

**Ponderosa Trails HOA
Board of Directors Meeting**

October 17, 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 3:59 p.m. A quorum was established with the following board members present (P) and absent (A)

P A

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

Also Present:

- Katy Kuhns, Community Manager
- Janina Burton, Board Treasurer, stayed for financial review
- Bob Smart, Owner Lot 279, left at 4:30pm

P A

- Cathy Fine, Board Member
- Vacant, Board Member

Member comment period

-Mr. Smart was in attendance to discuss the process of amending the CC&Rs. The Board explained what would be needed to complete the process. Mr. Smart will let the board know if he would like to pursue it further.

Review meeting minutes

The minutes from the August 16th, 27th 29th and October 4, 2018 Board of Directors meetings were reviewed. Mr. Raab made a motion to approve all the minutes as submitted except the October 4th minutes, one revision was to be made, Ms. Fine should be marked present; Mr. Burton seconded the motion, and all board members in attendance approved except Ms. Fine, she abstained from the August 16th minutes approval.

Review financial report, budget

-The July - September 2018 financial report was reviewed. All board members were in favor of approving the reports.

-An engagement letter from HintonBurdick CPAs and Advisors was reviewed to prepare the 2018 taxes and financial compilation. All board members in attendance approved the proposal.

-Proposed budgets for 2019, both operating and replacement fund, were reviewed. The Board revised the neighborhood event category (eliminated) and added a Common Area Maintenance Contribution category to the replacement fund, for ongoing Paseo Trail maintenance. Mr. Raab made a motion to approve the budgets as amended, Ms. Fine seconded the motion and all board members in attended approved.

Violations

-Letters from owners were reviewed regarding violations they had received. The Board directed SREM if/on how to respond.

-The Board discussed the pending AC notices for home maintenance. It was agreed that Action Step #1 letter would be sent after June 15, 2019, to those who have not corrected the matters.

Homeowner letters/complaint forms

-A complaint form was reviewed, regarding a house party (college aged occupants) held in September, since the house had been "complaint free" for six months, the Board agreed to send Action Step #1 letter and thank the occupants for the decrease in complaints.

-A complaint form was reviewed regarding the number of occupants in a home. The Board did not feel the complaint was a violation of CC&R 1.35 (Single Family Residence) based on the Rental Information Request Form on file.

New Business

-A proposal was reviewed to install gravel and weed cloth in the parkway of a small HOA common area on Lone Star Trail. All board members were in favor of Morning Dew Landscaping's estimate #C-18-1795.

Old Business

-Brief discussion took place regarding annual meeting topics and inviting certain members to be considered for a director or committee position. SREM will follow up with those members the board would like to consider.

-The Board reviewed fencing proposals from Buffalo Fence & Barn Co. and Alamo Fence Co.. The Board unanimously approved the Alamo Fence proposal and would like the Association's Attorney to write the full contract noting specific stipulations pertaining to not driving on the trail and being responsible for any damage to the trail.

-Snow removal was discussed, Agassiz Landscape Group (ALG), the past contractor, can no longer provide the shovel service the Association desires. The Board would like the Association's landscaping company, Grounds Maintenance, to pick up the snow removal, so long as its pricing is competitive with current rates. Otherwise they'd like to have ALG continue to plow (with an ATV), the High Country Trail walking path and see if High Country Hardscapes (another vendor) would pick up the shovel work.

Next Meeting Date

The next meeting was scheduled for November 14, 2018 at 4pm at SREM.

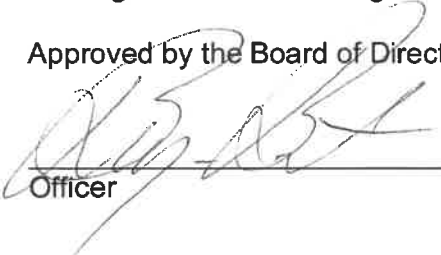


POST MEETING NOTE: the meeting was rescheduled to November 19th at 4pm.

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 6:16p.m.

Respectfully submitted,
Sterling Real Estate Management

Approved by the Board of Directors

		
Officer	Title	Date