

STARLIGHT PINES HOMEOWNERS ASSOCIATION
Minutes of the Regular Meeting of the Board of Directors
Saturday, March 11, 2023
Starlight Pines Community Center

1. **Call to Order / Determine a Quorum** - President Gary Hanson called the meeting to order at 9:00 a.m.
Board members present: President Gary Hanson, Vice President Dan Knox, Secretary Peter Kuhl, Treasurer Sue Davis, and Directors at Large Frank Pettit, Rosemary Johnson, John Motley, and Bill Patterson. Connie Kiser, Assistant to Board Secretary Peter Kuhl, attended to take Minutes. A quorum to conduct business was established. Others present were those Members listed on the attached sign-in sheet.
2. **Pledge of Allegiance** - Gary Hanson led all in the Pledge of Allegiance at 9:02 a.m.
3. **Approval of the minutes of the Regular and Executive Meetings**
Motion: Dan Knox moved, and Bill Patterson seconded a Motion to approve the February 11, 2023, Board of Directors Regular Meeting Minutes as presented.
The Motion was passed unanimously at 9:05 am.

Motion: Dan Knox moved, and Frank Pettit seconded a Motion to approve February 11, 2023, Executive Board of Directors Meeting Minutes as presented.
The Motion passed unanimously at 9:06 a.m.
4. **Treasurer's Report** - Treasure Sue Davis reported as follows at 9:07 a.m.
 - a. Documents were distributed to the Board.
 - i. 2022-2023 FY Account Balances as of February 28, 2023
 - ii. Income-Expense Statement for All Funds compared to the 2022-2023 Budget as of February 28, 2023
 - iii. Income-Expense Statement for HOA Funds only compared to the 2022-2023 Budget as of February 28, 2023
 - iv. SPHOA Transaction Report for February 2023 sent by electronic transmission to Board only.
 - v. Starlighters Auxiliary Transaction Report for February 2023 sent electronically to the Board and Starlighters Leaders.
 - vi. 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.
 - b. Year-to-Date Revenue/Income and Expense as of February 28, 2023
 - i. Income: 314,414.88
 - ii. Expense: (304,924.46)
 - iii. Net: \$9,490.42
 - c. Income/Expenses Statements for 9 months - (See 2-28-2023 – Income/Expense Statements.)
 - i. Income for HOA Funds Only is 102% above budget projections.
 - ii. Expenses for HOA Funds Only are 96% above budget projections.
 - iii. Income for All Funds is 172% above budget projections.

- iv. Expenses for All Funds are 167% above budget projections.
- d. Account Balances for the fiscal year 2022-2023 as of February 28, 2023
 - i. Cash on hand and in five (5) accounts at two (2) banks - \$234,064.5
 - ii. Current Liabilities - \$33,364.89
 - iii. Replacement Reserves - \$148,504.93 (\$4,000 was transferred to Operating to pay legal invoices.)
 - iv. Undesignated/Equity Funds - \$56,194.74
 - v. 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.

Treasurer recommends increasing the 2023-2024 Member Assessment from \$250.00 to \$300.00 per Member to cover inflation and increased HOA operational expenses. ARS allows a 20% increase over the previous year.

e. Personnel Changes and Bank Account Signers

SPHOA has contracted with former Community Manager Julia Harn as editor of the quarterly SPHOA Newsletter. The Board hired Jacqueline "Jackie" Lusson on October 1, 2022, to job-share the Community Manager position with Michelle King. The Office is open Monday through Friday, 9 AM to 5 PM, and Saturday, 9 AM to 3 PM. Michelle works 20 hours, and Jackie works 27 hours. The Board may want to reduce Office staff office hours. On February 11, 2023, the Board appointed Jackie as an additional Bank of the West Checking Account signer.

f. Accounts Receivable as of 2-28-2023

- i. Unpaid Assessments – 12 members \$6,756.35
- ii. Unpaid CC&R Violation Fines - 46 members \$36,675.00
- iii. 1st Qtr. 2023 Newsletter advertisers – 1 advertiser \$25.00
- iv. Compactor Miss-use Fees – 2 members - \$100.00
- v. Default judgment – 1 member - \$7,583.46
- vi. Total \$ 51,164.81

- g. Several Board members have contacted community management companies about providing bookkeeping, accounting, and other HOA services to Starlight Pines HOA.

Motion: Sue Davis moved, and Bill Patterson seconded a Motion to accept the Treasurer's Report as of February 28, 2023, as presented.

The Motion passed unanimously at 9:18 a.m.

5. **Community Managers' Report** – Michelle King and Jacqueline Lusson Co-Community Managers
Community Manager Jackie Lusson presented at 9:18 a.m.

- a. Focusing on the annual election – June 12th, 2023, Election Day.
 - i. Voting authorization forms have been mailed to 22 new homeowners, with 7 being returned.
 - ii. There will be two board member openings.

- b. Firewise – Inspections begin in June 2023
- c. Compactor reminder to continue to use the compactor responsibly.
- d. \$300 was found and has not been claimed. Jackie recommends we donate it to Starlighters.

