

STARLIGHT PINES HOMEOWNERS ASSOCIATION

Minutes of the Regular Meeting of the Board of Directors

Saturday, April 10, 2021

Starlight Pines Community Center

1. Call to Order /Determine a Quorum

President Dave Janecke called the meeting to order at 9:00 a.m. Board Members present in person were: President Dave Janecke, Vice President Bill Patterson, Secretary Connie Kiser and Directors at Large Dan Knox and Gary Hanson. Treasurer Sue Davis, Directors at Large Bill Cross and Kim Traver (call in), appeared via Zoom. The President announced that there was a quorum present to conduct business. Others present were Members who had signed on to participate through Zoom or appeared in person. Due to the Corona Virus, social distancing and masks were used by persons in attendance. The Community Manager was also in attendance and coordinated the Zoom participation from Members joining through Zoom.

2. Pledge of Allegiance

The President led all in the Pledge of Allegiance.

3. Minutes from Previous Meeting:

March 13, 2021 Executive Board of Directors Meeting – Connie Kiser Secretary

Motion: Dan Knox moved and Gary Hanson seconded a Motion to approve the March 13, 2021 Board of Directors Executive Meeting Minutes as presented.

No Members asked questions or expressed comments.

The Motion passed with Bill Patterson abstaining because he was not in attendance at the March 13, 2021 meeting.

4. March 31, 2021 Treasurer's Report:

4.1 Documents distributed to the Board

- Account Balances for all funds as of March 31, 2021
- Income-Expense Statements for HOA Funds Only as of March 31, 2021, compared to the 2020-2021 Budget.
- March 31, 2021, Transaction Report sent by electronic transmission for Board only
- Starlighters had no transactions in March, so no Starlighters Auxiliary Transaction Report was sent to Starlighters Leaders.
- All SPHOA funds are held in six (6) FDIC-insured accounts at four (4) banks, reconciled as of the last day of the month and filed in the Office for review by Members. Two (2) of the seven (7) bank accounts earn interest at diminished rates due to the economy.

4.2. Year-to-Date Income/Expense Statements as of March 31, 2021

| | HOA Funds Only | Starlighters Funds |
|-----------------------|-----------------------|--------------------|
| Income: | \$183,468.08 | \$0 |
| Expenses: | <u>(\$135,457.48)</u> | <u>(\$0)</u> |
| Income Less Expenses: | \$ 48,010.60 | \$0 |

Income Highlights for HOA Funds Only

- Fiscal year is 83% over. Income received is 103% of Budget projections: \$183,468.08.
- Line 4062 - 57 New Member Initial Contributions: \$11,970.00
- Line 4065 - 68 Lot Disclosure Statement fees at time of sale: \$27,188.00
- Line 4067 - We collected \$11,625.00 for CC&R Violation Fines.
- Line 4075 - 602 Members (98%) have paid their 2020-2021 Assessment, \$127,813.55

Expense Highlights for HOA Funds Only

SPHOA Board of Directors Regular Meeting Minutes 4/10/21

- Fiscal year is 83% over. Paid expenses are at 76% of Budget projections: \$135,457.48.
- Line 5010 Capital Improvement – HVAC, Mailboxes: \$9,848.36, 492% of Budget projection
- Line 6040 Common Properties Maintenance: \$19,495.87 is 288% of Budget projection.
- Line 6055 Management Payroll: \$30,691.94 is 81% of Budget projection
- Line 6055.1 Workers Comp Ins: \$1,629.00 is 72% of Budget projection
- Line 7030 Refuse Collection: \$33,089.92 is 154% of Budget projection
- Line 7040 Compactor maintenance: \$7,464.95 is 96% of Budget Projection.

4.3. Account Balances

- \$229,807.03 - Cash on hand or in six (6) bank accounts
- \$57,614.31 - Current Liabilities
- \$126,789.03 - Replacement Reserves
- \$184,403.34 - Total Liabilities and Replacement Reserves
- \$45,403.34 - Undesignated/Equity Funds
- The SPHOA is in a sound financial condition but must continue to find sources of member income to support required HOA expenses while building future financial and replacement reserves.

