

**STARLIGHT PINES HOMEOWNERS ASSOCIATION**  
**Minutes of the Regular Meeting of the Board of Directors**  
**Saturday, May 15, 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, Secretary Connie Kiser and Directors at Large Dan Knox, Bill Cross and Gary Hanson. Vice President Bill Patterson and Treasurer Sue Davis appeared via Zoom and Kim Traver was absent. 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. The Community Manager was also in attendance and coordinated the Zoom participation.

**2. Pledge of Allegiance**

The President led all in the Pledge of Allegiance.

**3. Minutes from Previous Meeting:**

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

**Motion: Connie Kiser moved and Bill Cross seconded a Motion to approve the March 13, 2021 Board of Directors Regular Meeting Minutes as presented.**

No Members asked questions or expressed comments.

**The Motion passed unanimously**

April 10, 2021 Regular Board of Directors Meeting – Connie Kiser Secretary

**Motion: Dan Knox moved and Gary Hanson seconded a Motion to approve the April 10, 2021 Board of Directors Regular Meeting Minutes as presented.**

No Members asked questions or expressed comments.

**The Motion passed unanimously.**

April 10, 2021 Executive Board of Directors Meeting – Connie Kiser Secretary

**Motion: Connie Kiser moved and Dan Knox seconded a Motion to approve the April 10, 2021 Executive Board of Directors Meeting Minutes as presented.**

No Members asked questions or expressed comments.

**The Motion passed unanimously.**

**4. April 30, 2021 Treasurer's Report:**

**4.1. Documents distributed to the Board**

- Account Balances for all funds as of April 30, 2021
- Income-Expense Statements for All Funds and HOA Funds Only as of April 30, 2021, compared to the 2020-2021 Budget
- April 30, 2021, Transaction Report sent by electronic transmission for Board only
- Starlighters Auxiliary Transaction Report was sent electronically 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~~, April 30, 2021

	All SPHOA Funds	HOA Funds Only	Starlighters Funds
Income:	\$195,711.97)	\$186,401.70	\$9,310.27
Expenses:	(\$167,472.62)	(\$158,162.35)	(\$8,886.82)
Income Less Expenses:	\$28,239.35	\$28,239.35	\$423.45

##### Income Highlights for HOA Funds Only

- Fiscal year is 92% over. Income received is 105% of Budget projections: \$186,401.70.
- Line 4062 - 60 New Member Initial Contributions: \$12,600.00
- Line 4065 - 72 Escrow Disclosure Statement fees at time of sale: \$28,788.00
- Line 4067 - We collected \$11,625.00 for CC&R Violation Fines.
- Line 4075 - 601 Members (98%) have paid their 2020-2021 Assessment, \$127,813.55; Unpaid balances for 11 Members were forwarded to their 2021-2022 fiscal year accounts.
- Line 4078 - 3 Members prepaid their next year's \$210.00 Annual Assessment, \$630.00

##### Expense Highlights for HOA Funds Only

- Fiscal year is 92% over. Paid expenses are at 89% of Budget projections: \$158,162.35.
- Line 5010 Capital Improvement - HVAC, Mailboxes at \$9,848.36 is 492% of Budget projection.
- Line 5080 SPHOA Insurance at \$10,260.17 is 147% over Budget projection. Treasurer underestimated premium.
- Line 6040 Common Properties Maintenance at \$29,575.47 is 437% of Budget projection because Board did not include Community Center upgrades in the 2020-2021 Budget.
- Line 6055 Management Payroll at \$33,949.66 is under Budget projection at 90%.
- Line 6055.1 Workers Compensation Insurance at \$1,629.00 is under Budget projection at 72%.
- Line 7030 Refuse Collection at \$37,689.69 over is Budget projection at 175%.
- Line 7040 Compactor maintenance at \$8,129.35 is slightly over Budget Projection at 104%.

