

# STARLIGHT PINES HOMEOWNERS ASSOCIATION

## Minutes of the Regular Meeting of the Board of Directors

Saturday, May 14, 2022

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 Samantha Wikoff, Treasurer Sue Davis, and Directors at Large Dan Knox, Kim Traver and Bill Cross. Director at large Gary Hanson joined the meeting by phone. Connie Kiser, Assistant to the Board Secretary Samantha Wikoff, was also present to take Minutes. Others present were those Members listed on the attached sign-in sheet.

### 2. Pledge of Allegiance

The President led all in the Pledge of Allegiance.

### 3. Minutes from Previous Meetings:

April 9, 2022 Board of Directors Regular Meeting Minutes —Connie Kiser, Assistant to the Board Secretary

**Motion: Dan Knox moved and Bill Cross seconded a Motion to approve the April 9, 2022 Meeting Minutes as presented.**

No Members asked questions or expressed comments.

**The Motion passed unanimously.**

### 4.0 April 30, 2022, Treasurer's Report

#### 4.1 Documents distributed to the Board

- Year-to-Date (11 months) Account Balances from June 1, 2021, through April 30, 2022
- Income-Expense Statement for All Funds and HOA-Funds-Only compared to the 2021-2022 Budget as of April 30, 2022
- Transaction Report for April 2022 sent by electronic transmission for Board only
- Starlighters Auxiliary Transaction Report for April 2022 sent electronically to Starlighters Leaders
- All SPHOA funds are held in five (5) FDIC-insured accounts at two (2) banks, reconciled on the last day of the month, and filed in the Office for review by Members.

#### 4.2 Year-to-Date Totals for HOA and Starlighters Income and Expenses as of April 30, 2022

	SPHOA Member Only Funds	Starlighters Nonmember Funds
Income:	\$164,292.71	\$17,406.25
Expenses:	<u>(\$160,034.27)</u>	<u>(\$16,077.94)</u>
Income Less Expenses:	\$4,258.44	\$1,328.31

#### 4.3 Eleven (11) months of HOA Member income is at 91% of budget projections.

- Line 4062 38 New Member Contributions
- Line 4065 42 Disclosure Statements
- Line 4066 No Refundable Building Cleanup Deposits have been forfeited to date.
- Line 4067 Eleven (11) CC&R, Architectural, and Property Rules fines collected
- Line 4071 \$300.42 in Bank interest for 5 accounts: .35%, .30%, and .04%
- Line 4073 32 AC Plan Review fees
- Line 4078 603 (99%) Members have paid their Assessments and are in good standing

Line 4079 2 Members prepaid their 2022-2023 Annual Assessment. Funds will be encumbered until June 1 per HOA accounting rules. (See Expense Line 5002 and Account Balances Current Liabilities)

Line 4080 \$1.00 in undocumented Cash in Petty Cash audit.-Nonmember income

Line 4081 We collected a compactor misuse fine when a lot sold.

Line 4090 Newsletter advertiser income for three issues

Line 5070 Two Mogollon Ranch Property Owners meetings

**4. 4 Eleven (11) months of HOA Member expenses are at 98% of budget projections.**

Line 5000 2021 Annual Meeting and Firewise Day, June 12, 2021

Line 5002 Two Prepaid Member Assessment were encumbered until June 1

Line 5009 Payroll tax E-filings, financial compilation, and income tax preparation

Line 5009.1 We have not purchased new accounting software. We are waiting for Julia and Michelle to get acquainted with HOA accounting before we make a software purchase decision.

Line 5010 Re-graded Dogie Tank Road; installed new Dogie Tank Road Gate, signs and reflectors at road and gate; installed Office LED light fixtures

Line 5023 Committee mailed 198 Firewise Letters and EQIP MOUs to Owners of Lots 201-400, mailed EQIP packet to Forest Service, abated two bark beetle trees and billed owners, printed more maps, purchased FW vests.

Line 5050 Sam's Club, Community Association Institute (CAI) memberships

Line 5060 Filed Arizona Corporation Commission annual report, fees to change Statutory Agent to Mangum, Wall, Stoops & Warden law firm

Line 5080 Property and liability insurance premiums increased 143% due to forest fire risk.