4.4 Accounts Receivable - \$44,016.50

a. 2020-2021 Unpaid Assessments – 10 Members (2%) - \$12,211.25

- 2 members have unpaid Assessments for this year plus late charges and interest totaling \$500.28. Liens will be placed. All unpaid balances will be billed to the next year's Assessment and collected at close of Escrow when Lots are sold.
- 8 members have unpaid assessments for this year and previous years totaling \$11,710.97. Liens have been placed on these Lots. All unpaid balances will be billed to the next year's Assessment and collected at close of Escrow when Lots are sold.

b. 2020-2021 CC&R Outstanding Violation Fines – 36 Fines, \$31,805.25

- Ground Fires
\$1,500.00 – **3 Fines: 3 Members** owe \$500 each in fines for Ground Fires in 2015, 2016, and 2020.
- Firewise Fines
\$19,892.75 – **14 Fines for 14 Members**, Two violations were abated into compliance. Abatement cost was billed to Lot Owners. Some fines and abatement costs will be collected during escrow when the lot is sold. The Association has engaged legal counsel to help collect some unpaid violation fines.
- Bark Beetle Fines
\$7,262.50—**9 fines for 8 Members**. Five (5) violations have been abated into compliance. Abatement cost has been billed to Lot Owners. Some fines and abatement costs will be collected during escrow when the lot is sold. The Association has engaged legal counsel to help collect some unpaid violation fines.
- Property Rules Violations accruing
\$2,600.00 – **9 Fines for 6 Members** in 2018 and 2021
- Architectural Committee Violation
\$550.00 – **One Fine for one (1) Member**. One property is noncompliant for constructing a tree house without AC approval. Fines are accruing at \$50.00 a month.

c. Newsletter advertisers - \$125.00 still due for 1st Quarter 2021 Documents distributed to the Board

Motion: Sue Davis moved and Bill Patterson seconded a Motion to accept the Treasurer's Report as of March 31, 2021 as presented.

No Members asked questions or expressed comments.

SPHOA Board of Directors Regular Meeting Minutes 4/10/21

The Motion passed unanimously.

5. Community Manager's Report – Patricia [Trisha] Birtwistle:

- Thank you to Arlene Dahlgren and Linda McDermott for hanging the quilts.
- The Newsletter has been finished and mailed and it looks fantastic! Alma did a great job getting input from the community and Bonnie was so helpful in getting the Newsletter done.
- The trash site bulletin board glass is broken and it appears it was shoved very hard, possibly because it would not slide on the track. A new piece of glass will be ordered and installed.
- Properties still seem to be selling quickly and members are continuing to build.
- Two new Members are attending today's meeting and were introduced by Trisha.
- Big uncut boxes are showing up again in the trash compactor so please remember to cut boxes down into 2'x2' size.
- The Community Center project is almost complete. We are still waiting on a few repairs to the baseboards and a few adjustments on the carpet and vinyl plank.

6. Committee Reports:

6.1 Architectural Committee (AC) – Kim Traver, Chair/Board Liaison; Ken Grode and Gene Traver

Trisha Birtwistle reported for Kim Traver and indicated that the Committee:

Approved 4 RV Permits

Approved 1 Siding change

Approved 1 Dog Run

Approved 1 new cabin

It was also announced that Don Morden from Lot 299 has agreed to join the AC and the Board is being asked to approve his appointment today.

Motion: Dave Janecke moved and Connie Kiser seconded a Motion to appoint Don Morden, Lot 299, to serve as a signing member of the Architectural Committee.

No Members asked questions or expressed comments.

The Motion passed unanimously.

6.2 Greenbelt Committee – Don Cacioppo, Chair; Buddy & Sue Peck, Dave Ihns, Dan & Margaret Knox, Paul & Gayle Budrick. Dan Knox reported:

Inspections continued in March to look for potential problems in the Greenbelts and fortunately no new issues were found.

6.3 Firewise Education Committee (FEC) – Bill Patterson – Board Liaison; Conrad Davis, Chair; Brian Birtwistle, Larry Butler, Bob Dahlgren, Dave & Pam Ihns, Paula & Tom Osterday, Dave Lutz, Dan & Margaret Knox, John & Patty Motley.
Conrad Davis reported:

Following the "Phase 3" rotation, this June Firewise will be inspecting Lots 1-200. On April 2nd Firewise mailed out the letter which explains the process, a sample inspection form, a list of contractors, and an educational article, *The Why Behind Firewise*. Our neighbors on Lots 1-200 will have 60 days to bring their lots into compliance before they are inspected and another 90 days to correct any of the five criteria that the inspectors find to be noncompliant. The Committee has decided to wait another year to reinstitute the thinning requirement since thinning will intensify a bark beetle outbreak, as it did for us in 2018, due to the release of terpenes that the process causes, especially when cut trees are not immediately removed from the lot.