#### 4.3. Account Balances

Funds in BBVA Operating Account -1042 were transferred to Bank of the West Operating Account on February 8, 2021. BBVA Operating Account -1042 was closed on May 11, 2021. The \$10.00 Management Fee was refunded on May 11, 2021, and will be reflected in the May 2021 Treasurer's Report.

- \$215,202.40 - Cash on hand or in six (6) bank accounts.
- \$34,490.79 - Current Liabilities
- \$126,789.03 - Replacement Reserves
- \$161,279.82 - 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 - \$45,282.02

a. 2020-2021 Unpaid Assessments - 11 Members (2%) - \$12,834.27 - Owners have been notified and billed.

- 2 members have unpaid Assessments for this year plus late charges and interest totaling \$510.34. Liens either have been or 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.
- 9 members have unpaid assessments for this year and previous years totaling \$12,533.93. Liens have been placed on these Lots. All unpaid balances were carried forward and billed to the 2021-2022 fiscal year and will be collected at close of Escrow when Lots are sold.

b. 2020-2021 CC&R Outstanding Violation Fines - 37 Fines - \$32,372.75 - Owners have been notified and billed.



- Ground Fires

\$1,500.00 – **3 Fines: 3 Members** owe \$500 each in fines for Ground Fires in 2015, 2016, and 2020.

- Firewise Fines (a slight increase over last month due to noncompliant accruing)

\$20,592.75 – **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 Firewise violation fines.

- Bark Beetle Fines

\$6,680.00 – **10 fines for 9 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

\$3,050.00 – **9 Fines for 5 Members** in 2020 – Owners have been notified and billed.

- Architectural Committee Violation

\$550.00 – **One Fine for one (1) Member**. The property is noncompliant for constructing a tree house in 2020 without AC approval. Fines are accruing at \$50.00 a month. Owner has been notified and billed.

**c. Newsletter advertisers - \$75.00** still due for 1st Quarter 2021, Treasurer still has to bill advertisers about \$700.00 for 2nd Quarter 2021.

**4.5. 2021-2022 Regular Annual Assessments**

612 Assessments were prepared for USPS meter mailing on May 1, 2021.

**4.6. Fiscal Year 2020-2021 ends on May 31, 2021**

The Board will sweep unspent operating funds into Reserves and re-allocate Reserve fund accounts.

Bill Cross indicated that under "Year-to-Date Income/Expense Statements" it should read as of April 30, 2021 instead of March 31, 2021. Sue Davis indicated he was right and that correction would be made. There was also discussion on the amount of funds that will be available to roll over into the reserve account. It was estimated that there should be about \$10,000.00.

**Motion: Sue Davis moved and Connie Kiser seconded a Motion to accept the Treasurer's Report as of April 30, 2021, as corrected**

No Members asked questions or expressed comments.

**The Motion passed unanimously.**

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

Trisha reported:

- It has been very busy with new members who have lots of questions.
- Unfortunately, there are reports of Bark Beetle trees being spotted every week. Firewise addresses the issue quickly and the lot owners have been very responsive.
- Assessment statements were mailed on May 1, 2021 by the Treasurer, Sue Davis.
- The office is still receiving and processing about three escrow demands a week.
- The Greenbelt Committee volunteered to work on cleaning the Community Center grounds twice a year. Dave Lutz and his team will continue to take care of the watering of the shrubs and trees near the building.
- The Community Center is resuming activities with Euchre every other Tuesday, Poker every other Thursday, Starshine Quilting the last Tuesday of the month, and the Ladies Exercise at 7:10 am Monday-Friday. The Starlighters Breakfast is the last Saturday of the month and their

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May Boutique is scheduled for May 29th. We rented out the Community Center to an HOA that had its meeting here.

- There are now 389 homes and 13 under construction that have been HOA and County approved. We should be very close to the 400 residences by the end of this year.
- Yesterday Don Cacioppo, Steve Yearly, and Bud Peck helped her get the Community Center grounds cleaned. Thanks was given to those volunteers who are always there when she needs them.

