

STARLIGHT PINES HOMEOWNERS ASSOCIATION
Minutes of the Regular Meeting of the Board of Directors
Saturday, July 11, 2020
Starlight Pines Community Center

1. Call to Order /Determine a Quorum

Dave Janecke acted as Chairman of the Meeting and introduced the newly elected Board Members who were all present: Bill Patterson, Dave Janecke, Connie Kiser, Sue Davis, Bill Cross, Dan Knox, Kim Traver and Gary Hansen. The Chairman announced that there was a quorum present to conduct business. Others present were Members who had signed on to participate through Zoom. Due to the Corona Virus, Social Distancing and Masks were used by Board Members during the meeting. The Community Manager was also in attendance to co-ordinate Zoom participation from the Members.

2. Pledge of Allegiance

Dave Janecke led all in the Pledge of Allegiance.

3. Statement by the Chairman

Dave Janecke indicated that the Board is trying to comply with the CDC and Arizona Guidelines for gatherings. This is our first meeting since March, 2020 and Association Members were invited to join the meeting via Zoom.

4. Presentation and Certification of Board of Directors election results.

Dave Janecke read the Election Committee's official reported results of the recent Board of Directors election. The following candidates were elected to serve on the SPHOA 2020-2021 Board of Directors:

Bill Cross	Dave Janecke	Bill Patterson
Sue Davis	Connie Kiser	Kim Traver
Gary Hanson	Dan Knox	

Motion: Connie Kiser moved and David Janecke seconded a Motion to accept the Election Committee's official voting results for the SPHOA Board of Directors to serve during the 2020-2021 year.

No Members asked questions or expressed comments.

The Motion passed unanimously.

5. Election of Officers

Bill Cross nominated the following slate of Officers to serve on the Board of Directors for the 2020-2021 year:

President:	Dave Janecke
Vice-President:	Bill Patterson
Secretary:	Connie Kiser
Treasurer:	Sue Davis

There were no other nominations from the Board.

Motion: Bill Cross moved and Kim Traver seconded a Motion to elect the above nominated slate of Board Officers to serve during the 2020-2021 year.

No Members asked questions or expressed comments.

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The Motion passed unanimously.

Dave Janecke then conducted the meeting as President of the Association.

6. Minutes from Previous Meetings

March 14, 2020 Regular Board of Directors Meeting – Connie Kiser Secretary

Motion: Connie Kiser moved and Sue Davis seconded a Motion to approve the March 14, 2020 Board of Directors Regular Meeting Minutes as presented.

No Members asked questions or expressed comments.

The Motion passed unanimously.

March 14, 2020 Executive Board of Directors Meeting – Connie Kiser Secretary

Motion: Bill Cross moved and Bill Patterson seconded a Motion to approve the March 14, 2020 Executive Board of Directors Meeting Minutes as presented.

No Members asked questions or expressed comments.

The Motion passed unanimously.

7. Treasurer's Reports

A. 5/31/2020 – End of Fiscal Year Report

1. Documents distributed to the Board by e-mail

- Account Balances for all funds on May 31, 2020
- Income-Expense Statement for All Funds compared to the 2019-2020 Budget for June 2019 through May 2020 as of May 31, 2020
- Income-Expense Statement for HOA Funds Only compared to the 2019-2020 Budget for April and May 2020 as of May 31, 2020
- Transaction Report of Operating Accounts as of May 31, 2020, for April and May 2020 sent by electronic transmission for Board only
- Starlighters Auxiliary YTD Transaction Reports for Fiscal Year June 2019-May 2020, sent by electronic transmission for Board and Starlighters Leaders
- All SPHOA funds are held in six (6) FDIC-insured bank accounts, reconciled as of the last day of the month and filed in the Office for review. Three (3) of the six (6) bank accounts earn interest at diminished rates due to the economy. The CD with AmTrust, a Division of NYCB, is earning 1.73% in interest.