Firewise has six active teams that will be inspecting either 33 or 34 lots each. Thanks to Dan Knox, who is retiring after this season, we also have two new recruits. At this time

SPHOA Board of Directors Regular Meeting Minutes 4/10/21

I would like to introduce to the Board, Doug and Cindy Sparks, and ask that the Board Firewise liaison, Bill Patterson, introduce them and have the Board approve their appointment to the Firewise Education Committee. Bill Patterson introduced Doug and Cindy Sparks to the Members and Board.

Motion: Bill Patterson moved and Dan Knox seconded a Motion to appoint Doug & Cindy Sparks, Lot 561, to serve on the Firewise Education Committee.

No Members asked questions or expressed comments.

The Motion passed unanimously.

Trisha will be supplying them with the orange Firewise vests, and they will be accompanying Dan Knox and Dave Lutes for their training in June.

Although we had a couple of light snows in March, we have not had enough precipitation to moderate our severe drought conditions and we can expect not only increased fire danger but increased bark beetle activity as well. Trisha has now received seven reports of bark beetle infested trees and notifications to Members were sent out. Inspectors will be using the new Board-approved bark beetle inspection form that emphasizes the necessity to call the office when the infested tree(s) have been removed. Each committee member has received or will receive a packet of ten of the new forms so they will be ready to inspect when Trisha calls. Lot owners will also receive a courtesy call a week before the deadline.

Connie Kiser asked how many Firewise lots are still noncompliant from last year? Conrad indicated it was just one and that one lot owner has been contacted. Sue indicated that in the Treasurer's Report for Bark beetle fines as of March 31st we have 9 fines from 8 members and 5 of those violations had to be abated.

A Member asked how the bark beetle infested trees are being marked? It was explained that they are using yellow or orange plastic ribbon ties.

6.4 Property Rules Committee (PRC) – Bill Cross, Board Liaison, Brian Birtwistle, Chair, Rosemary Johnson; Stacy Frederick, Le Ann McCoy
Brian Birtwistle reported:

There are 3 lots that have not responded and are currently being assessed fines.
1 new Property Rules Violation was sent in March.

6.5 Newsletter

Trisha Birtwistle read the report from Alma Seward:
As of February 21st Alma assumed the job of SPHOA Newsletter Editor. She gave thanks to the positive interaction with the former editor Bonnie Steele, the Community Manager, the Board, the printing contractor, and several Starlight Pines volunteers. They were able to produce 564 copies of the 2nd Quarter newsletter—542 of which were transported to the Winslow USPS for mailing on April 1st. Two new advertisers were added in the 2nd Quarter, plus a renewal of 2 full-page spreads from a previous advertiser. Moving into preparation of the 3rd Quarter issue, she remains open to feedback and direction from the Board.

Bill Patterson inquired about the number of copies since there are 612 lots, and if copies were mailed out to the advertisers. Trisha explained that the advertisers were mailed copies of the newsletter and the reason there are fewer copies than the number of lots is because there are owners who have multiple lots and they also order extras to keep on hand.

6.6 Starlighters – Bonnie Steele

SPHOA Board of Directors Regular Meeting Minutes 4/10/21

Bonnie reported that she and Naila completed an inventory at the Community Center of supplies that were needed. They spent several hours on two Wednesday mornings cleaning/preparing the Community Center kitchen for the Coconino County Kitchen Inspection scheduled for April 8th. They also removed lots of outdated food and the refrigerators, the chest freezer, and the stove were cleaned for the inspection. **Final Inspection Evaluation Results: PASS---With NO critical or non-critical violations.**

The first organizational meeting for the Starlighters was held yesterday with five core members. The breakfast menus have been set through September and other events for 2021 were discussed. A calendar draft of the Starlighters proposed events for 2021 is being submitted to the Board for approval. They are having an adequate response for volunteers for the Boutique which is scheduled for May 29th. Caroline Weimer is in charge of scheduling vendors, crafters and yard sale people. The first breakfast is scheduled for April 24th and they will be serving biscuits, gravy, and scrambled eggs and are expecting a large turnout. They hope to start advertising these events today if the calendar is approved and Covid restrictions are determined.

The merchandise committee led by Kelly Hobel has contacted Tonto Silkscreen & Embroidery in Payson. A new design has been created and the company is aware that the Starlighters must work with a limited budget initially and will need their order in time for the Boutique. A 2nd order is being considered for the 4th of July sale at BRFD.