Line 6000 Legal fees for 40-foot easement litigation, CC&R violation fine enforcement, legal interpretations of CC&Rs re horse corrals on lots, Notary certification and supplies for Community Managers is 283% over Budget. Line item increased to \$7,000 and Legal Reserves to \$4,000.

Line 6010 Lien Filing Fees were not budgeted. No funds were spent on Lien filings to date.

Line 6040 150% over projection, Bulletin board repairs, CC cleaning, compactor area cameras, Dogie Tank Road maintenance, outdoor mailbox, CC coat racks, battery-powered grass trimmer, CC drip watering system, pest control services, signage, kitchen stove repair, food service license, annual generator maintenance, COVID supplies, installed cameras

Line 6055 Under Budget projection at 88%, Trisha Birtwistle resigned on 9/12/2021. Board hired Michelle King & Julia Harn as 50-hour-a-week job-share Community Managers. Michelle started on October 25; Julia started on November 5. Board will conduct performance reviews in April or May 2022 and consider COLA raises.

Line 6055.1 76% of projection, Workers Comp Insurance is a one-time annual premium adjusted after a January audit. We received a \$41.00 premium credit.

Line 6062 An undocumented Petty Cash expenditure

Line 6070 Right on 101% of projection, Newsletter is published four times a year. Non-member advertising contributes 52% of Newsletter expense. Newsletter expense includes editor, printing, and mailing.

Line 6080 95% of projected expense for our domain names and webmaster agreement with Seasaw Marketing. We may need to increase this expense if we want the website to play a bigger role in services to members.

Line 6083 Zoom contract only 20% of projection. Zoom sound quality in CC meeting hall was not as satisfactory as we hoped. Should we upgrade equipment or use another vendor?

- Line 6090 419% over projection for ink cartridges, flash drives, labels, a label printer, copy paper, file folders, security software, office electric heater, business checks, Adobe subscription.
- Line 7010 152% of projection, does not include Newsletter postage
- Line 7020 134% of projection for Assessment envelopes, election materials, general Office
- Line 7030 74% of projection, below 11-month projection.
- Line 7040 Only 80% of 11-month projection
- Line 7050 122% of budget projection because board approved a new contractor rate in May 2021 after approving the 2021-2022 Budget on March 13, 2021.
- Line 7060 296% of projection, Snow and ice removal is dependent on the weather
- Line 7080 96% of projection, Property and income taxes are a one-time expense.
- Line 7090 200% of projection, TDS and Arkadin rates increased. We used Arkadin conference calling during the pandemic. We allow BRDWID to use our conference calling equipment and CC meeting hall for their meetings until they purchase Starlight Water Co. assets. We are tracking their use.
- Line 8000 Travel Reimbursement has not been used.
- Line 8010 122% of projection, Electricity at Community Center and Compactor - \$2,314.31, Propane pre-buy - \$2,322.08 (\$2.29/gallon), water - \$866.06.
- Line 8019 No payments to Unallocated Cash Reserves have been made.
- Line 8020 No payments to Replacement Reserves have been made.

#### **4.5. Account Balances for fiscal year 2021-2022 as of April 30, 2022**

Cash on hand, in trust at Sacs Tierney, and in five (5) accounts at two (2) banks -

\$234,716.82 Current Liabilities - \$35,070.90

Replacement Reserves - \$152,269.35

Total Liabilities and Replacement Reserves - \$187,340.25

Undesignated/Equity Funds - \$47,376.57

On April 4, she withdrew \$66,932.78 in Reserve Funds from PNC Business Premium Money Market Account, closed the account and deposited the \$66,932.78 in Reserve Funds temporarily in the Bank of the West Operating Account awaiting a Board distribution decision. She transferred \$20,000 to the Sacks Tierney Trust Fund Account to demonstrate SPHOA's support for the 40-Foot Easement litigation. 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 operating funds and replacement reserves.