## **6. Committee Reports:**

### **6.1 Architectural Committee (AC) – Kim Traver - Chair/Board Liaison; Ken Grode, Don Morden and Gene Traver**

Trisha gave the report in Kim's absence.

- Refunded one building deposit on a shed
- Approved two cabins that are updating the paint color
- Approved one new cabin
- Had a preliminary AC meeting with new member about making changes to their lot
- Approved 1 new fence
- Approved four RV permits
- Mailed one lot owner a CC&R violation notice for building without AC approval.
- Mailed one lot owner a CC&R violation letter for having a camper trailer on the lot without AC approval.

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

Inspections continued in April to look for potential problems in the Greenbelts but no new issues were found. Laddering up will continue starting with the east Greenbelt area. Dan said that last year we approved a watering system for the Community Center, but due to COVID it was never done and Dan wants to know if it is still approved. Dan said Don Cacioppo wants to purchase the supplies on his next trip to the Valley so Dan and Don can install it. He indicated that the cost is still under \$400 and Sue Davis indicated the funds are available in the budget.

### **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, Doug & Cindy Sparks. Bill Patterson gave the report for Conrad Davis.**

All but one of the lots inspected in 2020 are now compliant. That lot has been fined \$750 and is awaiting abatement. We regard the 2020 inspections as very successful. The community seems to understand the necessity for keeping our properties as protected as possible from devastating fires.

Since our drought persists, bark beetle activity has been proportionally intense, as many of our trees have not been able to make enough sap to defend themselves from the boring beetles. In the last ten months, we have had 50 lots with one or more infested trees. This trend will continue during the summer, but the good news is that by getting almost all of the infested trees removed within 30 days, before a new generation of beetles have had time to hatch, we are saving countless other trees.

We are getting ready for the 2021 inspections, which will include Lots 1-200. We will be inspecting during the first three weeks of June. The mailing with instructions went out on April 2nd, so lot owners will have had at least 60 days to prepare. We will have 6 teams inspecting 33 or 34 lots each. In addition to filling out the inspection form, each inspector will complete two copies of an inspection map by writing within the

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boundary of each lot a "P" if the lot passes or the number for each of the criteria (1-6) which they find to be noncompliant. Each inspector keeps one map to remind him or her of which criteria to inspect for during re-inspection. The other two maps go to Trisha and Conrad. Trisha can use the map as a second source in the rare case of a discrepancy in the inspection report. Conrad uses the map to make courtesy calls so he doesn't have to go to Drop Box to find the noncompliant criteria for each lot. The map also allows to easily do a statistical analysis showing the percentage of lots that are noncompliant in each of the six criteria. This can help in giving advice to lot owners prior to inspections, and it shows the national committee that we are focused on improvement. A copy of an inspection map should be in the Board packet.

In addition, this year the inspection form is going to be color coded and for 2021 year it will be yellow. This is being done so that they can differentiate between the inspections for each year. There are no changes in the form except for what was recently approved by the Board.

Connie Kiser indicated that the "No Outdoor Fires" signs look great and Gary was given a huge thanks for getting the sign layout done. There was also discussion that the entrance signs need to be a little larger, and if Dan will get the new dimensions, Connie can order two larger signs for the entrances. The Board had approved eight signs and only five were purchased.

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

Bill Cross reported:

- Approved an extension for one lot owner on a roof that is in violation due to disrepair.
- Mailed one lot owner a CC&R violation due to a large boat that is being stored on the property without approval.
- Property Rules via Firewise has sent out six Bark Beetle Notices regarding trees or wood that needs to be removed.
- They are now sending out the remaining violation notices that were not sent to owners last year due to weather conditions.

#### **6.5 Newsletter - Alma Seward**

Alma Seward reported:

It was a team effort and the second quarter Newsletter was published and mailed. Alma indicated that she was very pleased with the outcome and hoped everyone enjoyed the new format. There are three new advertisers so that will increase the income to help pay for the Newsletter. At the end of May Alma will start working on the third quarter Newsletter.