2. Year-to-Date Income/Expense Statements as of May 31, 2020

	All Funds	HOA Funds Only	Starlighters Funds
Income:	\$353,575.63	\$334,810.59	\$18,765.04
Expenses:	<u>(\$353,575.63)</u>	<u>(\$334,810.59)</u>	<u>(\$20,477.74)</u>
Income Less Expenses:	\$0.00	\$0.00	(\$1,712.70)

2019-2020 Income Highlights

- Income was 144% of Budget projection.
- 31 New Member Initial Contributions - \$6,563.00 - as projected
- 43 Lot ownership changes - \$17,138.00 - slightly more than projected
- \$13,815.27 received for Firewise, Bark Beetle, and Ground Fire fines paid – more than projected
- \$734.52 received in bank interest, \$634.36.05 of that from Liquid CD at AmTrust Bank, NYCB – more than budgeted
- \$134,039.59 received in 2019-2020 Assessments, Late Charges, and interest – more than

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budgeted

- \$78,499.32 in 2020-2021 prepaid Assessments were received before June 1, 2020, (61% of 612 Members compared with 56% of 612 Members last year)
- 599 Members (98%) were in good standing on May 31. Only 13 Members had unpaid Assessment balances that were carried forward to the next year.

2019-2020 Expense Highlights

- Expenses were 144% of Budget projection. All Budget Payables were paid.
- Pursuant to HOA accounting practices \$1,086.42 in unspent funds were "swept" into Reserves plus another \$16,026 as part of scheduled Reserves to be resumed once the Compactor Renovation was completed.
- \$27,400 was returned to the Compactor Renovation Fund to be distributed to Reserve Accounts.
- Expenses that exceeded Budget line item:
 - ✓ Signage repairs and down payment on new Community Center HVAC system
 - ✓ Abatement of 9 noncompliant Firewise and Bark Beetle infested lots. Expense billed to Owners' accounts. Board is taking steps to collect this expense.
 - ✓ Legal guidance to collect CC&R Violations, Liens, and Use of the 40-foot Easement
 - ✓ Filing liens earlier in the fiscal year, Lien Fees are billed to Owners.
 - ✓ Increasing the Community Manager's responsibilities and wages in recognition of the many services provided to Members and the community.
 - ✓ 16 Liens were placed and 9 were released. Owners were billed for the cost of the Lien.
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- ✓ Printer ink cartridges were the biggest Office expense.
- ✓ The Perimeter Fence contract rate was increased after the Budget was approved.
- ✓ Telephone rates increased after the Budget was approved.
- Expenses that were under the Budget Line Items
- Annual Meeting, Insurance, Common Properties Maintenance, Outside Printing, Refuse Collection, and Snow Removal

3. Account Balances on May 31, 2020

- Cash on hand or in the bank: \$259,131.46
- Current Liabilities: \$86,555.96 including payroll liabilities, Starlighters Event Cash Box, Starlighters Auxiliary Fund, Refundable Building Deposits, Refundable Community Center Use/Damage Deposits, and our Refundable Key Account.
- Replacement Reserves: \$126,782.71
- Total Liabilities and Replacement Reserves are \$212,838.67
- Undesignated/Equity Funds on May 31, 2020, were \$46,292.79 (We have received 144% of our 2019-2020 projected income and reduced payments to our Reserves in this fiscal year.)
- The SPHOA is in a sound financial condition but must continue to find sources of income to repay reserve funds borrowed to renovate the compactor site and to support required HOA expenses while building financial and replacement reserves for the future.

4. 2019-2020 Assessments on May 31, 2020

13 members (2%) have unpaid Assessments, Late Charges, Lien fees, and accrued interest that was carried forward to 2020-2021.

- 10 are delinquent for more than one year. We have placed Liens on their Lots.
- 3 are delinquent for 2019-2020. We either placed or re-placed Liens on their lots in December.