#### **4.6. Accounts Receivable - \$55,891.23**

a. Unpaid Assessments - 12 members -	\$10,443.48
b. Unpaid CC&R Violation Fines - 40 Members	37,142.75
c. Unpaid 1st and 2nd Quarter 2022 Newsletter advertisers – 14 advertisers	960.00
d. Compactor Misuse Fee – One Member	50.00
e. Default judgment – One Member	7,320.00
	<u>\$ 55,891.23</u>

Sue Davis explained that Bill Cross commented on the \$1,075.01 reported under Current Liabilities - Budget Expenses Payables, on the Balance Sheet. That amount does not include our end of year payment to the unallocated reserves and replacement reserves, an amount which is about \$24,000. She said she has not included that \$24,000 because at this point it has not been paid, although it is in our budget as a payable. It was also noted that our new fiscal year starts June 1, 2022, and any prepaid annual assessments received prior to that date have

to be encumbered and can't be spent until June 1, 2022. Sue indicated this year we have had a large number of prepaid assessments, more that she has ever seen in the past.

**Motion: Sue Davis moved and Bill Patterson seconded a Motion to accept the Treasurer's report as of April 30, 2022 as presented.**

No Members asked questions or expressed comments.

**The Motion passed unanimously.**

**5. Community Managers' Report – Julia Harn reported:**

- There have been 612 emails sent since the April 9<sup>th</sup> Board Meeting which is a 104% increase over March's pre-summer-season volume.
- She and Michelle have identified 21 available mailboxes in the midst of our mailbox clusters, two of which required new locks since the keys had disappeared sometime in the misty past. If you need a mail box e-mail the office. When it comes time to order a new mail box cluster, it will take around two months to get it delivered and installed.
- The furnace servicing is in progress and both units will receive a burner update covered by the manufacturer. The smaller unit was found to have a bad gas valve which was causing gas flow to shut off and restart up to six times in a short period of time. The AC units are also being serviced.
- An Architectural Change Projects Notebook is being kept to organize the property improvement requests. This is the first time she and Michelle feel they have addressed ones that really needed follow up. They are making significant progress in learning how to support the Architectural Committee.
- This month the office has received over 200 assessment checks. Thank you to everyone who took time to note changes that needed to be made in addresses, phone numbers, the spelling of names and email addresses. E-mails are also now being updated with Amy Snodgrass for blast e-mailing purposes. There were many comments of encouragement for what the office and Board are accomplishing.
- There were a lot of people who signed up for receiving the Newsletter electronically.
- For those people who asked, as of yet there is no way to make your annual assessment payment electronically, other than bill pay. Sue Davis noted that she checked into that, and we would have to enroll for a year and our bank also charges for the service. A lot of people are using the bill pay service from their own bank. Sue noted, however, that paying through bill pay means the slip provided for updated information is not received by the office.
- Amelia Galuski at the Coconino Forest Service indicated the County is now under Stage 1 Fire Restrictions.
- Lisa Markley and Kim Traver were thanked for reporting and checking out a van that had been parked in tall grass along the north loop of Starlight Dr. Fortunately, the van left without sparking a fire in the grass.

**6. Committee Reports:**

**6.1 Architectural Committee (AC) – Kim Traver - Chair/Board Liaison;** Ken Grode and Don Morden. Kim Traver reported:

- Projects receiving final approval: 9
  - Final approval translates into 18 inspections followed by correspondence with the HOA office and the Treasurer before a deposit can be refunded
- Projects in Progress: 40
  - New homes under construction: 17
  - New garages: 6
  - New roofs: 3
  - Sheds: 2
  - Decks: 3



- Fences: 4
- Miscellaneous: 5
- Pending: 3
- Projects Completed: 9

Bill Patterson commented that perhaps the list of improvements that need to be approved by the AC before work begins should be published in the next Newsletter. Dave Janecke said that this particular list is being worked on in the office to help simplify things, so maybe sending it out in an email blast and putting it in the Newsletter would be a good way to distribute the information once the list is finalized.

**6.2 Greenbelt Committee – Don Cacioppo - Chair;** Buddy & Sue Peck, Dave Ihns, Dan Knox, Paul & Gayle Budrick, Mary Colbert, and Lisa Markley  
 Dan Knox read the report prepared by Don Cacioppo:

Greenbelt inspections were performed and no new problems were found. The laddering of the Greenbelts, which started last year, has been completed with the last piles of slash removed. A dead tree in the eastern Greenbelt had been blown over and was hanging in another tree creating a potential safety hazard. A winch was used to pull the tree down and then Buddy Peck cut up the tree along with another dead tree and both were taken to the Bly pit. With major projects completed, the Committee will be in maintenance mode with special attention to monitoring for Bark Beetle and dead trees. While walking the west Greenbelt, Dan Knox, Don Cacioppo, and Steve Yeary noticed major holes. Thank you was given to Steve Yeary, who was out the next day with his tractor filling those holes. Julia also commented that the Greenbelt Committee was at the Community Center cleaning up and did a great job.

