

Star Harbour HOA Board

Meeting Agenda

December 2, 2021

10:00 am

Type of Meeting: Planning Session

Meeting Facilitator: Craig Libby

Attendees Jill Ziter, John McAndrew

- × ~~Call to order~~
- × ~~Roll call~~
- × ~~Approval of minutes from last meeting~~
- ✓ Topics discussed
 - ✓ Roles, responsibilities, duties of each board member
 - ✓ Meetings: Frequency, format, rules, invitees, location
 - ✓ Administration
 - Technology
 - Website- John will take lead
 - Billing- Jill will continue to take lead
 - Task management (assignment, tracking, etc.... SaaS options...how married are we to Google Docs?)
 - Communication- Craig will take lead
 - Minutes- Lori Libby will provide last HOA meeting minutes to Jill
 - Newsletter- Craig will take lead
 - Meeting with each property owner- Craig starting to schedule
 - Put a schedule and feedback sheet together
 - Finances and taxes- Discussed
 - Dues- Jill tracking who has paid and will provide update to board by mid December

- Jill to maintain responsibility for book keeping and check signing with Gary Henning (treasurer)
- Title due diligence point of contact- Jill to remain as point of contact when title companies ask for HOA and community information as part of their due diligence for new Star Harbour property owners
- Taxes- Jill has all taxes filed and will provide copies to John and Craig. We pay a few hundred a year to local tax preparer
- Insurance- Jill stated we are uptodate with Diversified Insurance Group. Annual premium is ~\$2174
- Committees
 - Report outs at board meetings- Agreed that committee chairs will report out to board quarterly as needed
 - Architectural committee- Lori Libby remains chair. Russ joining and Jenn dropping off
 - Current construction
 - New submittals
 - Any issues to raise to the board
 - Legal- Craig will work with Jill and Ben to transition and get warm handoffs to legal counsel
 - Lawsuit- Craig and Ben to work together
 - CC&R rewrite- Board to start working through list of all potential recommendations related to rewrite and will work with legal counsel to draft then present to Star Harbour community for feedback prior to vote. Target is to complete any changes on or before end of 2022
 - Replat of lot B- Jill provided history, review of Kitt's notes and current status of plot B issue. Craig had question on what guidance takes precedence (HOA CC&Rs or County planning board/committee)
 - Social- Desire to start a new social committee. Current recommendations to lead or participate (Hillary, Chris, ?)
 - Events
 - Welcoming new neighbors

- Surrounding Development and Municipality Engagement- Craig asked Jill and John to look at all local development and municipality meetings to determine who should cover which ones through divide and conquer so Start Harbour can be represented. Idea is each board member take 1-2 meetings to attend and/or review agenda and minutes regularly and report back anything that may impact Star Harbour. Attendance is up to each board member as they so choose.
 - Meetings, divide and conquer, report backs, links
 - MIDA, Wasatch County Summit County, Heber, Hideout, JSSD, ?
 - Surrounding HOAs
- No other topics discussed
- Recap, next steps, due dates
 - Next actions
 - Jill
 - Provide point of contact info from Diversified Insurance Group to Craig and John
 - Reach out to Legal counsel John Morris and Steve to notify them of new board members
 - Provide update on dues collection progress through December
 - Assist John in bank shopping and book keeping shopping solutions
 - Update Utah HOA registration information
 - John
 - Take over website administration
 - Bank shop and book keeping shop for best solutions
 - Review tax filings and financials
 - Change plat version on website
 - Add archived minutes to website
 - Add last HOA meeting minutes and this set of board planning meeting minutes to website
 - Craig
 - Provide link to Utah state site to Jill for HOA registration

- Craig to reach out to Ben to start handoff of legal counsel interaction
 - Craig to review Kitt's notes re: lot B and connect with Quinn Sperry legal counsel
 - Review tax filings and financials
 - Craig to send out holiday newsletter
 - Craig to send out 1 on 1 invite email to all Star harbour residents to get together to better understand their needs, wants and expectations
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- Adjournment