5. CC&R Violation Fines outstanding as of May 31, 2020

31 Members owe CC&R Violation Fines totaling \$37,047.75, less than April 2020

Ground Fires

\$1,000.00 – **2 Members** owe fines for Ground Fires in 2015 and 2016.

Firewise and Bark Beetle

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\$34,147.75 – **27 Members** owe Firewise and Bark Beetle fines. 9 Lots have been abated into compliance. Abatement cost has been billed to Lot Owners.

• Property Rules Committee Violation accruing - Building in Disrepair (CC&R 3.10)

\$1,050.00 – **1 Member**

• Architectural Committee Violation accruing - Improvements without AC approval (CC&R 3.24)

\$850.00 – **1 Member**

6. Board President Dave Janecke signed a contract with Butler Hansen on May 16, 2020, to perform a financial compilation of the 2019-2020 fiscal year for a professional fee of \$775.00 and to prepare the 2019 Federal and Arizona income taxes for a professional fee of \$495.00.

7. 373 Members (61%) paid their 2020-2021 next year's Assessment in full or a semi-annual installment before the June 1st beginning of the new fiscal year. Now that we know that COVID-19, business closures, and employee furloughs have not deterred Members from paying their Assessments, the Treasurer will open a second, higher interest rate CD in June.

8. The CD at AmTrust Bank, a Division of NY Community Bank, will mature in September 2020.

9. The Board will need to reallocate the Replacement Reserve Schedule in 2020-2021.

Motion: Sue Davis moved and Bill Patterson seconded a Motion to accept the Treasurer's Report for the Fiscal Year ending May 31, 2020 as presented.

No Members asked questions or expressed comments.

The Motion passed unanimously.

B. June 30, 2020 Treasurer's Report

1. Documents distributed to the Board by e-mail

- Account Balances for all funds on June 30, 2020
- Income-Expense Statement for All Funds compared to the 2020-2021 Budget for June 2020 through May 2021 as of June 30, 2020
- Income-Expense Statement for HOA Funds Only compared to the 2020-2021 Budget for June 2020 through May 2021 as of June 30, 2020
- Transaction Report of Operating Accounts as of June 30, 2020, sent by electronic transmission for Board only
- Starlighters Auxiliary YTD Transaction Reports for Fiscal Year June 2020-May 2021, sent by electronic transmission for Board and Starlighters Leaders
- All SPHOA funds are held in six (6) FDIC-insured bank accounts, reconciled as of the last day of the month and filed in the Office for review. Three (3) of the six (6) bank accounts earn interest at diminished rates due to the economy. The CD with AmTrust, a Division of NYCB, is earning 1.73% in interest.

2. Year-to-Date Income/Expense Statements as of June 30, 2020

	All Funds	HOA Funds Only	Starlighters Funds
Income:	\$123,661.87	\$123,529.07	\$132.80
Expenses:	<u>(\$ 20,469.37)</u>	<u>(\$ 20,336.57)</u>	<u>(\$49.13)</u>
Income Less Expenses:	\$103,192.50	\$103,192.50	(\$83.67)

June 30, 2020 Income Highlights

- Income was 70% of Budget projection.
- 564 Members (92%) paid \$117,117.29 in 2020-2021 Assessment by June 30.
- 8 Lots changed ownership. (6 paid initial contributions, 2 were Members buying another Lot)
- \$900 received for Firewise/Bark Beetle fines when 2 lots sold.
- \$76.80 received in bank interest.

June 30, 2020 Expense Highlights

- Expenses were 11% of Budget projection.
- Final payments were made for new HVAC installation.

3. Account Balances on June 30, 2020

- Cash on hand or in the bank: \$277,183.36
- Current Liabilities: \$9,135.26 including payroll liabilities, Starlighters Event Cash Box, Starlighters Auxiliary Fund, Refundable Building Deposits, Refundable Community Center Use/Damage Deposits, and the Refundable Key Account.
- Replacement Reserves: \$126,782.71
- Total Liabilities and Replacement Reserves are \$135,917.97.
- Undesignated/Equity Funds on June 30, 2020, are \$141,265.39.
- The Board needs to replenish and update the Replacement Reserves.
- The SPHOA is in a sound financial condition but must continue to find sources of income to repay reserve funds borrowed to renovate the compactor site and to support required HOA expenses while building financial and replacement reserves for the future.