6. Committee Reports:

- a. Architectural Committee (AC) – Frank Pettit, Chair, presented at 9:21 a.m.

Members: JR Morden, Carl Anthony Herriage, and Ken Grode.

- i. The Architectural Committee received & reviewed (4) new Architectural Change Request Applications last month. Of those, (1) was approved & (2) were denied, as the proposed improvements requested did not align with the Starlight Pines CC & R's, Property Rules & AC Rules. The remaining project has preliminary approval; however, we have not yet received the required fees from the applicant.
- ii. We currently have 34 approved projects in the community, which are in various stages of progress that include the following:
 - o New homes under construction: 15
 - o New garages: 8
 - o New roofs: 0
 - o Sheds: 1
 - o Decks: 2
 - o Fences & Corrals: 4
 - o Siding or Exterior Paint: 2
 - o Driveway: 0
 - o Miscellaneous: 2
 - o Projects Completed or Retired Since Last Report: 0

- b. Greenbelt Committee – Don Cacioppo, Chair, Dan Knox, presented at 9:23 a.m.

Members: Buddy & Sue Peck, Daven Inns, Paul & Gayle Budrick, Mary Colbert and Lisa Markley

There is no Greenbelt activity to report this month.

- c. Firewise Education Committee – Bill Patterson, Board Liaison; Conrad Davis, Chair- Conrad presented at 9:24 a.m.

Members: Tom and Maria Braddick, Larry Butler, Bob Dahlgren, Dan Knox, Dave Lutz, Pat Macholtz, John and Patty Motley, Berdie Nally, Tom & Paula Osterday, Doug & Cindy Sparks, Paul & Faith Tuszynski.

- i. Due to health issues, I will retire from the Firewise Committee on May 31st.
- ii. I have enjoyed serving in this capacity very much, and I can't thank the hard-working members of this committee who have done so much to help keep us safe from wildfire and bark beetles.
- iii. March is the month to prepare for the Firewise inspections of Lots 401-613. I will be working with the office staff to give them the necessary experience in mailing the informative letter, together with the article explaining the need for

Firewise, the sample inspection form, and the contractors' list. I will also provide them with inspection maps, instructions for inspectors, the model inspection form, the letter following inspections, and instructions on recording the results on Dropbox, the office computer, and the lot files. This will make the job of Committee Chair a lot easier for whoever decides to replace me. The revised informative letter and the 2023 inspection form are in your packet and await your approval.

- iv. There has been no action on the 12 lots in last year's inspections that are still non-compliant. The constant snow cover has made lot clean-up impossible, but the lot owners will soon get a courtesy call to remind them what they need to do to become compliant and stop the \$100 a month fine from accruing.
- v. The EQIP grant program for thinning went well until seven lots in CIN #3 decided to opt out. When the Natural Resources Conservation Service, which distributes the funding, was informed of these opt-outs, they told us that communities receiving the next round of funding were awarded this funding based on how well they used the money from the current round and that Starlight Pines had not qualified for the next round of funding because too many lots had opted out. The Board must now decide how to give Starlight the best chance to qualify for future funding by preventing more lots from opting out. The Board packets contain a letter (or email) to the lot owners in CIN 4&5 explaining the necessity for their lots to be thinned this year to comply with the Board's most recent decision regarding our CC&Rs for thinning and the way they can negotiate as to which trees will be cut. The letter also informs them that if they decide not to accept the grant money, their lot will be abated, and they will pay the cost.
- vi. Our Firewise volunteers will be very busy this year inspecting the remaining 49 lots in the EQIP program and doing the Firewise inspections for 2023 on Lots 401-613. We owe them many thanks.

Motion: Sue Davis moved, and Bill Patterson seconded a Motion to: Appoint a special committee to define the language in block 5 of the lot inspection form for 2023 before April 1st. The committee members are John Motley, Bill Patterson, Tom Osterday, Conrad Davis, Bob Dahlgren, and Dan Knox.

The Motion passed unanimously at 10: 29 a.m.

- d. Property Rules Committee (PRC) – Rosemary Johnson, Chair- Rosemary presented at 10:30 a.m.

Members: LeeAnn McCoy and Sally Butler.

There aren't any property rules activity this month.

- e. Newsletter – Julia Harn, Editor- Julia presented at 10:31 a.m.

- i. Michelle King has been working with our advertisers in preparation for the second quarter newsletter coming out on the first of April. All advertisers are current except one, for understandable reasons.
- ii. I am working on several articles requested at the February Board meeting.
- iii. Formatting of the 2nd Quarter newsletter is on track. The deadline for contributions and reports is March 20, 2023. I plan to email the newsletter to

the printer on the 21st. Please email photos and reports to the SPHOA office at sphoa1216@tds.net, and everything will be forwarded to me.

