

Ponderosa Trails HOA Board of Directors Meeting

January 24, 2018 at 4:00pm
323 S. River Run Road Ste. 1
Flagstaff, AZ

Minutes

Call meeting to order

The meeting was called to order at 4:17 p.m. A quorum was established with the following board members present (P) and absent (A)

P A

- Vacant, President
- Scot Raab, Vice Pres.
- Vacant, Secretary

Also Present:

- Katy Kuhns, Community Manager
- Nicholas Hanley, Trustee Lot 364
- Shannon Guest of Mr. Hanely

P A

- Cathy Fine, Board Member
- William Menard, Board Member

Member comment period

None

Board vacancy

-Discussion took place about the two board vacancies. Nicholas Hanley, Bryan Burton, and Ryan O'Hara had all expressed interest in serving on the board. The board discussed, with Mr. Hanley, his interest in serving on the board. Mr. Hanley was interested in working with parking issues and would be willing to help with enforcement since he just graduated with a criminal justice degree. Mr. Hanley and Shannon excused themselves, so the board could discuss the vacancies. Shortly thereafter, both came back into the meeting and Mr. Raab made a motion to appoint Mr. Nicholas Hanley to the vacancy that is up for election at the 2018 annual meeting and to appoint Mr. Bryan Burton to the vacancy that is up for election at the 2019 annual meeting. Mr. Menard seconded the motion and all board members in attendance approved.

Officers

-Discussion took place about the officer positions that needed to be appointed. Based on the discussion and nominations made, Mr. Raab made a motion to accept the nominations as follows: Mr. Raab as president, Mr. Menard as vice president, Mr. Bryan Burton as secretary, and Ms. Janina Burton to treasurer; Mr. Burton to serve as AC Chair, along with Ms. Burton and Ms. Tognacci to continue to serve as AC members. Mr. Menard seconded the motion and all board member in attendance approved except Mr. Hanley, he abstained.

Review meeting minutes

The minutes from the November 15, 2017 board of directors meetings and the continued annual meeting were reviewed. Mr. Raab made a motion to approve all sets of minutes as submitted; Ms. Fine seconded the motion, and all board members in attendance approved except Mr. Hanley, he abstained.

Old Business

-Brief discussion took place about the letter received from Farmers Insurance agent Dan Hakes. All board members agreed to file it as it did not need to be sent to the membership.

-Extensive discussion about the history of the High Country Trail walking trail maintenance and ownership took place. After discussion Mr. Raab made a motion to have the HOA legal counsel (Shaw and Lines LLC) provide a legal opinion regarding the HOA trail systems, specifically who is responsible for repair/maintenance. A scope of work will be reviewed first and if the price does not exceed \$10k then SREM has the authority to have Mr. Shaw proceed forward with the

legal opinion. Mr. Menard seconded the motion and all board members in attendance approved.

Review financial report

The year end 2017 financial report was reviewed.

-Discussion took place about the total amount of funds held at Alliance Association Bank. After reviewing different options available to move funds to keep the funds FDIC insured, Mr. Menard made a motion to open a 13-week CDARS at Alliance at the rate at 0.3% in the amount of \$100K. This would move \$100K out of Alliance Association Bank so all of the HOA funds are FDIC insured. Mr. Raab seconded the motion and all board members in attendance approved.

New Business

-A scope of work for mailbox paint repairs provided by PPG Paints was reviewed. All board members were in favor of moving forward with getting pricing to have the mailboxes with damaged paint repaired.

-Tree maintenance discussion was tabled.

-A proposal for landscaping services from Grounds Maintenance was reviewed. Mr. Raab made a motion to approve the contract, Ms. Fine seconded the motion and all board members in attendance approved.

Homeowner letters/complaint forms

-The board reviewed homeowner letters and complaint forms and directed SREM on how to respond. NOTE: Mr. Raab abstained on voting on action regarding Lot 244 as he was one of the complainants.

Violations

-The board reviewed files that involved AC procedural violations. The board unanimously agreed to impose \$25 fines for all the procedural violations, except for one that involved the violation taking place within days of the owners closing on the property, the owners are to receive a letter informing them of the procedures.

-Various violation appeals were reviewed, SREM is to respond as directed.

Next Meeting Date

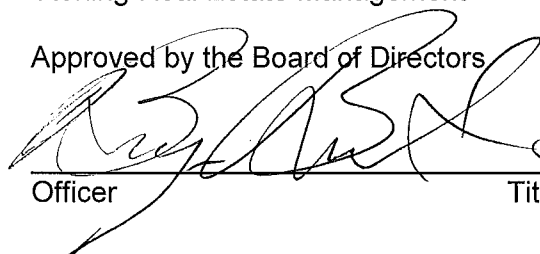
The next meeting will be held February 22, 2018 at 4pm at SREM.

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 7:24p.m.

Respectfully submitted,
Sterling Real Estate Management

Approved by the Board of Directors

 *SEC.* 2-22-18

Officer

Title

Date