#### **6.6 Starlighters – Bonnie Steele**

- On May 7, 2021 the Starlighters held a cleanup of Highway 87 from milepost 304 to 306. Eleven people participated. Afterwards there was a potluck with six ladies in attendance. A short informal business meeting was held following the potluck meal with eight people present. Attendance was low because some people did not want to be told that masks were required.
- April cash for deposit was \$312.46, and the Starlighters balance as of May 12th was \$1,380.14.
- Kelly Hobel reported that our Happy Jack shirts on order from Tonto Silkscreen & Embroidery are scheduled to be printed the week ending 05/15. A second order will be placed later for our Fourth of July T-shirt Sale held at BRFD.



- Volunteers were recruited for buying supplies needed for making the 250 breakfast burritos on May 28th. Eleven people will be making burritos and filling hot sauce cups at 9am.
- A staggered schedule was set up for people to bring in 25 heated burritos each for the Boutique breakfast.
- Susie Lutz and Linda McDermott are co-managing our Baked Goods Sale. A request for home-baked donations will be sent to the Starlighters.
- The next Starlighters meeting will be on Friday June 11th @ 10am. The Starlighters will be serving a BBQ lunch following the Annual Association informational meeting if it's confirmed on June 12th

Dave Janecke announced there was a Board consensus that face masks and social distancing should be recommended but will not be required for the Starlighters Boutique schedule for May 29th.

#### **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]. The District's loan application with WIFA for \$2.9M has been approved by the initial approval committee. The next hurdle is getting approval from the Arizona Finance Authority, which looks at applications where State money is allocated. Its goal is to try and speed up the financial processing and make sure the contracts are fiscally sound. The District has not yet heard back from the Arizona Finance Authority nor has it heard from the Starlight Water Co. regarding the District's counter offer.

Sue, on a separate issue, also mentioned that she and Conrad received a letter from their homeowner's insurance carrier. The carrier is offering, free of charge, assistance to make their property safe from fire should there be a wildfire in our area. The carrier indicated it would send in a team to clean up the property and do things that are necessary in order to make the property safe from fire.

#### **8. Old Business: None**

#### **9. New Business:**

##### **9.1 Annual Membership Meeting**

Trisha reported that Members from the Forest Service, Blue Ridge Fire Department, Blue Ridge Water District, Dark Skies Organization, and Sheriff Driscoll, Chief Deputy Bret Auxlund and Deputy Steven Himes from the Coconino County Sheriff's Department have been invited to speak at the Annual Member informational meeting. There has also been discussion about asking someone from Fish & Game and Sue Davis recommended asking Tom Osterday, who is working with Salt River Project regarding the restoration of the area around the Blue Ridge Reservoir. Conrad Davis will also give a presentation on our Firewise Education program. Bonnie Steele said there is a budget of \$500 for the food and the Starlighters have put together a menu of pulled pork or chicken sandwiches, potato salad, a relish tray, chips, an ice cream desert, soda, coffee and water.

Connie Kiser asked if we were going to include Zoom access to the Annual Member meeting and Dave Janecke indicated the meeting needs to be in person. Naila Erwin also indicated that

in the past the Annual informational forum has been more like an open house with exhibits and speakers, and it would be difficult to have a Zoom format.

**9.2 Renewing Subcontract Agreements.**

Dave Janecke indicated that there have been some changes, including personnel, in the annual contracts for subcontractors that are coming up for renewal. It was the consensus of the Board that those contracts be discussed in Executive session.

**10. Adjournment:**

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

**Motion: Connie Kiser moved and Dan Knox seconded a Motion to adjourn the meeting into Executive Session to discuss legal advice, contemplated litigation, personnel and subcontractor issues, 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:

6/14/21

Approved:

151  
Dave Janecke, President