4. 2020-2021 Assessments on June 30, 2020

- 48 members (8%) have unpaid Assessments for 2020-2021 totaling \$20,929.08.
- 11 of those members (2%) owe Assessments, Late Charges, Lien fees, and accrued interest that were carried forward to 2020-2021. Liens have been placed on their Lots.

5. CC&R Violation Fines as of June 30, 2020 - \$37,047.75

- 2 Member Firewise and Bark Beetle Fines (\$900) were paid when their lots sold in June.
- 31 Members still owe CC&R Violation Fines totaling \$37,997.75.
- Ground Fires
\$1,500.00 – **3 Members** owe \$500 fines for Ground Fires in 2015, 2016, and 2020.
- Firewise and Bark Beetle Fines
\$33,447.75 – **26 Members** owe Firewise (17) and Bark Beetle (9) fines. 9 Lots have been abated into compliance. Abatement cost has been billed to Lot Owners.
- Property Rules Committee Violation accruing - Building in Disrepair (CC&R 3.10)
\$1,200.00 – **1 Member**
- Architectural Committee Violation accruing - Improvements without AC approval (CC&R 3.24)
\$900.00 – **1 Member**

6. A second CD will be purchased at AmTrust Bank, a Division of NY Community Bank. The first AmTrust Bank CD will mature in September 2020.

Sue Davis added that she has updated the Reserve Schedule and e-mailed a copy to the Finance Committee for review. It will be discussed at the next Board meeting.

Motion: Sue Davis moved and Connie Kiser seconded a Motion to accept the Treasurer's Report as of June 30, 2020 as presented.

No Members asked questions or expressed comments.

The Motion passed unanimously.

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

Trisha reported:

This has been an unusually busy time for Starlight Pines. There are several new residents purchasing or building cabins, and other residents taking this time to complete remodeling projects, painting, and adding sheds, garages and fences. The Architectural Committee has been swamped with approval requests.

Firewise Education Committee has completed its 2020 inspections, and calls are now coming in for re-inspections. She is also sending out the Firewise/Bark Beetle notification letters and updating Dropbox.

The trash compactors have been getting a lot of use with all of the people staying in Starlight Pines this summer. She is coordinating new fobs and notifications when misuse has occurred, and there has also been a high demand for getting new mailboxes assigned.

9. Committee Reports

9.1 Architectural Committee (AC) – Kim Traver, Chair/Board Liaison; Brian Birtwistle, Ken Grode and Gene Traver
Kim Traver reported that the Committee had reviewed 5 cabin paint projects, 3 cabins to be built, 4 new garage additions, 3 sheds, 4 fence projects, 1 room addition, and 2 new driveway material applications.

Dave Janecke thanked Kim and her Committee and commented that most people don't realize how much work the Architectural Committee does to keep the application and approval process running smoothly.

9.2 Greenbelt Committee – Don Cacioppo, Chair; Buddy & Sue Peck, Dave Ihns, Dan & Margaret Knox, Paul & Gayle Budrick.
Dan Knox read the following report prepared by Don Cacioppo:

Two large trees were professionally removed from the East Greenbelt due to safety concerns to users and risk to the Committee Members attempting to remove them. One dead tree was leaning at a steep angle and the second tree had fallen across a ravine with a third of it on a lot owner's property. The tree, if left, could have become a magnet for Bark Beetles. A workday was held to complete tree thinning and a dead and down removal project in the East Greenbelt that started last year. A big thank you went out to Dave Ihns, Dan Knox, Buddy and Sue Peck plus volunteers Paul and Gayle Budrick for their efforts. Other activities have included trash pickup, removal of dead and down, and continuing inspections of all Greenbelt areas. The Greenbelts have developed tire tracks due to maintenance and lot cleanup usage leading people to believe they can drive on the Greenbelt for recreation purposes, in spite of existing signs that prohibit ATVs. To remedy this Don would suggest adding a new warning sign to four of the entrances, which would be in addition to existing signage, at a cost of \$20 per sign.

