

STARLIGHT PINES HOMEOWNERS ASSOCIATION
Minutes of the Regular Meeting of the Board of Directors
Saturday, May 6, 2023
Starlight Pines Community Center

1. **Call to Order / Determine a Quorum** - President Gary Hanson called the meeting to order. Board members present were President Gary Hanson, Secretary Peter Kuhl, Treasurer Sue Davis, and Directors at Large Frank Pettit, Rosemary Johnson, and Bill Patterson. Board members absent were Vice President Dan Knox and Director at Large John Motley. President Hanson determined that six of the eight Directors present established a quorum to conduct business. Others present were Association Members listed on the attached sign-in sheet.

2. **Pledge of Allegiance** - Gary Hanson led all in the Pledge of Allegiance.

3. **Approval of the minutes of the Regular and Executive Meetings**

Motion: Peter Kuhl moved, and Frank Pettit seconded the Motion to approve the April 1, 2023, Board of Directors Regular Meeting Minutes as presented. The Motion passed unanimously.

Motion: Peter Kuhl moved, and Sue Davis seconded the Motion to approve April 1, 2023, Board of Directors Executive Session Meeting Minutes as presented. The Motion passed unanimously.

4. **Treasurer's Report** - Treasurer Sue Davis reported as follows.

a. **Documents were distributed to the Board.**

- i. 2022-2023 FY Account Balances as of April 30, 2023
- ii. Income-Expense Statement for All Funds compared to the 2022-2023 Budget as of April 30, 2023
- iii. SPHOA Transaction Report for April 30, 2023, sent by electronic transmission to Board only.
- iv. Starlighters Auxiliary Transaction Report for April 30, 2023, sent electronically to the Board and Starlighters Leaders.
- v. 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 to the Budget as of April 30, 2023:**

- i. Income to the Budget: \$ 320,986.32
- ii. Expense to the Budget: (\$ 347,369.92)
- iii. Net to the Budget: (\$ 26,383.60)

c. **Income/Expenses Statements.** See April 30, 2023 – Income/Expense Statement.

- i. HOA Income is 164% above budget projections.
- ii. HOA Expense is 178% above budget projections.

d. **Account Balances for the fiscal year 2022-2023 as of April 30, 2023**

- i. Cash on hand and in five (5) accounts at two (2) banks - \$200,015.97
- ii. Current Liabilities - \$35,165.06
- iii. Replacement Reserves - \$144,504.93
- iv. Undesignated/Equity Funds - \$20,345.98
- v. In May 2023, Reserve funds will be moved into the Operating account to close the year with a balanced Budget.

e. **Accounts Receivable as of 4-30-2023**

- | | |
|---|--------------|
| i. Unpaid Assessments – 12 members | \$ 6,795.27 |
| ii. Unpaid CC&R Violation Fines - 46 members | \$ 39,062.50 |
| iii. Newsletter advertisers | \$ 440.00 |
| iv. 1st Qtr. 2023 Newsletter advertisers – 1 member | \$ 25.00 |

v. Compactor Miss-use Fees – 2 members	\$100.00
vi. Default judgment – 1 member	\$ 7,637.27
vii. Total	\$ 54,035.04

f. **Vendor Contracts.**

- i. At the May 6, 2023, meeting, the Board will approve the 2023-2024 service vendor contracts with Jackie Flood for Community Center Cleaning; Ray Weimer, Compact Area Management; Steve Yeary, Independent Contracting; and John Motley, Perimeter Fence Management and Snow Blowing.
- ii. At the May 6 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 the Motion to accept the Treasurer's Report as of May 6, 2023, as presented. The Motion passed unanimously.

5. Community Managers' Report – Michelle King and Jacqueline Lusson, Co-Community Managers

Community Manager Jackie Lusson presented.

- a. Assessments were mailed out Monday, May 1, 2023. Assessments are due on June 1, 2023. We assess a late charge on July 1, 2023
- b. This year we have two spots open on the Board. Ballot packets were mailed on April 26, 2023. The last day to return a Ballot in person to the office Ballot box is June 12, 2023. Mailed Ballots must have a postmark by, Midnight, June 12, 2023.
- c. Firewise inspections start next month, June 1, 2023. Inspections for lots 401 – 613.
- d. May 15, 2023, through May 17, 2023 – reseal of pavement at Community Center and Mailboxes will occur.

