

STARLIGHT PINES HOMEOWNERS ASSOCIATION
Minutes of the Regular Meeting of the Board of Directors
Saturday, April 1, 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. 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 9:01 a.m.
3. **Approval of the minutes of the Regular and Executive Meetings**
Motion: Bill Patterson moved, and Dan Knox seconded a Motion to approve March 11, 2023, Board of Directors Regular Meeting Minutes as presented.
The Motion was passed unanimously at 9:05 am.

Motion: Dan Knox moved, and Bill Patterson seconded a Motion to approve March 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 distributed to the Board.
 - i. 2022-2023 FY Account Balances as of March 31, 2023
 - ii. Income-ExpenseStatementforAllFundscomparedtothe2022-2023BudgetasofMarch31,2023
 - iii. Income-ExpenseStatementforHOAFundsOnlycomparedtothe2022-2023BudgetasofMarch31,2023
 - iv. SPHOA Transaction Report for March 31, 2023, sent by electronic transmission to Board only
 - v. Starlighters Auxiliary Transaction Report for March 31, 2023, sent electronically to the Board and Starlighters Leaders
 - vi. AllSPHOAfundsheldinfive(5)FDIC-insuredaccountsattwo(2)banks,reconciledonthe last day of the month and filed in the Office for review by Members.
 - b. Year-to-Date Revenue/Income and Expense for HOA funds only as of March 31, 2023
 - i. Income: \$ 295,904.97
 - ii. Expense: \$ (294,820.65)
 - iii. Net: \$ 1,084.32
 - c. Income/Expenses Statements for 9 months - (See March 31, 2023 – Income/Expense Statements.)
 - i. Income for HOA Funds Only is 162% above budget projections.
 - ii. Expense for HOA Funds Only is 162% above budget projections.

- iii. Income for All Funds is 174% above budget projections.
 - iv. Expense for All Funds is 173% above budget projections.
 - d. Account Balances for the fiscal year 2022-2023 as of March 31, 2023
 - i. Cash on hand and in five (5) accounts at two (2) banks - \$225,705.72
 - ii. Current Liabilities - \$34,380.90
 - iii. Replacement Reserves - \$144,504.93 (\$4,000 was transferred to Operating to pay legal invoices.)
 - iv. Undesignated/Equity Funds - \$46,819.89
 - 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.
 - e. Accounts Receivable as of 3-31-2023

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 member	\$25.00
iv. Compactor Miss-use Fees – 2 members	\$100.00
v. Default judgment – 1 member	<u>\$7,583.46</u>
vi. Total	\$51,164.81
 - f. Vendor Contracts
 - i. Newsletter Editor Julia Harn resigned as editor of the quarterly SPHOA Newsletter after the 2nd Quarter 2023 Issue was published and mailed. We will miss her writing skills, creativity, and sense of humor. The SPHOA is seeking to hire a new Editor. A description of the position appears in the 2nd Quarter 2023 Newsletter. Applications may be submitted to the Office.
 - ii. At the May 6th, 2023 meeting, after reviewing and negotiating, the Board will approve 2023-2024 service vendor contracts with Jackie Flood for Community Center Cleaning, Ray Weimer for Compact Area Management, Steve Yeary for Independent Contracting, and John Motley for Perimeter Fence Management and Snow Blowing,
 - iii. At the May 6th meeting, the Board will discuss contracting with a professional HOA management company to provide an array of optional services to the SPHOA.

Motion: Sue Davis moved, and Bill Patterson seconded a Motion to accept the Treasurer's Report as of March 31st, 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. The office is working on a mailing for Firewise to Homeowners for lots 401 through 613. The letters will be mailed out by the end of the month and consist of the following:
 - i. The 2023 Firewise Letter,
 - ii. A sample lot inspection form and a
 - iii. A detailed description of "The "Why" behind Firewise.
- b. We will not include Trash compactor forms with Title companies. We are in the process of revising our "Welcome Letter" to all new homeowners., which will advise them to come into the office when convenient to sit down with one of us to explain the dos and don'ts and sign the form, plus pick up their FOB. We will also accompany them to the

compactor to show them in person if needed. We feel that taking this next step will help to maintain our compactor better and, in the long run, will benefit us.

- c. If you have a group scheduled in the Center, please make it a priority to clean up prior to leaving. This is just a courtesy to all.

6. Committee Reports:

- a. Architectural Committee (AC) – Frank Pettit, Chair, presented at 9:24 a.m.

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

- i. We received one new home application. We reviewed the preliminary plans and provided feedback to the architect.
- ii. We currently have 39 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: 3
 - o Driveway: 2
 - o Miscellaneous: 4
 - o Projects Completed or Retired Since Last Report: 0

- b. Greenbelt Committee – Don Cacioppo, Chair, Dan Knox, presented at 9:25 a.m.

Members: Buddy & Sue Peck, Dave 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 9:25 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. Because the weather has prevented any landscaping, EQIP thinning, and mercifully any bark beetle activity, there is nothing to report in those areas. However, there is much to consider for the future.
- ii. First, I would like to thank Jackie Lusson for running off a thousand pages in the first Firewise inspection mailing and for stapling, folding, and stuffing. That is a job that takes many hours. I also thank Michelle King for stamping and mailing over 200 letters.
- iii. At the last Board meeting, I told the Board that I planned to retire on May 31st. However, I realize now that the end of May is not a good time for a new chair to assume the duties. Between now and then, there are many duties connected with both the Firewise inspections and the EQIP thinning program that need to be understood and performed in the next two months, and the new Chair needs to learn by doing while I can facilitate.
For many good reasons, I am recommending John Motley to replace me as Chair of the Firewise Education Committee. Because he is a permanent resident, he has immediate firsthand access to any Firewise concerns.