Sue Davis said there are monies already in the Budget to cover Greenbelt expenses, which would include the cost of the signs Don wants to install.

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

Conrad reported that the Firewise inspections for 2020 were completed in record time. Six volunteer teams inspected Lots 401-613. These intrepid teams are: Pam Ihns & Bill Paterson, Dave Ihns & Paula Osterday, Larry Butler & Tom Osterday, Dan Knox & Dave Lutz, Brian Birtwistle & Bob Dahlgren, and Linda Knaeble & Conrad Davis. Two new members, John and Patty Motley, accompanied Linda Knaeble & Conrad Davis. They are fast learners and very neighborly, conversing easily with other homeowners. Now, after evaluating 34 lots under supervision, they have become the lucky team seven. Because the inspections took place on

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weekdays only a few lot owners were encountered. Those that we did meet were almost all very friendly and even appreciative of our efforts to keep our community safe from wildfire.

The pass rate this year was 58% (120 lots passed and 93 failed). The initial pass rate for 2019 was 48%, so this year showed a 10% improvement. Lot owners have until September 19th to make corrections and call the office before their case is referred to Property Rules. Fines commence on October 19th. In 2019 four owners failed to meet this deadline, but only one remains noncompliant. Trisha has made a very comprehensive data base on Dropbox that shows the names of the inspectors, the date inspected, the pass or fail status of the lot, which of the six categories were marked noncompliant, and any comments made by the inspectors. She has also made copies of the inspection forms for the lot files and scanned the originals on to Dropbox.

The inspection forms and explanatory letters, along with the article "**Understanding Our Trees: Why and How to Thin**", were mailed on June 15th. As reported by Dan Knox, those who live in Starlight Pines received this mailing on June 17th. June 19th was the "notification date" so all lot owners should have received their results by that date. The Committee is now ready for re-inspections.

The inspectors found only one Bark Beetle tree, but several more have been identified since then. Unfortunately, the lack of precipitation this year should make August a busy month for bark beetles; they are drawn to drought-stressed trees. So far this year the rainfall total is 5.69 inches. Between reinspections and Bark Beetle infestations, Firewise should have a busy summer. The News Letter contained an article that everyone should read. A copy is also attached to the Firewise Report this month. Conrad indicated that you may be surprised to learn how your ponderosas are reproducing (sex among the pines) and why this makes thinning even more important.

8.5 Property Rules Committee (PRC) – Rosemary Brown-Jaeger, Chair; Bill Cross and Rosemary Johnson

Bill Cross indicated that he had met with Rosemary Brown-Jaeger to discuss Property Rules issues. There are currently two RV complaints, one ground fire complaint, and other Property Rules violations that need to be addressed. The Committee will be having a meeting tomorrow with the third member, Rosemary Johnson, to discuss possibly inspecting all properties and dividing it up between the three Committee Members. They will be taking pictures, send them to the other two Members to verify, and then forward them to the Community Manager to send out Notice of CC&R Noncompliance and Violation letters.

8.6 Newsletter – Bonnie Steele – The next Newsletter will be in September and the deadline for turning in articles is September 15th.

8.7 Starlighters – Bonnie Steele

Starlighters Report to HOA on July 11, 2020 was read by Trisha Birtwistle

The Starlighters have not held any events since our last HOA Board report on March 14, 2020.