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 currently have 47 approved projects in the community, which are in various stages of progress that include the following: New homes under construction: 18, New garages: 10, New roofs: 0, Sheds: 1, Decks: 2, Fences & Corrals: 6, Siding or Exterior Paint: 4, Driveway: 2, and Miscellaneous: 4. Projects. Completed or Retired Since Last Report: 0
 - ii. It has been a very busy month, with eight new projects added to the growing list. Hopefully, some of these projects that have been in progress for an extended period will finish soon so we can shorten the list.
 - iii. Ken Grode has served a 3-year term as a volunteer member of the Starlight Pines Architectural Committee. I want to thank Ken for his service and time donated on Committee matters during those years and formally release him from the Starlight Pines Architectural Committee at this time.

Motion: Frank Pettit moved, and Sue Davis seconded the Motion to remove Ken Grode from the Architectural Committee. The Motion passed unanimously.

- b. Greenbelt Committee – Don Cacioppo, Chair; Members: Buddy & Sue Peck, Dave Inns, Paul & Gayle Budrick, Mary Colbert, and Lisa Markley. Gary Hanson presented for Don Cacioppo.
 - i. The Forest access road was cleared of weeds and debris to allow Steve Yeary to grade the road before it is reopened. Steve filled in the latest sinkholes in the

Western Greenbelt caused by the recent runoffs. Thank you, Steve, for your assistance.

- ii. Surveys of the Greenbelts have begun assessing their condition after all the moisture we have received this year. The areas looked at so far are in good shape, except for trash pickup and runoff trenches that must be filled to prevent further erosion.
- c. Firewise Education Committee – Board Liaison Bill Patterson presented for absent Chairman John Motley.

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, and Bill Patterson, Board Liaison.

- i. 2023 Inspections for Lots 401 -613 will begin in June. All lots must comply by September 19, 2023, so non-compliant fines are not assessed.
- ii. Inspectors, please make specific notes on the comment line for any non-compliant item so the reinspection can be thorough without duplication.
- iii. There will be six teams of Firewise Volunteers completing approx. 35 lots each. There will also be four alternate volunteers, full-time residents, available to assist in training, re-inspections, bark beetle identification, and marking.

- 1. Team 1: Tom Braddick, Marie Braddick
- 2. Team 2: Larry Butler, Tom Osterday
- 3. Team 3: Pat Macholtz, Berdie Nally
- 4. Team 4: John Motley, Patty Motley
- 5. Team 5: Paula Osterday, Bill Patterson
- 6. Team 6: Doug Sparks, Cindy Sparks
- 7. Alternates: Paul and Faith Tuszynski, Bob Dahlgren, Dave Lutz

- iv. Proposal to modify Lot Inspection Form:

- 1. #3 Delete "or trees with bark beetle infestation."
- 2. On top: NOTE: Bark Beetle Trees must be documented on the Orange Bark Beetle Inspection Form, NOT the Lot Inspection Form

Motion: Bill Patterson moved, and Sue Davis seconded the Motion to allow John Motley to amend the Bark Beetle and Firewise inspection forms by restating language in box 5 as determined by a special committee appointed by the Board on March 11, 2023. The Motion passed unanimously.

- v. EQIP (Environmental Quality Improvement Program) Grant:

- 1. CIN 4 – Total of 34 Lots:
 - a. Twenty-eight residents returned Tree Thinning agreements.
 - b. Three Residents opted out after signing MOU!
 - c. Three Possible, waiting for them to come up. I will walk their lots when they arrive.
- 2. CIN 5 – Total 15 Lots
 - a. Thirteen residents returned the Tree Thinning Agreements
 - b. One resident opted out after signing MOU!

- c. One Possible waiting to contact them.
- 3. Cutting trees will begin May 15th and take about ten weeks, weather permitting. With only one contractor, no lot owner will be charged extra for thinning their lot.
- 4. This will be the end of the first contract.

vi. EQIP Future Funding:

- 1. Good news: Besides EQIP CIC (which funded the current contract), there is a new/additional-funding source for which the NRCS (National Resources Conservation Service) is applying for SPHOA. It is EQIP IRA Grant (IRA Inflation Reduction Act). The chances of being funded will be much better.
- 2. The new application(s) for the Lots 401 - 613 funding will be submitted on 4/28/2023.
- 3. Pre-approval should be received before the end of June. Once preapproved, we will be able to start marking lots.
- 4. The Challenge is finding volunteers to be trained by the Department of Forest and Fire Management (DFFM) on how to mark the trees per the prescription of the conservation plan outlined in the contract. Eight markers would be needed to accomplish this marking in a timely/consistent manner.
- 5. A flyer was posted at the NAU School of Forestry for an internship opportunity. Interested students will be trained in tree marking. So far, I have received four students interested (two of whom have summer homes in SP!) This option may not be viable since it is a non-paying job, a lot of travel, and the cost of gas for current college students.
- 6. Looking for alternative options, including compensation for tree markers – this grant should be approximately \$180,000.

vii. John is on vacation and will be returning around May 10, 2023.