Naila Erwin reported: The Coconino County inspection of the Community Center kitchen went very well. The Community Center kitchen has been inspected twice a year for the past 13 ½ years and she is pleased to report that they have passed those inspections for all those years with no critical or non-critical violations. The County Inspector not only inspects the kitchen, but also the coffee bar, eating area and restrooms for cleanliness. The temperatures in the refrigerator and freezer are also checked to make sure they maintain the proper temperatures. This initial inspection was to open the kitchen for Community Center use because it has been closed for a year. The Inspector will come back one more time around August to see how we do our food preparation and handling. Currently there are 13 Certified Food Handlers and Naila indicated she is the Certified Food Manager. Thanks was given to the Starlighters for maintaining the kitchen for the Community Center.

Dave Janecke noted that the Starlighters' 2021 event calendar of events is in the Board packets and it is being submitted to the Board for approval.

Motion: Dave Janecke moved and Dan Knox seconded a Motion to approve the Starlighters 2021 Calendar of events as presented.

No Members asked questions or expressed comments.

The Motion passed unanimously.

7. Community Comment:

Dave Janecke opened the meeting to Members.

Sue Davis: Lots 352/353 Sue indicated that she is speaking not as a Member of the SPHOA Board but as a Member of the Board of the Blue Ridge Domestic Water Improvement District [BRDWID]. There was another Board resignation from Jack Beale, who is a Pine Canyon property owner, and the District has put out a notice asking for Board replacement applicants.

SPHOA Board of Directors Regular Meeting Minutes 4/10/21

Applicants need to be a member of the Improvement District, own property in the District and must be a registered voter in the State of Arizona. They do not have an official application form so they are asking applicants to apply by e-mail to Sue.Davis@BRDWD.org. They are asking applicants to indicate why they would like to serve on the Board as a volunteer, what experience and skill set they would bring to the Board, and what property they own in the District, and how long they have had a certificate of occupancy of a dwelling, if any. They also need to submit a photo copy of a valid Arizona Driver's License. They have received two applicants so far and the next Board meeting will be held on April 24th at 9:00 a.m. They have asked to use the Community Center and will probably convert to a zoom meeting. The District has submitted a counter offer to the Starlight Water Company and are waiting for a response. They have also submitted an application to WIFA for a loan in the amount of \$2.9M and are waiting for approval on that.

8. Old Business:

A. Entry sign Language [No Fires]

The Board was presented with a copy of the color proof for the sign. Connie Kiser indicated that five new signs have been ordered for the entrances and mail box areas. The wording will be as follows:

NO OUTDOOR FIRES

NO FIREPITS

NO FREESTANDING FIREPLACES

EXCEPTION: COMMERCIALY CONSTRUCTED BARBECUE DEVICE MANUFACTURED FOR COOKING ONLY USING PROPANE OR BRIQUETTES

CC&R 3.11.1/PR 3.11.1

There are a lot of new residents moving into the area and this will help to let them know the rules. The signs will also contain pictures in color of a firepit with a "no" symbol and a barbeque with a "yes" symbol. Gary Hanson was thanked for coming up with the logo.

B. 2021 Annual Election – Ballot Certification

Connie Kiser, Secretary, indicated that there were no Members who turned in Nomination Petitions and she is certifying the sample 2021-2022 Ballot provided to the Board. The Ballot contains the names of all eight candidates that were presented to the Board by the Nominating Committee and approved at the March 13, 2021 meeting. She also noted that on April 14, 2021 she will set the Official Member List, which is a cutoff list for those Members entitled to vote in the 2021-2022 Board Election. April 29th is the last day ballots can be mailed out to the Members and the Election Committee is getting everything prepared to get that accomplished.

9. New Business

A. None – The Starlighters Calendar was approved at the end of the Starlighters report above.

B. Next Board Meeting:

The Board discussed the option of moving the next regular Board Meeting to May 15, 2021 because the regular meeting schedule of the second Saturday of the month conflicts with Mother's Day week-end.

Motion: Dave Janecke moved and Connie Kiser seconded a Motion to move the next regular Board of Directors meeting to May 15, 2021, which will be the third Saturday of the month.

No Members asked questions or expressed comments.

The Motion passed unanimously.

SPHOA Board of Directors Regular Meeting Minutes 4/10/21

10. Adjournment:

There being no further business to come before the Board, the President asked that the meeting be adjourned into Executive Session.

Motion: Dave Janecke moved and Connie Kiser seconded a Motion to adjourn the meeting into Executive Session to discuss legal advice, contemplated litigation, personnel issues, and personal and financial information about individual Association Members and appeals relating to various violations and delinquent and outstanding assessments and fines.

No Members asked questions or expressed comments.

The Motion passed unanimously.

Submitted by:

151
Connie Kiser, Secretary

Board Approved On:

5/15/21

Approved:

151
Dave Janecke, President