Furthermore, John is an extremely good communicator. He enjoys talking to our residents face to face or on the phone, and that is what gets so many of our residents to understand what is expected of them and to become compliant. Also, he is good at organization, which is essential to the job. For all these reasons, I recommend that the Board vote today to make John Motley the new Chair of the Firewise Education Committee.

Motion: Peter Kuhl moved, and Dan Knox seconded a Motion to: Appoint John Motley as the Firewise committee chair for the remainder of the 2022/2023 Board year.

The Motion passed unanimously at 9: 35 a.m.

- d. Property Rules Committee (PRC) – Rosemary Johnson, Chair- Rosemary presented at 9:36 a.m.
Members: LeeAnn McCoy and Sally Butler.
 - i. During March, two properties were brought into compliance. One property owner was sent a letter outlining the violation on their property. Two property owners were notified that the thirty-day grace period had expired, and fines have started.
- e. Newsletter – Julia Harn, Editor- Jackie Lussen presented at 9:37 a.m.
 - i. 540 Newsletters were mailed at the Winslow Post Office where the HOA has a bulk mailing permit.
 - ii. Julia resigned from being the editor. This Second Quarter newsletter contains an advertisement for a new editor. Copies of the files used to create the last two newsletters were returned to the HOA office.
- f. Starlighters – Bonnie Steele, Chair - Bonnie presented at 9:38 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. A community breakfast was held on March 25th. The Starlighters served 38 breakfasts; our total cash for a deposit for March is \$534.16. Our Starlighters account as of Mar 31st totals \$5630.31. We are off to a slow start for earnings in Feb and Mar due to poor breakfast attendance. However, the breakfasts also serve as a social event, and everyone appeared to enjoy themselves. The breakfast committee decided to serve scrambled eggs, carved ham, potato casserole, fruit, and Danish at the next community breakfast scheduled for April 29th. The bake sale theme will be dessert bread.
 - ii. Becky Pettit gave us an update on plans for our Boutique. All the oblong tables on the edges of the room are reserved, but we still have our round tables in the center of the room available. Many parking lot spaces are also available.
 - iii. Linda McDermott submitted a proposal for a new gas stove and commercial refrigerator to the Board on Tuesday for your approval. It will be addressed under “old business” on today’s agenda.
 - iv. Kelly Hobel plans on ordering Happy Jack merchandise next week.
 - v. The Starshine quilting group is postponed until Apr 4th. We hope everyone from Starshine can join us on this rescheduled date.

- vi. On May 5th, weather permitting, we will hold a highway clean-up at 10 am, followed by a potluck. We invite any community members to join us for the clean-up and potluck. A short business meeting will be held afterward.
- vii. Thanks to Kathy Terrell for leading our Starlighters meeting on March 31st. Good meeting, Kathy!

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. There weren't any community members wanting to make a comment.

8. Old Business:

- a. Receive Nominating Committee Report.
 - i. After conducting these interviews, the Committee is pleased to recommend the following individuals to fill the two vacancies on the Board for the 2023/2024 year:
 - 1. Mary Alice Samsill – Lot 37
 - 2. Buddy Peck – Lots 440 and 441 (because Sue Peck is married to Buddy and serving on the Committee, she did not vote for this candidate, and it was a unanimous decision to recommend Buddy by myself and Caroline Weimer)
 - ii. The following board members confirmed that they would continue for another year: Gary Hanson, Frank Pettit, Bill Patterson, Peter Kuhl, John Motley, and Rosemary Johnson.
- b. Status of the 40' easement dispute: Gary informed us that nothing had been resolved yet. He said we are likely waiting for the Timber Ridge HOA Board to act.
- c. Starlighters Kitchen Proposal.
 - i. Linda McDermott presented the plan to remodel the HOA Community Center Kitchen. The current proposal asked for \$14,000 to purchase what they need.
 - ii. A counter-proposal was floated by the board to pay for only the refrigerator-Model EBSRF2, for \$4,892, and the stove-Model PCFG3670AF, for \$4,095. We could take on the remaining items after we finalize our legal bills.
 - iii. Sue pointed out that we have \$9,853.00 in the Replacement Reserves for each item, which includes \$3,212.00 for the refrigerator and freezer and \$6,641.00 for the stove.

Motion: Dan Knox moved, and Sue Davis seconded a Motion to: Approve the replacement of only the refrigerator and the stove.

The Motion passed by a vote of 7-1, with Bill Patterson voting against it. at 10: 12 a.m.

9. New Business:

- a. The Board has asked for HOA Management Proposals, Including Vision Community Management, HOAMCO, and Peaks HOA Management.
 - i. Members commented that this was the first they had heard of this. The board explained that is why this item is on the agenda.

- ii. Another member commented that they would prefer to have local control. The board explained that our community is larger, requiring full-time management activities, and the pool of volunteers is shrinking.
- b. Property Restoration and Maintenance estimate for repairing the Community Center parking lot for the amount of \$5,879.98.

Motion: Sue Davis moved, and Dan Knox seconded a Motion to: Accept the Property Restoration and Maintenance estimate for repairing the community center parking lot.

The Motion passed unanimously @ 10:33 a.m.

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: Gary Hanson moved, and Peter Kuhl seconded a Motion to: Adjourn the meeting

The Motion passed unanimously @ 10:35 a.m.

The next regular Board Meeting will be held on May 6th 2023, to avoid conflict with Mother's Day.

The meeting was adjourned.

Board Approved On: 5/5/23

Submitted by:



Peter Kuhl, Board Secretary

Approved:



Gary Hanson, President