

**Ponderosa Trails HOA  
Board of Directors Meeting**

April 3, 2019 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  
  Bryan Burton, Vice Pres.  
  Cathy Fine, Secretary -by phone

**P A**

Paul Stevens, Board Member  
  Ryan Thomas, Board Member

Also Present:

Katy Kuhns, Community Manager - 4:15pm-6:10pm  
 Mike Hutchins, Owner of SREM – 4:15pm – 4:45pm

Management Contract Discussion

-The Board discussed management proposals and then invited Mr. Hutchins and Ms. Kuhns into the meeting to ask specific questions about SREM's fee proposal. The Board explained their desire to have its community manager accredited specifically to HOA management, Mr. Hutchins agreed and would have no problem meeting this request. The Board would talk further about the proposals independently at the end of the regular meeting.

Member comment period

-No members present

Review meeting minutes

The minutes from the March 6<sup>th</sup>, March 19<sup>th</sup> and March 27<sup>th</sup>, 2019 Board of Directors meetings were reviewed. Mr. Raab made a motion to approve the minutes as submitted; Mr. Stevens seconded the motion, and all board members in attendance approved.

Review financial report

The January - March 2019 financial report was reviewed. The Board will review the report again at the May meeting once Ms. Burton has performed her review of the detailed reports.

-The Board reviewed two past owner accounts that have not paid (foreclosure and a builder sold). All board members were in favor in writing off the balances as bad debt.

Old Business

-The Board reviewed the revised changes to the Enforcement Policy; further revisions will be made for review at the May meeting.

-The final scope of work and specifications for the mailbox repaint was reviewed, all board members were in favor of moving forward as previously decided. SREM will look into the cost to have a specific *No Postings* type notice stenciled in paint, applied to the mailboxes.

-Further discussion took place about possible CC&R revisions. SREM will talk to the law firm of Carpenter, Hazlewood, Delgado, and Bolen about its pricing for CC&R revisions. SREM will work on a draft survey to poll the membership on its feelings of potential provisions the board is considering revising.

New Business

-A proposal for online voting services was reviewed.

-The Board reviewed and approved unanimously, the Annual Report to be filed with the Arizona Corporation Commission.

-The landscaping contract proposed by Grounds Maintenance was reviewed. All board members were in favor of approving contract, acknowledging the slight increase in the monthly cost.

-An onsite meeting will be set with Agassiz Landscaping Group for the week of the 8<sup>th</sup>, to discuss its proposal to construct a retaining wall along the heavily eroded areas on High Country Trail.

Homeowner letters/complaint forms

-Homeowner letters were reviewed and SREM was directed on if/how to respond.

Further discussion of management contract

Ms. Kuhns left the meeting and the board discussed the management service proposals further. Response letters will be sent to the proposing companies the week of April 8, 2019.

Next Meeting Date

The next meeting will be held on May 1, 2019 at 4pm at SREM.

Meeting Adjournment

The open meeting adjourned at 6:21p.m.

Respectfully submitted,  
Sterling Real Estate Management

Approved by the Board of Directors

		
Officer	Title	Date