Park Council posts their meeting minutes, members of the HOA get an advisory email. There is a link on the HOA’s website: pw3hoa.com, where the minutes can be viewed. The Big Park Council is comprised of HOA representatives, businesses, and schools, here in the Village of Oak Creek (VOC). The Council is a volunteer advisory group, which operates much like a city council. While advisory, 95 percent of the time the Yavapai County Board of Supervisors follow their recommendations in matters pertaining to the VOC.

**Election of Board of Directors:** Don Clarke reported the candidates for this year were: Joanne Adams, Dawn Bernstein, and Frank Palumbo. Don asked if there were any nominations from the floor for board candidates. No nominations were proposed. Don reported that all candidates received a majority of the votes and are therefore elected to the board of directors by ballot vote. Cullen Hollister made a motion that the election results be accepted, and Keith Peterson seconded. The motion passed unanimously.

Don Clarke thanked the board members he has served with this past year, Joanne Adams, Teresa Allen, Gary Bethune, Jacqui Cambata, Frank Palumbo, Keith Peterson, and Darcey Philpot. He also extended a welcome and thanked newly elected board member, Dawn Bernstein.

**Approval of the 2024 Annual Meeting Minutes:** Don Clarke reported that of the 57 ballots received, 55 approved of the 2024 meeting minutes.

**Old Business:**

**Fire Preparedness:** Don Clarke thanked all PW III owners who have taken the initiative to firewise their properties. Your efforts are appreciated. Don reminded everyone that our HOA is in the education business, not enforcement. We are here to share resources with our members as to how they can protect themselves and their property.

Cullen Hollister advised that he and Karen just had a free Firewise inspection this morning with Lisa Holly. He said Lisa made it clear that her evaluation is for the homeowner and **is not** forwarded to the owner’s insurance company. For those wishing a free Firewise inspection, Lisa Holly can be reached at: lisaholly01@gmail.com.

Darcey Philpot reported that she had talked with some homeowners in PW III, whose insurance provider sent an inspector out to assess their properties before issuing fire insurance.

Don Clarke asked those in attendance if they knew what the evacuation code is for PW III. Karen Clarke shared that it is: YCU 1385. Karen advised that homeowners could register for alerts with Yavapai County Emergency Services. She said Keep Sedona Beautiful has numerous resources related to fire safety on their website. Don and Karen agreed to write a synopsis of the resources they have found, which will then be sent to the community members in a separate email and posted on the HOA website.

**New Business:** Darcey Philpot reported that since our last annual meeting, lot 73 at 165 Alta Vista Dr., has been purchased by Bill and Lisa George. Welcome to the neighborhood! We look forward to meeting you.

**Parking Restrictions in Planned Communities, per Arizona House Bill 2298.**

On March 10, 2025, an email was sent to all PW III owners, advising them of Arizona HB 2298, regarding planned communities ability to continue to retain its authority to regulate public roadways in the community. A quorum was required for this vote, meaning 36 ballots must be received. We received 46 ballots. The ballot passed with 42 owners voting in favor of the HOA retaining our authority to regulate public roadways in the community and 4 opposed. The results will be filed with the Yavapai County Records Office as required under HB 2298.

**Open Forum:**

Darcey Philpot advised that Arizona Revised Statutes 33-1804 (B) requires that notice of our annual meeting be sent via the U.S.P.S. or hand delivery. With printing, postage and paper costs, this year’s annual letter cost the HOA about $1.95 apiece. Darcey recently attended an HOA seminar presented by the Carpenter Law Group and learned owners can opt into receiving all HOA communications electronically. Darcey had forms available for those owners wishing to opt into all electronic communications. For those unable to attend the annual meeting, the form will be sent as an attachment when the meeting minutes are emailed.

**Adjournment:** Cullen Hollister made a motion to adjourn the meeting and was seconded by Dennis Wyman. All attending were in favor and the meeting was adjourned at 4:02 pm.

Respectfully submitted,

Darcey Philpot

Secretary

PW III HOA

Website: pw3hoa.com