
Special Board Meeting

Saturday 1/5/19

Brooks Room, Bend Public Library

Note: On 12/5, the association was informed of a requirement under the Open Meetings law that our meetings need to be held in ADA compliant facilities. The meeting was moved to the library to accommodate this requirement. Going forward, all board meetings must be held in ADA compliant facilities.

Special board meeting was held pursuant to section 6.2 of Starwood's Bylaws in order to approve the 2019 election packet mailing in order to meet timelines to hold annual meeting during January.

Attendees:

Steve Mulkey, President

Laura Thompson-Ball, Vice President

Aaron Loukonen, Treasurer

Mike Kentley, Secretary

Also in attendance: approx. 18 members of the association.

Agenda

1. Approve 2019 election information and packet.
2. Respond to question from CPA regarding any knowledge of financial impropriety with respect to the association's funds.

Notes

- Meeting called to order at 3:06pm.
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- Discussion of item 1 -- election packet.
 - Steve presented the election packet that will go out in the mail on Monday. Explained the process by which it was created, and the bylaws governing content, and conversations with attorney to make sure its by the book.
 - Laura brought up a concern that the packet should have gone back to the nominating committee for review given the feedback from our attorney that each nominee is running for a specific numbered spot on the board.
 - Steve explained that we have never followed the bylaws on this one and it was brought to our attention by Joe Coss (nominating committee) in May and confirmed by our attorney during the creation of the packet. Previous elections have been by a show of hands, usually without enough people running to fill all the board seats. He and Robert met with our attorney to make sure this is as correct as we can possibly make it.
 - Homeowner asked who is collecting ballots. They can be mailed to Starwood's address or scanned and emailed to the secretary. Ballot counting will be addressed before the annual meeting. Mike (and the board) will not be counting ballots.
 - Barry Garley asked if there is language in the packet stating "no nominations from the floor". Steve referred owners to the front page of the packet which describes the bylaws and procedure for election. We are using the absentee ballot method (added to Bylaws in '09) and NOT doing nominations from the floor. The "nominations from the floor" method and absentee ballot method are an either or thing, not both.
 - Mike Kentley motion to accept election packet as written. Aaron 2nd. Motion carried.
 - Second item of business. CPA handling Starwood's financial review for 2017 wanted the board to state if we are aware of any wrongdoing, criminal activity or fraud related to the 2017 books. We don't have any specific evidence of wrongdoing, but the CPA did bring up a number of inconsistencies in the QuickBooks data that still were not resolved as of 12/18 (for reference -- the 2017 financial review should have started around 1/1/18).
 - A number of owners want to know when we will have 2017 completed and a draft 2018. Will we have it in time for the annual meeting? Answer is that we are not sure. Steve is working with CPA to lock down 2017 and get the 2018 engagement letter signed.

- Side note: We've received the financial review packets from CPA going back to 2008 in PDF format. Steve will make all of these available on the Starwood website members are ASAP.
- Jim Porter asked if the historical QuickBooks data is locked down. Answer yes: Paper files in storage boxes in Steve's garage. We have "raw" copies of the QuickBooks files we received from Jim Porter.
 - To get through 2018, Angela Plass imported a copy of the data into QuickBooks (didn't touch original files). Brickhouse started clean with their system in August. This presents certain challenges to completing the 2018 review quickly (can't just send QuickBooks files to the CPA) but all of the data that we have is safely stored.
 - Barry Garley asked if we got data for Jan, Feb, Mar from Jim Anderson. Steve said yes. We got his monthly reports and check registers. The problem is, that we've never audited the books so we don't know if the data is 100% correct.
 - Janine Toomey (a CPA) said that in her experience, if someone made a mistake in the books, they are generally consistent about making the mistake, so it may be possible to backtrack and correct if we do find mistakes. Going back before 2017 may cost us more than it is worth to do.
 - Someone made the comment that it may be best to start a clean QuickBooks file on 1/1/19 and work to keep it accurate going forward.
 - Laura -- motion to respond to CPA with "no, we are not aware of any criminal activity, fraud". Steve 2nd. All in favor. Motion carried.
- Steve Motion to adjourn at 331pm. Motion carried.

Attachments:

- Steve's agenda with emails from CPA and election packet.

Action Items

1. Steve to make all financial review packets including draft 2017 available on members section of the website ASAP.



2. Steve to prepare election packet for mailing.

Submitted by Mike Kentley 1/10/19