

**Ponderosa Trails HOA
Board of Directors Meeting**

February 1, 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 4:02 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"/>	Annette Fallaha, Board Member
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scot Raab, Vice Pres.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vacant, Board Member
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Travis Zoda, Secretary			

Also Present:

Katy Kuhns, Community Manager
 Janina Burton, Treasurer - left after financial review
 Lisa Orozco, Steve Lopez, Lot 66 -left after call to the public

Call to the Public

- See executive session minutes.
- Mr. Raab and Ms. Burton reviewed a rough fence AC submittal for Lot 66. Suggestions were made to make the submittal complete before the owners submit to the AC.
- The board vacancy was briefly discussed; no formal interest has been received so far.

Review meeting minutes

The minutes from the November 21, 2016 Board of Directors meeting were reviewed. Mr. Raab made a motion to approve the minutes as submitted; Mr. Zoda seconded the motion, and all board members in attendance approved.

Review financial report

The fourth quarter 2016 financial report was reviewed.
-Ms. Burton reported that she had reviewed the 4th quarter financial report and everything appeared to be in order. The Board accepted the treasurers report.

Old Business

- Brief discussion took place about the mailboxes. When they were reversed last fall, they were straightened out and look acceptable now. No further work is needed to repair the boxes.
- The proposed landscaping contract was reviewed. Mr. Raab made a motion to accept the contract and for Grounds Maintenance to start checking on the common areas for cheat grass growth beginning March 1st and ask that they be prepared to weed whack once it can be cut. Mr. Zoda seconded the motion and all board members in attendance approved.
 - Estimate C-16-953 for \$316.12 from Morning Dew Landscaping to place gravel in a native common area parkway off Hance Trail that had been over looked was reviewed. Mr. Raab made a motion to accept the proposal, Ms. Fallaha seconded the motion and all board members in attendance approved.
 - A revised Violation Fine Policy was reviewed; changes were made to the AC Fines. Mr. Raab made a motion to accept the proposed revisions and adopt the policy as revised. Mr. Zoda seconded the motion and all board members in attendance approved.

New Business

- Architectural Committee protocols/upcoming events were discussed. Mr. Zoda will begin shadowing Mr. Raab on taking over the AC Chair position once Mr. Raab leaves for his military orders.
- Rather than all AC Application response letters be sent Certified Mail, only those AC Application response letters that have been approved "as noted" or "denied" will be sent Certified Mail and email. Applications approved as submitted will be sent via regular mail and

email. The Board discussed the AC's color theory training and agreed that Ms. Burton, if willing, may teach the AC members about color theory as she is an Art Education Instructor at NAU.

-The property management contract expires on May 1st. All board members in attendance were in favor of extending the management contract with SREM if there is nothing more than minor changes. SREM will present a renewal in advance of the contract expiration.

-The Association Guidelines to Avoiding Fines was briefly reviewed. The document along with discussion about formal Association Rules will be placed on the next meeting agenda.

Homeowner Letters

-Letters and emails from homeowners were reviewed. The Board gave responses that they felt necessary, for SREM to convey.

Open Forum

-*After Executive Session*: Mr. Burton and Mr. Raab discussed the lack of winter parking enforcement in the community. Mr. Burton, Mr. Raab, and Mr. Zoda were in favor of sending a letter to City Council requesting that the Police Department do a better job enforcing the Winter Parking Ordinance.

Next Meeting Date

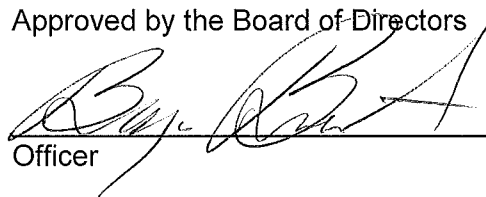
The next meeting will be scheduled via email for March at SREM.

Meeting Adjournment & Executive Session

A motion was made, seconded, and approved to adjourn the meeting and enter executive session. The meeting adjourned at 5:38p.m.

Respectfully submitted,
Sterling Real Estate Management

Approved by the Board of Directors

	<i>Pres</i>	<i>4-12-17</i>
Officer	Title	Date