

**Ponderosa Trails HOA
Board of Directors Meeting**

October 4, 2017 at 4:00pm
323 S. River Run Road Ste. 1
Flagstaff, AZ

Minutes

Call meeting to order

The meeting was called to order at 4:07 p.m. A quorum was established with the following board members present (P) and absent (A)

P	A		P	A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bryan Burton, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cathy Fine, Board Member
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scot Raab, Vice Pres. -via phone	<input type="checkbox"/>	<input type="checkbox"/>	Vacant, Board Member
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Travis Zoda, Secretary			

Also Present:

Katy Kuhns, Community Manager
 Janina Burton, Treasurer

Call to the Public

No public present

Review meeting minutes

The minutes from the August 30, 2017 Board of Directors meeting were reviewed. Mr. Raab made a motion to approve the minutes as submitted; Ms. Fine seconded the motion, and all board members in attendance approved.

Review draft budget/CPA engagement letter

-A draft proposed budget for 2018 was reviewed. No initial changes were made, a different format showing the actual costs for 2017 will be reviewed at the next board meeting.
-The CPA engagement letter proposing to prepare the 2017 tax return and compilation was tabled to the next meeting.

Old Business

-Mr. Burton did not have any updates on the walking path, he will follow up with Mr. Ince at the City of Flagstaff.
-The Board reviewed proposals from three vendors to trim the ladder fuels in Tract DD. All board members in attendance were in favor or having AM Forestry perform the work if the work included hauling off the trimmings.
-A response email was reviewed from the owners of the private property behind the homes on House Rock Trail (outside of the HOA), owned by Mangum Family Trust. The Trust would not allow the HOA to enter on to their land to inspect HOA fencing.

New Business

-The Board reviewed the proposed snow removal contract submitted by Agassiz Landscape Group. The Board asked that the contract be revised to include that only cinders are to be used (no ice melt), the mailboxes are to be shoveled or a snow blower used, include that ATV plow rate, and incorporate the addendum that was part of the contract in years past. All board members were in favor of the board president signing the contract with the above noted changes being made.

Homeowner letters/complaint forms

-The Board reviewed and discussed correspondence from homeowners. SREM was directed on responses for the homeowners based on board discussion.

Violations

-The Board reviewed a file for Lot-41 and unanimously agreed to impose a \$25 AC Procedural Fine for staining the fence prior to receiving AC approval.

-Two draft letters, threatening daily fines, for those homes who have not had home/yard/fence maintenance violations corrected yet, were reviewed and approved.

Next Meeting Date

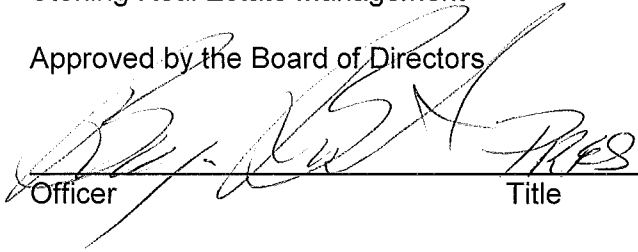

The next meeting will be the annual meeting set for Wednesday, October 18th at 6pm at Mountain School.

Meeting Adjournment & Executive Session

A motion was made, seconded, and approved to adjourn the meeting and enter executive session per A.R.S. 33-1804(A)3. The open meeting adjourned at 5:18p.m.

Respectfully submitted,
Sterling Real Estate Management

Approved by the Board of Directors

		11-15-17
Officer	Title	Date