

**Ponderosa Trails HOA
Board of Directors Meeting**

February 22, 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 4:08 p.m. A quorum was established with the following board members present (P) and absent (A)

P A

Scot Raab, President
 Bill Menard, Vice Pres.
 Bryan Burton, Secretary

Also Present:

Katy Kuhns, Community Manager
 Janina Burton, Treasurer

P A

Cathy Fine, Board Member
 Nicholas Hanley, Board Member

Review meeting minutes

The minutes from the January 24, 2018 Board of Directors meeting were reviewed. Mr. Menard made a motion to approve the minutes as submitted; Mr. Raab seconded the motion, and all board members in attendance approved.

Executive Session

A motion was made, seconded, and approved to adjourn the meeting and enter executive session per A.R.S. 33-1804(A)1. The open meeting adjourned at 4:09p.m.

-The board convened back to open session at 5:30pm.

Member comment period

-The owner of Lot 568 had showed up after executive session began, he was at the meeting to appeal a fine but had to leave before the board left executive session. In the owner's absence, the Board reviewed the email communications from the owner and was unanimously in favor of waiving the fine.

Old Business

-The Board recapped discussion about the trails and fencing. SREM will inquire about pricing for re-laying the blacktop trail from Wild West Trail to Pulliam Drive in widths of 6', 8', and 10'. -- Updated pricing will be obtained for replacing the fence with two rail metal FUTS type fencing.

New Business

-Resolution 2018-01 was reviewed, establishing the Board Code of Conduct for the new board members. All board members in attendance were in favor of the Resolution.

-Mr. Burton would like to approach the City about developing an evacuation plan for the Ponderosa Trails neighborhood. The Board was in agreement, SREM will draft a letter for the City Council and offer the neighboring HOAs to sign the letter.

-Brief discussion took place about the management contract renewal.

-The Board reviewed and discussed revising the current Violation Fine Policy. The Board would like to look into a "fine less" enforcement policy, which encompasses multiple warnings and then a letter from the attorney. Additional discussion took place about placing the inspection dates on the website and the frequency of inspections. Routine inspections will continue but the Board agreed to no longer post the inspection dates on the website. The Board will try and get together on a Saturday in April to review some homes and discuss the board's position on what constitutes a violation.

Violations

- A photo posted on the MLS, of a back yard of a home on Weston Trail was reviewed. The Board agreed to send the owner and potential buyers, a notice listing the apparent violations.
- Two files for AC procedural violations were reviewed. All board members in attendance were in favor of posting the \$25 procedural fine.
- The Board reviewed a file for a home with a wire mesh enclosure in the back yard. SREM was directed to respond requiring the fence be removed within 30 days

Homeowner letters/complaint forms

- The board reviewed two letters from owners and directed SREM on how to respond.

Next Meeting Date

The next meetings will be held on March 22nd and April 19th at 4pm at SREM.

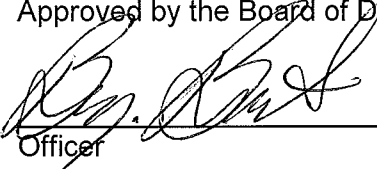
POST MEETING NOTE: The March meeting was rescheduled to March 19th at 4pm at SREM.

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 7:05p.m.

Respectfully submitted,
Sterling Real Estate Management

Approved by the Board of Directors

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Officer Title Date

Sec *3-28-18*