

**Ponderosa Trails HOA
Board of Directors Meeting**

June 21, 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 4:12 p.m. A quorum was established with the following board members present (P) and absent (A)

P A

Bryan Burton, President

Scot Raab, Vice Pres.

Travis Zoda, Secretary

P A

Vacant, Board Member

Vacant, Board Member

Also Present:

Katy Kuhns, Community Manager

Janina Burton, Treasurer -left after financial report

Cathy Fine, Owner Lot 65

Call to the Public

Ms. Fine was present to express her interest to serve on the board. All board members in attendance were in favor of increasing the number of board members to five and appointing Ms. Fine to be the fourth board member. The board will continue the search for a fifth board member. Per the Articles of Incorporation, Ms. Fine will serve a three-year term expiring in October 2020.

Review meeting minutes

The minutes from the May 10, 2017 Board of Directors meeting were reviewed. Mr. Zoda made a motion to approve the minutes as submitted; Mr. Burton seconded the motion, and all board members in attendance approved except Ms. Fine, she abstained.

Review financial report

The April & May 2017 financial report was reviewed.

-Ms. Burton reported that she had review the reports and everything was in line. All board members were in favor of approving the reports.

-The board reviewed the Reserve Account and decided to not invest into the short term CD offered by Alliance bank as they did not want to tie the funds up.

Old Business

-Mr. Burton reported that he had spoken to the City of Flagstaff FUTS director about what the HOA had found in the Association's governing documents stating the City is responsible to maintain the FUTS. The City is looking for a recorded document designating the trail between Wild West Trail and Pulliam as "FUTS".

-The board reviewed a revised draft of Common Area Rules. A final draft will be reviewed at the July meeting.

New Business

-Discussion took place about Common Area landscaping and hydro seeding areas along High Country trail.

-SREM reported that the host of the website no longer integrates with the management software and that a new website is now available for additional costs. Further discussion will take place at future meetings.

-A letter from Farmers Insurance addressed to the homeowners was reviewed, the board agreed to not mail it out, just to put the letter on the website.

Homeowner letters/complaint forms

-Letters from homeowners and a complaint form was reviewed. The board directed SREM with the necessary responses.

Violations

-The violation report was reviewed. Brief discussion took place about removing the inspection dates from the website and possible options to incorporate into the inspection process, the inspection process and dates on the website will remain the same.

-The board reviewed violation file forwarded from the AC, the owner's moved their fence forward on the side of their home, the board agreed no action was needed.

-A fine appeal for Lot 239 was reviewed. All board members in attendance agreed to waive the fine but the owner needs to put a gate on the refuse container storage fence, to screen the cans.

-The board reviewed additional correspondence from owners regarding violation letters sent; the board directed SREM with the necessary responses.

Open Forum

None

Next Meeting Date

The next meeting will be on July 21st at 4pm at SREM.

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 6:00p.m.

Respectfully submitted,
Sterling Real Estate Management

Approved by the Board of Directors

	Secretary	7-19-17
_____ Officer	_____ Title	_____ Date