- d. Property Rules Committee (PRC) – Rosemary Johnson, Chair- Rosemary presented. The Property Rules Committee investigates rule violation concerns brought to our attention by homeowners. If you have a concern, send an email or letter to the office.
 - i. One property was brought into compliance in April 2023
 - ii. Two properties still need to be compliant.
- e. Newsletter – No updates for the Newsletter this month (The Board announced the open Editor position in the 2023 Second Quarter Newsletter.)
- 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 April 29th. The Starlighters served 95 breakfasts of scrambled eggs, carved ham, potato casserole, fruit, and Danish. The total cash for a deposit for April is \$560.17. Our total Starlighters funds as of April 30th totals \$5,630.37.
 - ii. Caroline gave us an update on plans for our Boutique. All tables are rented, and plans are finalized with volunteers.

- iii. Kelly Hobel ordered new HJ merchandise in April. Sue Peck suggested new merchandise to sell. We hope to have it available at our Boutique on May 27th.
- iv. The Starshine quilting group had a sparse attendance, so we reviewed the projects we were working on.
- v. On May 5th, we held a highway clean-up at 10 am, followed by a potluck. We had 16 volunteers despite the very windy weather. A short business meeting was held after the potluck.
- vi. If there are no objections from the Board, we will use the same menu for our lunch for the property owners following the Information Forum on June 10th. It includes BBQ Pork, BBQ Chicken or Plain Chicken Sandwiches, potato salad, baked beans, a veggie tray, potato chips, various sodas and drinks, and ice cream sandwiches for dessert.

Motion: Sue Davis moved, and Bill Patterson seconded the Motion to approve an increase of \$50 for the June 10th Annual Member Meeting community lunch. The Motion passed unanimously.

- vii. Linda McDermott updated the Board on the kitchen improvements stating that the refrigerator and stove are fantastic.

Motion: Bill Patterson moved, and Sue Davis seconded a Motion to allocate at most \$1,200 to complete the renovations for the kitchen to be paid in the 2023/2024 fiscal year budget. The Motion passed unanimously.

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. Bill Patterson Lot 244. Bill received an email from Mike Bourne that requested community support to email the Arizona Corporation Commission on behalf of the Blue Ridge Water Improvement District. Bill asked for more owners to do the same.
- b. Sue Davis Lot 352 and 353 asked for the same.

8. Old Business:

- a. Status of the 40' easement dispute. Gary mentioned he signed the settlement agreement; the last step is for the counter signature from the parties in Timber Ridge.
- b. The Board is considering HOA Management Proposals, Including Vision Community Management, HOAMCO, and Peaks HOA Management.
- c. June 10, 2023, Annual Membership Meeting (per ARS); Social, Educational & Firewise Recognition Day - Speakers, Lunch & Budget

9. New Business:

Renewal of vendor contracts:

- 1) Community Center Cleaning.
- 2) Trash Compactor Area Management and Maintenance.
- 3) Perimeter Fence Maintenance.
- 4) Snow Blowing; and
- 5) Independent Contractor Services Agreement

Motion: Sue Davis moved, and Peter Kuhl seconded a Motion to: Accept the vendor contracts as presented. 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, which will commence shortly for reasons allowed by ARS §33-1804 and stated at the bottom of the Agenda.

Motion: Peter Kuhl moved, and Bill Patterson seconded the Motion to Adjourn the meeting. The Motion passed unanimously.

The next Regular Board of Directors meeting will be held Saturday, June 10, 2023, at 9:00 a.m., followed by the Social, Educational & Firewise Recognition Day Speakers. The Annual Meeting of the Board of Directors will be held on Monday, June 12, 2023, at 9:00 a.m.

The meeting was adjourned.

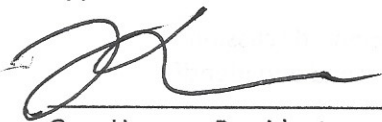
Board Approved On: 6/12/23

Submitted by:



Peter Kuhl, Board Secretary

Approved:



Gary Hanson, President