

**STARWOOD HOA BOARD OF DIRECTORS' MEETING
TUESDAY, NOVEMBER 20, 2018 AT 7:00 PM
THREE SISTERS SCHOOL, BEND, OR**

Present: Mike Kentley, Aaron Loukonen, Laura Thompson-Ball, Robert Curzon, Michelle Wainwright and Carrie Smith (Brick House Property Management).

Absent: Steve Mulkey (excused)

Approximately 20 homeowners attended this meeting.

CALL TO ORDER AND CONSENT TO AGENDA:

The meeting was called to order by Laura Thompson-Ball at 7:00 pm.

REVIEW AND APPROVE PRIOR MEETING MINUTES:

A motion was made by Aaron Loukonen and seconded by Mike Kentley to approve the Board of Directors' meeting minutes from October 16, 2018 as presented. Motion passed unanimously.

REVIEW AND ACCEPT OCTOBER'S FINANCIALS: Aaron Loukonen

It was determined that the Board would await the CPA 2017 calendar year financial statement before accepting any other financials so that all financial statements are accurate based on the figures from the CPA report.

It was recommended that some research be done regarding interest rates for the two CD's that the HOA presently has established at both Interstate Bank and Washington Federal. Michelle Wainwright will discuss this further with Steve Mulkey.

COMMITTEE REPORTS:

Budget Committee: Deb Garley

The budget committee has been reviewing the financials for the community. They are noticing discrepancies in all areas. They are trying to complete the 2019 budget and will need to have correct figures to make certain all financials going forward are accurate. It was explained that the CPA has not completed the 2017 review and figures provided to Brick House Property Management when the transition occurred are based upon the information that was provided at that time. It was determined that the Board, along with Brick House Property Management will have to research through the various boxes of financial information (which is not organized in any order) to provide the required answers to the CPA request.

The Board had received a sample of the reserve study figures. Based upon the information provided from the 2015 reserve study, it shows that the reserve study is 215% funded. Michelle

Wainwright will review the actual asset items listed in the 2015 reserve study to determine accuracy. The new reserve study will break down asset allocations based upon street, rather than the entire community. Michelle Wainwright informed the Board that for the upcoming 2019 budget, half of the allotted amount for the reserve account could be utilized and still maintain a 100% funding status. She also mentioned that the replacement costs indicated in the 2015 reserve study did not appear to include installation costs for the replacement items. It was determined that by the beginning of December, the Board would need to determine whether they want to reduce the amount allocated to the reserve account.

Election Committee:

Joe Coss

A letter was created by the election committee to be sent to all homeowners regarding the upcoming election process. The letter was reviewed by the Board and will be sent out to all homeowners immediately. Nominations will close on December 19, 2018, and ballots (sample provided to Board) will be sent out by early January to correspond with the January 26, 2019 annual meeting date. It was determined that each nominee would be asked to submit a short bio to be attached to the ballot. Ballots will be sent to all homeowners via email or through USPS mail for those without emails on file (presently 27). It was explained that the proxy on the ballot form is used to provide a quorum to hold the annual meeting and for any items that the homeowners would vote on at the annual meeting (i.e. approving the minutes from the last annual meeting). If someone votes the ballot, there is no need to provide a proxy to another homeowner to vote their ballot for them.

ARC Committee:

Deb Coss

Deb Coss informed the group that there were seven projects approved since the last board of directors' meeting. The ARC is in need of more members. An email blast will be sent to all homeowners in this regard.

Landscape Committee:

Bob Wilkinson

Mowing has ended for the season and equipment has been winterized. The irrigation system was blown out on November 14, 2018 and the pumps have been drained and winterized. The Hunnell Road irrigation feed pipeline is in need of cleanout. It will cost approximately \$2,000 for this process to be done. It was determined that there is enough money in the 2018 budget for this work to be completed.

A motion was made by Mike Kentley and seconded by Robert Curzon to have the Hunnell Road irrigation feed pipeline cleaned out. Monies for this expenditure will come from the 2018 budget and will be done this year. Motion passed unanimously.

The downed tree was removed from the area adjacent to the front mailboxes and was taken to the green disposal site. The green disposal site has significant debris amounts. A burn-out is planned for this week, dependent upon the weather.

There was some damage to the pipe containing the hydrant shut-off valve adjacent to a hydrant by some youngsters. The pipe was cleared and all other hydrants were checked. Two other hydrant shut-off valves were filled with sand and were cleaned. It was noted that Avion does have a schedule to check the hydrants but this work needed to be done immediately. Vandalism was also noted at the galaxy park. The damage was repaired.

Common Area and Facilities: No report was submitted.

Security and Safety Committee: **Laura Thompson-Ball**

Laura Thompson-Ball presented information regarding signage for the community. This would include 5-6 “residents only” signs and 4-5 “no trespassing signs” for the fence areas. The cost is approximately \$35, not including posts and installation. The Board also discussed the use of towing signs to be put near the first set of mailboxes and one at the entrance to the community. It was recommended that the signs be reflective; the cost would be \$52.50 for reflective signs. Michelle Wainwright will research the cost for installation and posts for these signs.

The Board also discussed the possibility of gates being installed within the community. This would come under ‘special projects’ for 2019. It was suggested that a survey be sent to the community regarding gates in 2019.

Communication Committee: No report was submitted.