**6.3 Firewise Education Committee (FEC) – Bill Patterson - Board Liaison; Conrad Davis, Chair;** Larry Butler, Bob Dahlgren, Paula & Tom Osterday, Dave Lutz, Dan Knox, John & Patty Motley, Doug & Cindy Sparks, and Paul & Faith Tuszynski  
 Conrad Davis gave the following report:

It looks like 2022 is shaping up to be an unusually busy year for Firewise, especially with the EQIP thinning project getting started. Fortunately, the Committee has four new volunteers who would like to become members today. Conrad introduced: Pat Macholtz, Jim Copeland, and Tom and Maria Braddick. There are vests waiting for them in the office and they will start their training for the June inspections of lots 201-400. Conrad is asking the Board to officially approve their appointment as new members of the Firewise Committee.

**Motion: Dan Knox moved and Bill Cross seconded a Motion to approve the appointment of Pat Macholtz, Jim Copeland, and Tom and Maria Braddick to serve on the Firewise Committee.**

No Members asked questions or expressed comments.

**The Motion passed unanimously.**

Conrad said he thinks the people running the EQIP thinning project at the Natural Resource Conservation Service now realize this is a slower process than originally thought. Out of 139 lots that are receiving funding from 2022, EQIP is only requiring that we actually thin 41 lots in this calendar year. The State Forest Service's marking of trees has now been completed for Contract Item #1 (CIN #1). CIN #1 is the 41 lots between Lots 350 and 399 (from Navaho north to the forest and from Starlight west to Cherokee). Thinning 41 lots is still a big project and

those lots must be thinned in 2022 in order to maintain our funding of \$200,000. Furthermore, if we don't get the thinning done before the end of the year, we could get stuck having paid contractors most of \$53,404, and have no way to be reimbursed. The delay now is that we are waiting for Cultural Resources to do an inspection for possible Indian ruins, which Conrad has been told will be in the next few weeks. In the meantime, the Association needs to start hiring contractors to do the thinning. To do this we need the Thinning Agreements returned by the lot owners. We have 23 of the 41 returned as of last Wednesday and hope to get the remainder very soon. Firewise needs to get the Board's approval of a hiring contract, a hiring procedure, an inspection procedure, and a lot final inspection form.

Conrad indicated that all lots need to get done as expeditiously as possible before we are shut out by the closing of Bly Pit, banning of chain saws, heavy monsoon storms, or snow in October. The lots need to be divided into groups of about 10 to be thinned by several contractors working at the same time. Conrad said he feels that instead of hiring just one contractor, we can hire about 4 local contractors and give each contractor 10 lots to thin so that we will be able to get the job done faster.

Conrad indicated that the Association will be paid \$53,401, which equals about \$1,302 per lot. However, every lot is not worth the same amount. For example, two lots have only 8 trees marked and another lot has 60 marked trees, so we had to find a way to price each lot. Because we were able to convince Jonathan Chee at NCRS and the marker, Alexis Loomis, with the State Forestry Department, that we needed the number of marked trees and the average tree diameter for each lot, we now have a way to determine this cost. The answer is to use basal area.

Conrad asked the Board to look at page two of the Firewise documents in their packet to see how the basal area of each lot has been calculated. The chart on that page shows one of four charts that have been received from the marker. Penciled in are our lot numbers in the left column, the square inches of basal area in the middle column, and the square feet of basal area in the right-hand column. That page also explains how to calculate the basal area of a lot.

The remaining Firewise Report pages in the Board's packet show the number of trees on each lot and their average diameter, a map that shows the four contract areas based on basal area, a Contract for Thinning, a Sole Proprietor Waiver for the contractor to sign, and an EQIP Thinning Inspection Form for checking the work after the contractor is finished. Conrad said that Bill Cross and Gary Hanson will be helping with possible insurance issues that need to be addressed.