The committee selected designs for this year's "Happy Jack" merchandise, and has received the order. The Starlighters hope to be able to hold sales of that merchandise in the parking lot of the Community Center. They could not meet the deadline for a

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July 4th sale, but have now submitted a request through Kim Traver. Starlighters Board Liaison, asking for approval from the Board to conduct parking lot sales of merchandise on July 18th and August 22nd. The request contains four documents: two layouts of how sales equipment would be setup; instruction for safely holding the sale, and a memo summarizing their request for approval. They will be following the COVID-19 safety rules to help prevent a spread of the virus.

A comment from a Member was made that the highway clean-up needs to be done this summer. If allowed, they would hold the clean-up following the rules as set forth by the CDC and Governor Ducey to prevent the spread of the virus.

Kim Traver, Board Liaison, noted that she had previously sent out the Starlighters request packet to the Board electronically for consideration.

Motion: Bill Cross moved and Dave Janecke seconded a Motion to approve the Starlighters request to have a merchandise sale on July 18th and August 22nd in the Community Center parking lot, using the Community Center tables and chairs, and following CDC guidelines.

Discussion: Sue Davis indicated her concern that the protocol for cleaning the tables was not expressed in enough detail to satisfy her that they would come back properly sanitized. Discussion was held about possible alternatives. Trisha indicated that she had met with the Zoom gentlemen who indicated that people are now holding sales through Zoom and that way sold items can be packaged up and shipped without any in-person contact. Bill Cross asked if the Starlighters had their own website they could use for sales. They currently use the SPHOA website, but could set up their own website for a virtual shopping experience conducted out of a Member's home. Dan Knox indicated that it was difficult cleaning and sanitizing tables after they are used, but it can be done using certain disinfectants that he could help supply. Connie Kiser asked for input from Bonnie or other Starlighters Members participating in today's meeting through Zoom. It was opened up to those Members and Dave Janecke explained to the Starlighters the concerns that had been expressed by the Board about the cleaning and disinfecting of the Association's tables, chairs and equipment. One Member explained in detail their plan for social distancing and minimal contact for merchandise sales. Sue Davis mentioned that by using Zoom for merchandise sales, the point of pickup would be different and removed from the Community Center parking lot and the potential for Community spread of the virus. Trisha explained that most of the concern seemed to be about people using and coming into the Community Center, taking tables out, and how they would be sanitized when brought back in. Connie Kiser asked the Starlighters if they could use their own personal tables and chairs in the parking lot instead of the Community Center tables and equipment. After further discussion, Dave Janecke explained that the request by the Starlighters is now to have the sale of their merchandise in the Community Center parking lot, but using their own tables and equipment.

Amended Motion: The original Motion was withdrawn. Bill Cross moved and Dave Janecke seconded a Motion to approve the Starlighters request to have a merchandise sale in the Community Center parking lot on July 18th and August 22nd, using their own personal tables and chairs, and following the CDC guidelines for social distancing and sanitizing.

There was no further discussion or questions.

The Motion passed unanimously.

9. Community Comment:

Dave Janecke opened the meeting to Members explaining how to join the discussion using the icons on Zoom.

Sue Davis, Lots 252/253 - She is speaking on behalf of the Blue Ridge Water Improvement District to announce that the Coconino Board of Supervisors approved the domestic Water District on June 29th. She is an interim candidate for the Board of Directors for the District and they will be organizing the District, set up the Bylaws, and start negotiations with Starlight Water to purchase the company. The District will also be hiring its own attorney to represent it in the negotiation process.

There were no other comments or questions from the Members.

10. Old Business:

10.1 Review Community Center Rental Documents:

The Community Manager, Trisha Birtwistle reminded the Board that on March 14, 2020 it approved the Application for Use of Starlight Pines Community Center reflecting increased rental rates and additional options. At that meeting the Community Center Guidelines form was discussed but then tabled until the next meeting, which is today. Copies of the current Guidelines form was in the Board packet. Trisha is asking for one change at the top of the Guidelines form, and that is to remove the line that indicates "No alcoholic beverages can be served on the premises." The Association would not be supporting bringing alcohol into events at the Community Center, and we would never be serving alcoholic beverages, but the prohibition sentence would be eliminated. Trisha said that people are already bringing some alcoholic beverage into events at the Center in their own person cups. Sue Davis reported that our insurance agent has indicated the Association is covered for any potential liability due to someone deciding to bring alcohol to an event. Bill Cross said he doesn't have a problem with it either. Trisha also pointed out that the bottom portion of the Guidelines form had been crossed out because it will now have the new rental rates and option language from the Application form approved by the Board at its March 14, 2020 meeting. Trisha intends to have the Application, Guidelines, and Waivers together as a packet that can be distributed to people interested in renting the Community Center.