RV Storage: **Michelle Wainwright**

Michelle Wainwright reported for the RV Storage. There are 88 occupied slots with three being vacated since the last board meeting.

Manager’s Report: **Michelle Wainwright**

Fire Clean-up: Michelle Wainwright and Robert Curzon will meet with Cascade Vegetation to determine spring needs. The pasture still needs to be addressed and some board members are pursuing leads in this regard.

Mailboxes: Mail is now being delivered to the new mailboxes. The old boxes will be dismantled and the area restored. Final payment will be made once the project is completed.

Landscape: Michelle Wainwright is working with the landscape crew to determine scope of work for 2019. It is estimated that the 2019 budget will not allow for an outside contractor to take on this landscape maintenance. This will be discussed further as the 2019 budget is reviewed.

Roads: Central Oregon Paving will have a road assessment completed for the community within the next week. They will be assessing crack seal, seal coating and overlay and identify areas in need of maintenance. They will also provide a maintenance plan for the roads within the community for the future.

Firewise: Firewise literature has been presented to the Board for review.

Signage: New sticker for the dump site sign has been ordered. Bar Towing will provide signage to Brick House Property Management for installation.

Reserve Study: Items from the 2015 reserve study were inputted into the Brick House Property Management reserve study software. The budget committee will help with the reserve study in 2019. They can help research actual costs of items as well as budget for installation costs.

It was noted that there has been no reserve contribution made since April, 2018. The remaining amount due to be transferred is \$24,861.75. This will need to be reviewed and approved by the Board at the next Board meeting in December, 2018.

It was also mentioned that a reserve study needs to be done for the RV storage lot. Brick House Property Management will get CPA input and clarification on the best way to record the income and expenditures for the RV storage area. It was also suggested that a breakdown be provided by the insurance company for any premium amounts paid on behalf of the RV storage areas so that accurate reimburse to the HOA for these expenditures can be recorded.

Michelle Wainwright informed the Board that there was a loan from the reserve account that dates back to 2007. If the reserve account is deemed to be healthy, this amount will not have to be replaced.

Violations: Brick House Property Management has begun issuing non-compliance notices to homeowners within the community. There were 9 violations; 6 have been corrected with three violations remaining outstanding. Brick House Property Management follows the legal procedure acceptable in a court of law: a 'courtesy notice' is sent with sufficient time to correct the violation; a second letter indicating that the violation has not been addressed and that a fine may be imposed if not addressed within a sufficient time frame, and the final fine letter indicating that a fine has been imposed for non-compliance.

There are two homes that are utilizing common ground areas to house trailers and debris. It was determined by the Board that both homeowners be sent a letter instructing them to clear the common areas of the trailers and debris within ten days. If not completed, the Board has instructed Brick House Property Management to have the trailers towed from common ground areas and the debris removed.

There are approximately 12-15 homeowners who do not have chimney covers. A letter will be sent to these homeowners requesting they install covers immediately as it is a safety/fire issue for the entire community.

NEW BUSINESS:

Reserve Committee: *See notes above under manager's report/reserve study.*

RV Storage Financials: *See notes above under manager's report/reserve study.*

Member's Forum:

A homeowner addressed the group, and specifically Michelle Wainwright regarding comments made about his professional status as a lawyer. The homeowner demanded that this be noted in the minutes. The homeowner was agitated, and became rude, refusing to accept answers already provided to him. He told three of the board members to "Shut up.", or "Shut up - I'm not talking to you."

EXECUTIVE SESSION:

A motion was made by Mike Kentley and seconded by Robert Curzon to move into an executive session to discuss legal matters. Motion passed unanimously.

The executive session was not open to the public. The Board began the executive session at 8:35 pm.

A motion was made by Mike Kentley and seconded by Robert Curzon to close the executive session. Motion passed unanimously.

The Board closed the executive session at 8:45 pm.

ADJOURNMENT:

A motion was made by Mike Kentley and seconded by Laura Thompson-Ball to adjourn the board of directors' meeting. Motion passed unanimously.

The board of directors' meeting was adjourned at 8:46 pm. The next scheduled board of directors' meeting is on Tuesday, December 18, 2018.

ACTION ITEMS

Brick House Property Management:

Review boxes of financials to provide CPA with necessary documentation. May require BOD assistance to find the necessary documentation.

Determination needs to be made regarding the reserve account funding amount by December.

Send out election committee letter to all homeowners *(completed on 11/21/18)*.

Email blast regarding members for ARC

Cost for posts and installation of signs

Prepare survey for 2019 for gates to be installed within the community.

Set up meeting with Robert Curzon and Cascade Vegetation to determine spring fire clean-up needs.

Signs from Bar Towing—set up installation.

Discuss interest rates for CD's with Steve Mulkey.

Reserve study for the RV storage—need to determine assets

Discuss with CPA the best way to show the income/expenditures for the RV storage area.

Get a breakdown from the insurance company for the RV storage area premiums so that reimbursement to the HOA can be accurate. *(Insurance is handled by temp agency.)*

Letter to two homeowners who are utilizing common ground areas for housing of trailers and debris. *(letters sent)*

Letter to homes without chimney covers. *(letters sent)*

NOTES: Reserve account needs to be funded based upon the 2018 budget. A motion will need to be made at the next board meeting for this to be revised or completed.