Bill Cross indicated that if we contract with an individual, we can require what is known as a sole proprietor waiver of worker's compensation, so if that individual gets injured, he/she can't look to the Association for compensation; but that is only in the case of an individual. If we contract with a corporation or an LLC, then they would be required to have worker's compensation coverage and a waiver of subrogation. His concern is that if we hire an individual to thin the lot, chances are that individual is going to then hire other people to help get the job done, in which case those people need to be covered by worker's compensation insurance with a waiver of subrogation. If we were to contract directly with each of those helpers, then we can do it with a sole proprietor workers compensation waiver, but if they work directly with the primary individual contractor we hire, then they need to be covered by worker's compensation with a waiver of subrogation. The general liability issue is not solvable under most circumstances. When we contract with a company we require general liability insurance, but with an individual he/she is

generally not going to have a general liability insurance policy. There is some general liability exposure if we are going to be working with individuals, but that exposure is probably not very great, and since we are under a time crunch and have to get this done by the end of the year, if the Board agrees, he is ok with that exposure. Gary Hanson said we need to talk more about that because his concern is that if someone doesn't have general liability insurance and a tree falls into the house, worse-case scenario, then the HOA's general liability insurance would have to take care of it, depending on whether or not we are determined to be liable for the damage.

There was a Board consensus that individual contractor and insurance issues need to be discussed further in Executive Session.

Bill Patterson inquired about the next to the last paragraph in the one-page thinning contract. He asked what is in place to train and educate the individual(s) who will be doing the final inspection of lots that have been thinned? Conrad indicated that all they need to do is confirm that all trees that were marked with blue tape have been removed, that the stumps are not too tall, that any ruts made by equipment have been raked and are smooth, and that all lumber and thinning debris have been removed and hauled to Bly Pit. Sue Davis noted that it appears the inspectors would be marking off the 5 standards included in the Thinning Contract to make sure they have been done, which seems rather simple. Dan Knox said he is back on the Firewise Committee and available for training.

Conrad reiterated that rough figures based on the basil area average amount to about \$1,300 per lot, or \$13,000 for 10 lots. Conrad said lots 200-400 fall under this funding, but obviously we aren't going to get them all done before the end of this year, but we may be able to start CIN #2, depending on how fast we are able to get the 41 lots in CIN#1 completed. Bill Patterson explained, again, that this process is taking a lot longer than anticipated, which is not the Association holding back information from the Members, but rather what is happening at NCRS and getting answers to our questions. In addition to working on EQIP, Firewise will be conducting their annual inspections of Lots 201-400 starting in June, and inspecting for bark beetles as infestations are reported.

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

- The Property Rules Committee has responded to a lot owner's continued failure to bring a lot into compliance with the Firewise and Healthy Forest Program for Starlight Pines. This lack of action puts other lots at risk of fire and violation fines have been accruing. If the lot is not brought into compliance a contractor's bid of \$700 for abatement cleanup will be accepted, the work completed, and the cost charged back to the lot owner.
- A complaint was received from a homeowner saying: "The roads through the community are very rough and make skating or scootering impossible for children". After learning that the roads are owned and maintained by Coconino County, the homeowner called the County directly. A work ticket was opened and the County will have someone look at our roads.
- There are continued instances of Trash Compactor misuse that are being addressed, such as a man putting shipping materials loose in the compactor. In another instance a fob was deactivated at the end of April for misuse, but that owner has already come into the office to address the issue of throwing a bag of trash on the back of the closed compactor. Only bags of aluminum cans for recycling are permitted to remain outside of the compactor. It was noted that the vast majority of Members do cut up cardboard, place trash in plastic bags, and place their trash bags inside the compactor. If anyone needs assistance getting trash inside the compactor, please contact the HOA office.

- Letters were sent to homeowners regarding repairs or replacement needed on forest access gates. Three gates have been repaired and found to be compliant.

