

**Ponderosa Trails HOA  
Board of Directors Meeting**

March 5, 2020 at 4:00pm  
323 S. River Run Road Ste. 1  
Flagstaff, AZ

**Minutes**

Call meeting to order

The meeting was called to order at 4:01 p.m. A quorum was established with the following board members present (P) and absent (A)

**P A**

- Bryan Burton, President
- Paul Stevens, Vice Pres.
- Cathy Fine, Secretary - left at 6:45pm

**P A**

- Sharon Sifling, Board Member
- Vacant, Board Member

Also Present:

- Katy Kuhns, Community Manager
- Cory Cain, SREM guest
- Dan Hakes, PTHOA Insurance Agent, left at 5:05pm
- Katie Warke, Owner Lot 266, left at 4:43pm

Member comment period

Ms. Warke was in attendance to discuss concerns about violations she is seeing around the community. The Board explained the complaint form process and noted her concerns of vehicles parking on landscaping, trash cans out and violations of the City Parking Ordinance.

Insurance presentation

Mr. Hakes with Farmers Insurance was in attendance to discuss the Association's insurance policy with the Directors. He will submit pricing for possible increases in coverages to the umbrella policy.

The Board temporarily adjourned the open meeting to convene in Executive Session per A.R.S. 33-1804(A)3 from 5:05pm to 5:45pm.

***The open meeting re-convened at 5:45pm.***

Review meeting minutes

The minutes from the February 7, 2020 Board of Directors meeting were reviewed, all board members in attendance approved the minutes as submitted.

Old Business

-Extensive discussion took place about the CC&R definition of Single Family. The Board would like further clarification from attorney Jim Atkinson before moving forward with a survey of the membership regarding possible language revisions about leasing a property.

-Discussion took place about the Wild West Trail/Travertine Trail parkway (area between the sidewalk and curb), as well as the remaining parkways throughout the subdivision. The parkway areas do fall within the City's right of way and are not part of the Lot. No action was taken.

-The Board revisited the proposal from the City to repair sections of the common area sidewalks. Mr. Burton and Ms. Kuhns will follow up on the questionable areas that may be duplicates, on the next community inspection.

-A proposal from Grounds Maintenance was reviewed to clean up the small tract between Big Valley and Wild West Trail. The Board approved an expense of up to \$600 to have the proposed cleanup done with the addition of pine needle clean up if the cost will allow.

-All board members were in favor of approving Resolution 2020-01 extending the management contract for one year.

- Extensive discussion took place about forming a Compliance Committee, parameters were discussed, a draft resolution to establish the committee will be presented for discussion at the April meeting.
- The draft revised Collection Policy was tabled.

New Business

- SREM will put together a draft newsletter/ mailing for review at the April meeting.

Homeowner letters/complaint forms

-A Complaint Form was reviewed, the home out of compliance was still within its correction period (trash can left out), the Board took no action. Three owner emails were reviewed concerning, trash cans overflowing, dog messes around the public yards of the neighborhood, and barking dogs. The trash overflowing and dog mess reminder topics will be placed in the newsletter.

Next Meeting Date

The next meeting will be held on April 8<sup>th</sup> at 4pm at SREM.

Meeting Adjournment

The open meeting adjourned at 7:04p.m.

Respectfully submitted,  
Sterling Real Estate Management

Approved by the Board of Directors

*Bryan Burton*  
Bryan Burton (Apr 10, 2020)

Pres.

04/10/20

Officer

Title

Date