

**Ponderosa Trails HOA**  
**Board of Directors Meeting**  
August 7, 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 3:59 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

Also Present:

Katy Kuhns, Community Manager

**P A**

Paul Stevens, Board Member  
  Sharon Sifling, Board Member

Member comment period

No members present

Review meeting minutes

The minutes from the July 10, 2019 Board of Directors meeting were reviewed. Mr. Raab made a motion to approve the minutes with one correction to be made; Mr. Burton seconded the motion, and all board members in attendance approved.

Review financial report

The May - July 2019 financial report was reviewed; the Board will discuss further at the August meeting when Ms. Burton is in attendance.

Old Business

-Brief discussion took place about the mailbox work, all board members in attendance were in favor of paying the invoice.

-Discussion took place about the board members individual follow up on the rock work installed by Agassiz Landscape Group (ALG). Mr. Raab and Mr. Burton agreed to meet with Jeff, the owner of ALG to go over some final additions that could be made to complete the project, before payment is authorized.

-The Board reviewed two draft letters to be sent to owners based on discussion at the June board meeting. All board members were in favor of SREM sending the letters.

New Business

-A proposal was reviewed, from Arizona Sealcoating, to crack seal the inter walking trails the Association is obligated to maintain. The Board unanimously approved the proposal as submitted.

-The Board reviewed a few photos from the last community inspection, the Board agreed that any window mounted air conditioning unit that protruded from a window and was Visible From Neighboring Property was not allowed. Any other type of window fan/AC unit that was within the home, would be approvable and would require AC approval.

-Topics for a fall newsletter was reviewed.

-Brief discussion took place about Aura Flagstaff, SREM would follow up with the City to confirm the scheduling, then send out an email to the membership with any meeting date updates.

Homeowner letters/complaint forms

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

Next Meeting Date

The next meeting is scheduled for September 11, 2019 @ 4pm at SREM. **POST MEETING NOTE: the meeting was rescheduled to September 4, 2019 at 5:15pm**

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, 2, 3. The open meeting adjourned at 4:44p.m.

Respectfully submitted,  
Sterling Real Estate Management

Approved by the Board of Directors

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Officer Title Date

9/4/19