- f. Starlighters – Bonnie Steele, Chair - Bonnie presented at 10:32 a.m.
Naïla Erwin, Treasurer; Kathy Terrell, Assistant to the Chair and Vice Chair. Lori Davis, Assistant to the Treasurer, Sally Butler, Kelly Hobel, Linda McDermott, Janet Pendell, Becky Pettit, Catherine Rogers, Caroline Weimer
 - i. Kathy Terrell led our Starlighters meeting on March 10th and will lead more business meetings this year.
 - ii. We want to recognize and thank Linda McDermott for receiving her Food Protection Manager certificate. This is quite an accomplishment, and we are extremely grateful for all that Linda does in supporting the Starlighters.
 - iii. A community breakfast scheduled for Feb. 25th was postponed until Saturday, March 04. The Starlighters served 26 breakfasts, and our total cash for deposit was \$73.60. Our Starlighters account as of Feb 28th totals \$5056.71.
 - iv. The breakfast committee decided to serve Scrambled Eggs, Breakfast Sausage, Hash Browns & Fruit at our March 25th community breakfast. The bake sale theme will be cookies, brownies, and bars.
 - v. The Boutique committee asked for vendor suggestions. Our table rent will remain \$20 for the inside and \$20 for a parking lot space.
 - vi. Linda McDermott is looking for a new stove, wall oven, and commercial refrigerator options. She discovered that no changes would be necessary for an LP GAS hookup.
 - vii. Kelly Hobel will wait until April to order new merchandise for our boutique in May.
 - viii. The Starshine quilting group met on Feb 28th and completed an inventory of our materials on hand.

Motion: Bill Patterson moved, and Dan Knox seconded a Motion to: Donate the \$300 found to the Starlighters

The Motion passed unanimously at 10:36 a.m.

7. Community Comment:

Gary Hanson opened the meeting to Members for any Community comment, discussion, or concerns. Members were invited to comment and, when recognized, to stand and identify themselves and their lot number.

- a. Beatriz Hurtado, the owner of lot #250 & lot #251, had a question about appealing bark beetle fines. She was told to notify the office and schedule time in the executive session.

- b. Kathy Terrell, the owner of lot #265, inquired about having the HOA promote the High-Country Informant. She was told that the HOA could not do that but encouraged to do so on Facebook.

8. Old Business:

- a. Receive Nominating Committee Report
 - i. Lori Davis has more interviews and will provide a report at our next meeting.
- b. Appoint Election Committee
 - i. It was determined to be the same committee as the nominating committee.

Motion: Sue Davis moved, and Bill Patterson seconded a Motion to: Nominate the members of the Nominating Committee, which includes Lori Davis, Sue Peck, and Carolyn Weimer, also to be members of the Election Committee

The Motion passed unanimously at 10: 39 a.m.

- c. Approve 2023-2024 Budget and Set 2023-2024 Annual Member Assessment

Motion: Bill Patterson moved, and Dan Knox seconded a Motion to: Amend the agenda item 8.c. to read Approve 2023-2024 Budget and Set 2023-2024 Annual Member Assessment

The Motion passed unanimously at 10: 41 a.m.

- i. Sue explained that we are required to have a budget according to our CC&Rs
- ii. We added all the expenses we think we need to pay for our next fiscal year, June 1, 2023 – May 31, 2024
- iii. Sue used 6% inflation as a guide.

Motion: Sue Davis moved, and Bill Patterson seconded a Motion to: Approve the Starlight Pines Homeowners Association Inc. balanced budget in the amount of \$215,115 for FY 2023-2024 based on the estimated total common expenses to be incurred for such fiscal year and determines that the amount of regular assessment to be paid by each member to be \$300 per member in support of that budget.

The Motion passed unanimously at 10: 51 a.m.

- d. Status of the 40' easement dispute along the southern border of Starlight Pines
 - i. Connie shared the good news that we are moving towards a proposed settlement being finalized by the attorney representing the Timber Ridge Defendants for what we have been asking for all along.
 - ii. 40' easement stays 40'
 - iii. For equestrian and pedestrian use
 - iv. Any fence will not encroach on the 40'
 - v. Timber Ridge residents will get reciprocal use of our greenbelts.

Motion: Peter Kuhl moved, and Sue Davis seconded a Motion to: Approve the settlement and authorize Gary Hanson to sign on our behalf.

The Motion passed unanimously at 10: 58 a.m.

- e. US Post Office request for all mailbox addresses in Starlight Pines.
- i. The Board decided to table until more clarification from the Post Office.

9. New Business:

- a. No new business was discussed.

10. Adjournment

With no further business to come before the Board, the President asked that the meeting be adjourned into an Executive Session for reasons allowed by ARS §33-1804, which will commence shortly.

Motion: Bill Patterson moved, and Peter Kuhl seconded a Motion to: Adjourn the meeting

The Motion passed unanimously @ 11: 10 a.m.

The next regular Board Meeting will be held on the first Saturday in April to avoid conflict with Easter weekend, April 1, 2023, at the Community Center.

The meeting was adjourned.

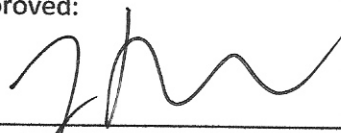
Board Approved On: 4/1/23

Submitted by:



Peter Kuhl, Board Secretary

Approved:



Gary Hanson, President