Motion: Bill Cross moved and Sue Davis seconded a Motion that we approved the Community Center Guidelines Form with the following changes: 1) remove the line that says "No alcoholic beverages can be served on the premises"; and 2) replace the bottom rental options portion of the old form with what was approved for the new rental rates and options approved by the Board at its March 14, 2020 meeting.

Bill Patterson asked whether or not there should be an extra charge if someone schedules a meeting and then cancels or changes the date shortly before the meeting. He feels that because that takes up the Community Manager's time, perhaps there should be an additional cancellation charge. Trisha responded saying that it doesn't take a lot of time, it is only a matter of changing the master calendar. She doesn't feel that it is a problem at this time, but if it does become a problem she will speak up. Bill Patterson also indicated that he is publicly stating that he is not in favor of removing the "no alcoholic beverages" language from the Guidelines.

There were no additional questions or comments.

Those voting yes: Dave Janecke, Sue Davis, Connie Kiser, Bill Cross, Kim Traver, Dan Knox and Gary Hanson.

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Those voting no: Bill Patterson
The Motion passed.

12. New Business:

12.1 Approval and Ratification of Board Actions:

Connie Kiser explained that during April, May and June, due to the Covid 19, the Starlight Pines Board of Directors was unable to meet. In order to continue with the business affairs and operations of the Association running smoothly, the Board did have to vote on several issues via e-mail during that time. Sue Davis added that according to Arizona Revised Statutes, a Board can vote to approve things by e-mail as long as the Board votes on them at the next open meeting.

Motion: It was moved by Connie Kiser and seconded by Bill Patterson that the Board approve and ratify any and all actions taken by the Board of Directors and President, David Janecke, after its March 14, 2020 meeting, in order to continue conducting the business affairs of the Association when all Board meetings were canceled in order to comply with CDC guidelines and the Arizona Government stay-at-home orders related to the Corona Virus pandemic. This includes, but is not limited to, those 6 specific action items listed as follows:

- Any and all actions taken by Board President Dave Janecke in: 1) Cancelling the Regular Board Meetings scheduled for April, May and June; (2) Cancelling the June Annual Member and Firewise/Information Meeting and Annual Board Meeting; and (3) Closing of the Community Center, including also all related Starlighters' events during this time period. This was done in order to protect the Members due to the Corona Virus pandemic and in order to follow stay-at-home orders and CDC guidelines.
- Approval for asphalt repair of the Community Center parking lot and apron areas around the mail boxes at a cost of \$4,632.96.
- Approval and signing of the following Vendor Contracts for the 2020-2021 Fiscal Year:
 - Trash Compactor -- Ray Weimer
 - Snow Blowing -- Ken White
 - Independent Contractor Work -- Steve Yeary
 - Cleaning -- Jackie Flood
 - Perimeter Fence -- Brian Birtwistle
- Approval and signing of a 2019-2020 contract with our CPA, Butler Hansen, for preparation of the 2019-2020 Compilation and 2018 State and Federal Income Tax Returns.
- Approval and signing of a \$13,805.00 contract with Verde Sol Air for installation of air conditioning for all Community Center areas and replacement of the old furnaces. It was approved at this time so the job could be completed during June while the Community Center was closed. The need for this Community Center improvement was previously discussed at the March 9, 2019 Board Meeting.
- Approval and signing of a \$1,270.00 contract with Arizona West Electrical, Inc. for extra electrical work required during the installation of the air conditioning unit.

