

Ponderosa Trails HOA Board of Directors Meeting

April 19, 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 4:00 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
- Danny McDowell, owner of multiple lots, left around 5:30pm
- Battalion Chief P. Staskey, Flagstaff Fire Dept. until 4:36pm.

P A

- Cathy Fine, Board Member
- Nicholas Hanley, Board Member

Member comment period

-No comments

Emergency preparedness

-The Board met and discussed with B.C. Staskey, what that community members could do to be prepared in the event of a community emergency, such as a wildfire. B.C. Staskey will work on gathering more information based on the feedback he received from the Board and would attend the next meeting set with the other HOA board representatives.

Review meeting minutes

The minutes from the March 19th and April 9th 2018 Board of Directors meeting were reviewed. Mr. Menard made a motion to approve both sets of minutes as submitted; Mr. Raab seconded the motion, and all board members in attendance approved.

Old Business

-The 13 week CD was set to mature at the beginning of May. All board members were in favor of re-investing the funds for another 13 weeks.

-Discussion took place about the anticipated trail work project. Mr. Menard and Mr. Raab had just met with the City regarding the proposed work. Mr. Martin Ince with the City, did not foresee any problem with the proposed work but had to check with a few of his colleagues. The fence work would be re-bid when the time gets closer to letting the contract (work would take place in the Fall). Mr. Burton made a motion to approve up to \$15,000 between Peak Engineering and Speedie and Associates for engineering, bidding, and supervision services, for the reconstruction of an eight foot wide trail. Mr. Menard seconded the motion and all board members in attendance approved.

-Estimates were reviewed from SignARama for two No Trespassing signs and 7 Charms Enterprises to install the signs. Mr. Raab made a motion to approve both estimates. Mr. Burton seconded the motion and all board members in attendance approved.

New Business

-Two estimates were reviewed to have ladder fuels trimmed from the ponderosa pine trees in Tracts II, U, and EE. After discussion about SuperTree Tree Service's (who did not submit a bid) recommendations, Mr. Menard made a motion to allow SuperTree to submit a bid based on the same scope of work as the other two contractors, and to accept the lowest bid. Ms. Fine seconded the motion and all board members in attendance approved.

-The Board reviewed the draft annual report to be filed with the AZ Corporation Commission. All board members in attendance approved the report with one change to Mr. Menards legal name.

Homeowner letters/complaint forms

-A complaint form was received against Lot 244. All board members agreed to take the next step and fine the owner \$25.

-An email communication was reviewed from the owner of Lot 83 regarding the round rail fence along their property line common with the HOA's property. The Board agreed that the HOA will take maintenance responsibility of both round rail fences along either side of the HOA common area at the end of the Old Trading Post cul-de-sac.

Violations

-A revised draft of the proposed Enforcement Policy was reviewed. Discussion took place about the order of presenting the verbiage and how to best explain the "reset" timeframe. Mr. Raab made a motion to approve the policy action steps as presented and to have SREM make the verbiage/layout changes and email it to the board. Mr. Burton seconded the motion and all board members in attendance except Mr. Hanley, were in favor of adopting the policy procedures as presented and discussed. Mr. Hanley opposed approving the policy.

-A few photos from the March inspection were reviewed and the Board directed SREM on if it considered the situations violations or not.

Next Meeting Date

The next meeting will be May 17th at 4PM at SREM.


-Post meeting note: The meeting time was adjusted to 3:30pm

Meeting Adjournment

The meeting adjourned at 6:07p.m.

Respectfully submitted,
Sterling Real Estate Management

Approved by the Board of Directors

Officer	Title	Date
	TRES	5-17-18