**6.5 Newsletter - Alma Seward** Dave Janecke read Alma's report as follows:

The 2<sup>nd</sup> Quarter 2022 issue of the SPHOA Newsletter was mailed from the Winslow P.O. on April 14<sup>th</sup>. The delay was due to the printer's schedule (off work on Friday the 1<sup>st</sup>) and then the lack of available transport to Starlight Pines for another 4 days. Labelling and sealing were accomplished by the extremely competent crew of Naila Erwin, Pat Macholtz, Maria Braddick, Lee-Ann McCoy, Sue Peck, and Lori Davis. Many thanks to these helpful neighbors!

The 3<sup>rd</sup> Quarter issue will be started on June 1<sup>st</sup>. Please feel free to contact Alma with any information or suggestions for the upcoming issue of our Newsletter.

**6.6 Starlighters – Bonnie Steele**

- The April breakfast of carved ham, scrambled eggs and cheesy potatoes was served to 79 people. The breakfast, bake sale and non-food income in April generated a total cash deposit of \$717.27.
- The Starlighters held a Highway Clean-up yesterday, Friday May 13<sup>th</sup>. Thanks was given to the 11 people that walked and cleaned our miles along Highway 87: Bruce and Melinda Wetherby, Becky Pettit, Frank Pettit, Ray Weimer, Caroline Weimer, Dave Lutz, Lori Davis, Emily Jackson, Catherine Rogers, and Janet Pendell. Naila Erwin was the organizer and highway trash bag retriever. A potluck was held afterwards, followed by a Starlighters business meeting.
- Caroline Weimer, the Boutique Committee Chairperson, has finalized the plans for this year's Boutique scheduled for May 28<sup>th</sup>. The Starlighters are on track for a successful turnout of vendors & crafters.
- The Happy Jack Merchandise Committee Member, Janet Pendell, has indicated the new T-shirt order is ready, but the hats still need to be embroidered. A folding and pricing session will be held on Thursday May 26<sup>th</sup>.
- Linda McDermott will champion the breakfast burrito making on Friday May 27<sup>th</sup>. with various volunteers helping with shopping for supplies and assembling the burritos.
- A menu for the Annual Member Meeting lunch on June 11<sup>th</sup> to be served by the Starlighters was placed in the Board packets and the Starlighters are asking for approval today under Old Business on the agenda.
- The underwear drive for Alice's Place has had a great response. The Starlighters have collected 43 pair of women's underwear, 9 bras, 37 pair of underwear for girls, and 20 pair for boys. Money donations of \$330 will be used to fill in the gaps in sizes. The donation drive will be extended through June 11<sup>th</sup>. A thank you was given to the Community for its support.
- The Starshine quilting group will not have a meeting in May.

**7. Community Comment:** Dave Janecke opened the meeting to Members for Community comments, discussion, and concerns. Members were invited to comment and when recognized, to identify themselves and their lot number.

Dave Lutz - Lot 341. Dave indicated that AT&T is now a full-service provider on the tower, and his service is as good or better than Verizon. Also, if you are a Direct TV subscriber, the two can get bundled. AT&T also supports a cell phone hot spot.



Caroline Weimer - Lot 148: Caroline thanked all the people cooking in the kitchen to feed the Highway Cleanup crew. Also, the Highway Cleanup event is a great opportunity for people to come out and help, and there is always a wonderful lunch ready for them when they are through.

## **8. Old Business**

### **8.1 - June 11, 2022 Annual Membership Meeting, Social Educational & Firewise Recognition Day**

Bill Patterson thanked Naila Erwin for her work in getting the guest speakers scheduled. Guest speakers are due to arrive about 9:45 a.m. to set up and the presentations will start at about 10:00 a.m. Speakers will have 15 minutes, and Conrad Davis will get 20 minutes for his Firewise Recognition Day presentation. Bill Patterson said the Forest Service and the Blue Ridge Fire District have not yet responded with who will be here representing those organizations. The budgeted item for the luncheon is currently \$500, but with inflation the cost may exceed that amount. It was the Board consensus that, if necessary, the Starlighters can exceed that \$500 budgeted amount for luncheon food and supplies. It was noted that the day will start at 9:00 a.m. with a short regular Board Meeting with the Annual Member, Social, and Firewise Recognition meeting to follow. The Annual Board of Director's meeting will be held on Monday, June 13, 2022 at 9:00 a.m. as provided for in the Association Bylaws.