No Members asked questions or expressed comments.

The Motion passed unanimously.

12.2 Insurance Renewal for Liability, Property Damage and D&O coverages.

Sue Davis related that the Board previously received information about the Association insurance renewal coverages and quotes electronically. Our current Property, Liability and D & O insurance coverage is due to renew on August 21, 2020. We do have another Board meeting August 8th if the Board wants to delay approval of the insurance renewal proposals. There are printed copies of the Coverage Detail and Premium Summaries from Hill & Usher in the Board packets. This proposed total premium for Property, Liability and D & O coverages of \$10,228.20 is an 8% increase over last year's premium. Sue also indicated that she has requested that the new HVAC be added under Property coverages so there will be a slight increase in the Property coverage premium. Sue was wondering if the Board could approve this renewal proposal, subject to a slight increase in our premium for the additional HVAC coverage. Bill Cross indicated that he believes the premium quoted is appropriate. He also mentioned that the industry first said there was going to be a substantial increase in premiums this year, but he has not seen that in his business, and our 8% increase in premium is very small. Sue related that the largest increase was in D&O coverage and she has been told it is due to a history of poor performance by HOAs in Arizona. She has the final documents for signature in order to move forward, if the Board wants to vote on this today. Connie indicated that we need the insurance, it seems reasonable, and doesn't see any reason to delay voting to approve the renewal and payment of the premium now.

Motion: Dave Janecke moved and Sue Davis seconded a Motion to approve the renewal of the Association's Property, Liability and D&O coverages as presented by Hill & Usher, for the sum of \$10,228.20, with the understanding there will be a slight increase in premium due to adding coverage for the new HVAC system installed this summer.

No Members asked questions or expressed comments.

The Motion passed unanimously.

12.3 Bank Account Signature Authorizations.

Sue Davis indicated that we currently have 3 signers on the Association bank accounts and she would like Board confirmation to keep the same signers for the 2020-2021 year. The current signers are: Dave Janecke, Patricia Birtwistle and Sue Davis. Bill Cross inquired whether or not our bank would allow the Association to deposit by scanning the checks. Sue Davis said she is currently processing all of the checks being deposited, but when she last checked into using that scanning process, we did not qualify because of our high-volume payment deposits during April, May and June when annual dues are being received. We would then have to pay for the equipment all year when we do not need it. She will, however, continue to look into that possibility because things may have changed.

Motion: Sue Davis moved and Bill Cross seconded a Motion to continue with Sue Davis, Dave Janecke and Patricia Birtwistle as signers on the Association bank accounts.

No Members asked questions or expressed comments.

The Motion passed unanimously.

12.4 Firewise & Education, Property Rules and Green Belt Committee Appointments:

Motion: Dave Janecke moved and Dan Knox seconded a Motion approving the following Committee Appointments: FIREWISE & EDUCATION: Bill Patterson – Board Liaison,

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Conrad Davis – Chair, Brian Birtwistle, Larry Butler, Bob Dahlgren, Linda Knaeble, Dave & Pam Ihns, Dan & Margaret Knox, Dave Lutz, John & Patty Motley, Paula & Tom Osterday; **PROPERTY RULES:** Bill Cross – Board Liaison, Rosemary Brown-Jaeger – Chair, Rosemary Johnson; **GREENBELT:** Dan Knox – Board Liaison, Don Cacioppo – Chair, Paul & Gayle Budrick, Dave Ihns, Dan & Margaret Knox, Buddy & Sue Peck. No Members asked questions or expressed comments.
The Motion passed unanimously.

13. Adjourn:

There being no further business to come before the Board, the President asked that the meeting be adjourned. The next Board meeting will be on August 8, 2020.

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

No Members asked questions or expressed comments.

The Motion passed unanimously.

Submitted by:

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Connie Kiser, Secretary

Board Approved On:

8/8/20

Approved:

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Dave Janecke, President