

**STARWOOD HOA BOARD OF DIRECTORS' MEETING
TUESDAY, JANUARY 15, 2019 AT 7:00 PM
EAST BEND LIBRARY, BEND, OR**

Present: Steve Mulkey, Laura Thompson-Ball, Aaron Loukonen, Robert Curzon

Absent: Mike Kentley (excused)

Approximately 10 homeowners attended this meeting.

Call to order and consent to agenda:

The meeting was called to order by Steve Mulkey at 7:00 PM.

Review and approve prior meetings' minutes:

A motion was made by Aaron Loukonen and seconded by Robert Curzon to approve the Board of Directors' minutes from the business meeting and Executive Session on 11/20/2018, and Special Meetings on 12/06/18 and 01/05/2019. Approved as presented - motion passed unanimously.

Manager's Report: Steve Mulkey

Steve Mulkey, as Board President, reported he has been depositing checks, paying bills, and conducting the business of the Association in the absence of a manager. He informed all in attendance that he has all three keys to the official Starwood mailbox, and has also been collecting the ballots coming to our address. He offered keys to other board members to collect mail while he is away for a week on business. All board members in attendance declined to take a key.

Steve also informed everyone of a NOTICE OF PENDENCY OF ACTION, in which "STARWOOD PROPERTY OWNERS ASSOCIATION" is named as one of the many defendants. Steve informed us that legal counsel said all we need to do is wait and see what happens.

Treasurer's Report: Aaron Loukonen

As we are in the middle of a review with Schwindt & Co. regarding accounting issues from 2016 and 2017, there is no review of 2018 at this time. Steve Mulkey is taking care of deposits, and paying bills, as noted in the Manager's Report.

Laura Thompson-Ball asked if Brick House had made the deposit of funds to the reserve account. The answer was in the affirmative.

Steve also shared that Brick House is currently converting all of our financial information from their proprietary accounting system to Quickbooks. Not date of receipt of that file from them was noted.

Committee Reports

Architectural Review: Deb Coss

One recent approval. \$1,000 deposit refunded which was required for a larger project.

Common Area and Facilities: Robert Curzon

See email from Bob Wilkinson, which outlined the year's work.

Communications: Aaron Loukonen

Nothing to report.

RV Storage: Jeannie Malbon

The same balance is in the account as the last several months. The separate account situation was discussed with the board and owners participating. It was agreed that the RV funds need to be fully integrated into the main Starwood accounting system with oversight by the Board. One owner informed us that even though she has a space there, she has not been billed, but informed the RV Committee and has paid her bill. She believes she is not the only one who is experiencing this. Steve Mulkey recommended a complete accounting of all spaces and accounts.

Security and Safety Committee: Various Owners

Aaron Loukonen informed us that one of his neighbors lost three packages to porch pirates recently. Discussion ensued.

Egging of several homes and driveways was mentioned. These events occurred shortly after Halloween, and may have been related to the damage in Galaxy Park around the same time.

Agenda Items:**Review and respond to draft 2017 Financial Review by CPA:**

Steve Mulkey gave an overview of the letters and documentation received from Schwindt & Co., reading much of it out loud to all in attendance. He noted that his personal legal counsel advised him not to sign the Representation Letter. Laura Ball-Thompson noted that because there are three current board members whose terms expire soon, this is perhaps a better matter to have the next Board address. All Board members in attendance concurred unanimously.

Discussion with other members ensued concerning the amounts of money in question, how many items needed reconciling, and how best to proceed. It was agreed that this is not an insurmountable problem, but needs to be addressed by the new board, whether it means some owners in Starwood can put the accounting system back in order, or whether an accounting firm needs to be hired.

Schwindt & Co. has offered to do this for us. Jim Porter asked when this letter needs to be signed, and when we need to have our 2018 accounting done for the state. No specific answer was given, other than we can't take care of 2018 until we first take care of the previous years.

Storage of Association Records - ARC, RV Storage:

Steve Mulkey noted, to the best of his knowledge, he has all Association records that were in the possession of Jim Anderson and Brick House. They are currently stored in his garage, and

he has provided new storage boxes for many of the records, which were damaged and aged. However, ARC informed him that Brick House still has ARC records. Brick House will be contacted to hand over those records. Association records are to be kept in the "office" of the Association, but as we don't have an "office", a suitable location needs to be found. Discussion ensued briefly about the concrete block building to the east of the southern mailboxes. They can also be stored with legal counsel. No decision was made.

RV Storage account was discussed again, and it was noted that the \$5,400 loan on the books needs to be paid and accounted for in the proper manner.

The question of irrigation ditches was brought up, and it was explained by Rod Page that we are responsible for the maintenance of all irrigation ditches on our common areas.

Steve Mulkey noted that we have received our yearly bill of \$1,530.00 from Swalley Irrigation again. Brief discussion ensued regarding finding someone to farm our land again this year.

Bob Townes asked when paving of the street where the old mailboxes were is going to be done. Steve Mulkey noted Brick House had gotten multiple bids for that repair work, and it could be done when the weather is warmer, and perhaps at the same time as other road maintenance work. The next Board gets to schedule this, assuming there is no manager in place when weather allows for that work to be done.

It was pointed out by Rod Page that the RV enclosure has no known address for emergency services. Steve Mulkey said the bill for electricity there is a Hunnell Road address. Jim Porter asked for the address and said he will make sure 911 and emergency services has that information in their notes. Steve will provide that information to Jim.

Chimney shroud concerns were discussed at length in relation to when the home was built, when ARC rules for that condition went into effect, and how long the lack of shroud had existed. The relationship of all these conditions, and the ability to legally enforce this on an "older" home was questioned. The safety aspect was also discussed, in that sparks from a wood fire might ignite the material around the chimney. The matter was left for the new Board to address as they see fit, in relation to community members' level of concern.

The board of directors' meeting was adjourned at 8:16 PM.

The next scheduled meeting is the Annual Meeting on Saturday, January 26, 2019.