### **8.2 - EQIP Thinning Project and Approval of Services Agreement**

Dave Janecke indicated this was addressed earlier in the meeting.

### **8.3 - Update on 40' easement**

Connie Kiser reported that the Association attorneys have prepared the lawsuit against the five Timber Ridge lot owners and are now waiting for a Title litigation report to confirm all owners or interested parties have been correctly identified. The lawsuit should be filed next week. There was discussion about the east Greenbelt gate being padlocked by someone from Timber Ridge. Connie also indicated that the Coconino County Sheriff's office contacted her to say they won't address the issue because it is still considered to be a civil matter between Timber Ridge and Starlight Pines. Once the lawsuit is filed and served, hopefully the padlock issue can be addressed with attorneys representing the Defendants. Sue Davis also mentioned that the Association did transfer \$20,000 in prepayment of fees to the Sacks Tierney Trust Account.

## **9. New Business**

### **9.1 Renewal of Vendor Contracts: 1) Community Center Cleaning; 2) Trash Compactor Area; 3) Perimeter Fence; 4) Snow Blowing; and 5) Independent Contractor Services Agreement**

Dave Janecke indicated that the next order of business was approval of the 2022-2023 yearly vendor contracts for services provided to Association. Sue Davis indicated that as Treasurer, after looking at next year's budget, determined that the vendors needed to be given a cost-of-living adjustment because it has been years since they have received an increase. She researched this on the Bureau of Labor Statistics website and calculated a 5% cost of living increase would be fair and within our budget.

**Motion: Bill Cross moved and Dan Knox seconded a Motion to approve the following 2022-2023 Vendor Contracts: Community Center Cleaning; Trash Compactor Area;**

**Perimeter Fence; Snow Blowing; and Independent Contractor Services Agreement, with all five contractors receiving a 5% cost of living increase from last year's contract amount.**

No Members asked questions or expressed comments.

**The Motion passed unanimously.**

Bill Cross asked to address the meeting. He indicated that this is his last meeting after having served on the Board for 9 years. During that time the Board has accomplished numerous important projects: adding on to the Community Center parking lot; renovating the compactor site and adding a second compactor; adding a new standby generator and air conditioning to the building; adding new lighting in the parking lot; and the recent remodel of the Community Center. The value of all those improvements is probably well over \$200,000. The Board has been very responsive to the Community and its needs over the years. He wanted to also thank: Connie Kiser for her years of serving as Secretary for the Board; Sue Davis and all of her accounting work, which if we had to pay for would have cost us tens of thousands of dollars; Dave Janecke, who stepped right in to serve the Board and has spent numerous days sitting in the office trying to get a handle on various issues and learning how things can be handled more efficiently; Kim Traver, who as you will see from the number of active AC project requests, took on a difficult job and has had a lot on her plate; and also a thanks to someone who is no longer on the Board, Mike Bradley, who was a fabulous leader who worked tirelessly for this Community.

**10. Adjournment:**

There being no further business to come before the Board, the President asked that the meeting be adjourned into Executive Session for reasons allowed by ARS 33-1804.

**Motion: Bill Patterson moved and Dan Knox seconded a Motion to adjourn the meeting and move into Executive Session to discuss legal advice, contemplated litigation, personnel issues, personal and financial information about individual Association Members and appeals relating to various violations and delinquent and outstanding assessments and fines.**

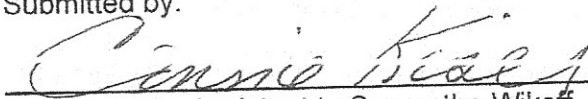
No Members asked questions or expressed comments.

**The Motion passed unanimously.**

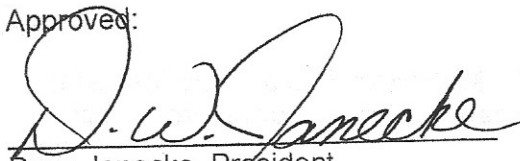
The meeting was adjourned. The next Regular Board Meeting will be held June 11, 2022.

Board Approved On: 6/13/22

Submitted by:

  
Connie Kiser, Assistant to Samantha Wikoff,  
Board Secretary

Approved:

  
Dave Janecke, President