

**Ponderosa Trails HOA
Board of Directors Meeting**

November 15, 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

Bryan Burton, President
 Scot Raab, Vice Pres.
 Travis Zoda, Secretary

P A

Cathy Fine, Board Member
 Vacant, Board Member

Also Present:

Katy Kuhns, Community Manager
 Janina Burton, Treasurer -Left after financial report
 William Menard, Owner – Lot 22

Member comment period

-No comments.

Review meeting minutes

-The open and executive session minutes from the October 4, 2017 Board of Directors meeting were reviewed; all board members in attendance approved.

-A draft of the annual meeting minutes from October 18th were reviewed.

Review financial report

-The August - October 2017 financial report was reviewed. Ms. Burton reported that she had reviewed the detailed financial reports, and everything was in line.

-An engagement letter from HintonBurdick CPAs and Advisors, to prepare the 2017 financial compilation and tax returns, was reviewed. All board members in attendance approved the engagement letters.

-Resolution 2017-07, to adopt the 2018 budgets, along with the proposed budgets were reviewed. All board members in attendance were in favor of approving Resolution 2017-07 and adopting the budgets.

Old Business

-High Country Trail Walking Path: Mr. Burton reported that he had went to the City again, but they did not have any new updates. He suggested that the board consider getting the Association's attorney involved by having the attorney contact the City on behalf of the Association. Ms. Kuhns also recommended that the board consider having the Association's attorney review the CC&Rs and Development Agreement to get a clear understanding of what the Association's responsibilities are.

New Business

-The 2018 insurance renewal and premium was reviewed. All board members in attendance were in favor or renewing the Association's insurance policy with Farmers Insurance.

-The Board discussed the option of purchasing bulk trash schedule magnets that can be mailed to the membership. After discussion, the Board agreed to purchase the magnets and mail them with the annual assessment and newsletter.

-A draft newsletter was reviewed; no changes were made.

-The Board reviewed all of the Board Interest Statements. The new board will determine how to proceed forward with filling the vacancy.

Violations

- Discussion took place about violation inspections, the Board agreed to not perform inspections in January or February do to the challenges the winter weather presents.
- The violation report was reviewed.
- The Board discussed specific outstanding violations and directed SREM on responses
- Appeal emails/letters from owners [for violations they received] were reviewed. The Board discussed and directed SREM on responses.

Homeowner letters/complaint forms

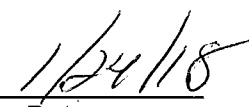
- A complaint form against Lot 457 was reviewed, the Board agreed to send a violation letter for the trash/recycle provision.
- The Board reviewed numerous emails that had been received from owners, some were taken as feedback, some SREM was asked to specifically respond to as the board discussed.

Meeting Adjournment

A motion was made, seconded, and approved to adjourn the meeting. The open meeting adjourned at 5:34p.m.

Respectfully submitted,
Sterling Real Estate Management

Approved by the Board of Directors

		
Officer	Title	Date