

**Ponderosa Trails HOA
Board of Directors Meeting**

July 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 4:02 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

P A

Cathy Fine, Board Member
 Nicholas Hanley, Board Member

Also Present:

Katy Kuhns, Community Manager
 Tom Smith, Peak Engineering

Trail project

-Mr. Smith was in attendance to discuss finalizing the trail design and bidding specifications so bids could be obtained. After reviewing what Peak Engineering had put together, Mr. Menard made a motion to finalize the scope of work to include 1) trail to be reconstructed at 8' wide 2) grind the existing trail in place, 3" minimum thick 1/2" AC per MAG spec, over 6" base of reclaimed asphalt 3) a PG 58-28 binder is to be used 4) material testing frequency to coordinate with specs 5) a minimum of four companies are to be solicited for bids. Mr. Burton seconded the motion and all board members in attendance approved.

Member comment period

None

Review meeting minutes

The minutes from the June 21, 2018 Board of Directors meeting were reviewed. Mr. Burton made a motion to approve the minutes as submitted; Mr. Menard seconded the motion, and all board members in attendance approved.

Review financial report

The May - June 2018 financial report was reviewed.

-Mr. Burton reported that he had spoken with Board Treasurer Ms. Burton who had reviewed the financials. Mr. Burton made a motion to approve the financial report based on the treasurer's review. Mr. Raab seconded the motion and all board members in attendance approved.

Old Business

-Brief discussion took place about a group of homeowner's requests to amend the CC&Rs to restrict sex offenders. SREM will invite the group leader to the next meeting and prepare information on estimated costs and requirements to amend the CC&rs.

New Business

-Discussion took place about "motorized vehicles" driving on the walking trails, this included scooters and RC type toy cars. SREM will look into costs to add stickers to the existing trail signs that would include the A.R.S. and City code regarding motorized vehicles on trails. Letters will also be sent to those backing the High Country Trail walking path and the landscaping company, informing them that they may not drive on the walking path and would need to seek Association permission if they have special projects that would require them to drive on the trail to access their yards.

-Discussion took place regarding the October annual meeting. The date was finalized for 10/24 at 6pm. Representatives from the City will be invited to talk about the upcoming road

improvement bond to be voted on the Fire Department to talk to the owners about making their properties Firewise®. A newsletter will be put together to be included with one of the annual meeting notices, trail updates will be the main topic.

-SREM will put together a preliminary draft Bylaw amendment to reduce the necessary quorum requirements for an annual meeting.

Homeowner letters/complaint forms

-Letters/emails from owners were reviewed and SREM was directed on how to response on behalf of the Association.

Next Meeting Date

The next meeting August 16, 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)(1), (3). The open meeting adjourned at 6:23p.m.

Respectfully submitted,
Sterling Real Estate Management

Approved by the Board of Directors

		
Officer	Title	Date