

**Ponderosa Trails HOA
Board of Directors Meeting**

March 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 3:57 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
- Corkey Heckethorn, C&E Paving, by phone 4:15pm-4:30pm
- Garry Wimmer, LPs Excavating

P A

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

Member comment period

No members present

Review meeting minutes

The minutes from the February 22, 2018 Board of Directors meeting were reviewed. Mr Raab made a motion to approve the minutes with the addition of a post meeting note being added about the next meeting date; Mr. Burton seconded the motion, and all board members in attendance approved.

Review financial report

The January and February 2018 financial report was reviewed.

-Mr. Burton made a motion to move the 2018 reserve contribution of \$20,182 to the money market bank account. Ms. Fine seconded the motion and all board members in attendance approved.

-Based on the review of Treasurer Ms. Burton, Mr. Burton made a motion to approve the January and February financial report, Mr. Menard seconded the motion and all board members in attendance approved.

-The board reviewed the 2017 financial compilation prepared by the CPA.

Discussion with contractors

-The board met individually with representatives from both C&E Paving and LPs Excavating. Each contractor had submitted budgetary estimates and recommended work to repair the trail along High Country Trail. The work ranged from repairing cracks and overlaying, to pulverizing the trail and repaving it.

Old business

-The board discussed the information they had learned/discussed with the contractors, as well as engineering information SREM had obtained about the future project. Mr. Burton made a motion to move forward with having Peak Engineering put specifications together, not to exceed \$5k. SREM will look into costs/necessity of any core testing needed.

-Resolution 2018-03 was reviewed, affirming the specific trail locations that the HOA is responsible to repair/maintain/replace. Mr. Raab made a motion to adopt the Resolution, Ms. Fine seconded the motion and all board members in attendance approved.

-Discussion took place and proposals were reviewed to install a two rail metal welded fence in replacement of the existing wood two rail fence along the High Country Trail walking path. The

board requested that SREM further clarify some of the details of the proposed work with the fencing contractors.

-Proposals were reviewed to install a two section, two rail fence at the end of the small common area between Cattle Drive Trail and the High Country Trail Common area (between Wild West Trail and Wagon Trail). All board members in attendance were in favor of approving the Buffalo Fence proposal but for only half the work, just a fence on the Cattle Drive Trail side. SREM will look into the costs of "no trespassing" signs to be mounted on the new fence on the Cattle Drive Trail side and on a post on the High Country Trail side.

-Resolution 2018-02 affirming that the HOA will take responsibility for mailboxes throughout the association was reviewed. Mr. Raab made a motion to adopt the Resolution, Mr. Burton seconded the motion and all board members in attendance approved.

-Estimates were reviewed to perform paint work on the mailbox clusters. SREM will request clarifications from the contractors.

-A proposed one-year extension from SREM for management services was presented to the board. The extension proposed a \$200/month increase from May 2018-April 2019. Discussion took place. Mr. Burton made a motion to approve Resolution 2018-04 approving the management contract extension as proposed, Mr. Raab seconded the motion, adding that the board will review the contract before the contract renewal in 2019. All board members in attendance approved except Mr. Hanley, he abstained.

-Brief discussion took place about the anticipated cheat grass that will start growing along High Country Trail. All board members agreed to have the landscaper keep an eye out and to weed whack, rake and bag any cheat grass before it seeds.

New business

-The board extensively discussed a new style of a "fine less" enforcement policy prepared by the Association's attorney. Parameters were agreed on and SREM will send them comments back to the attorney for revisions to the policy. The board will review the revised policy at the next meeting.

-A draft letter to the City of Flagstaff Fire Department requesting a meeting to come up with an evacuation plan for the subdivision was reviewed. All board members in attendance approved SREM sending the letter upon obtaining any support letters from the neighboring HOAs.

-The board approved the proposed spring letter with minor revisions.

Homeowner letters/complaint forms

-A complaint form was reviewed against Lot 244. All board members were in favor of sending the next step violation letter to the homeowners, along with the photos submitted by the complainant, except Mr. Raab, he abstained.

-The board reviewed a response letter from the owner of Lot 3; the board agreed that the fence needs to be removed and that they would not extend the deadline as the owner requested.

Next Meeting Date

The next meeting will be held on April 19, 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 7:58p.m.

Respectfully submitted,
Sterling Real Estate Management

Approved by the Board of Directors

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| Officer | Title | Date |