

**Starwood Homeowners Association
Minutes of the Monthly Meeting of the Board of Directors
February 19, 2019 7:00PM**

Location of Meeting: Three Sisters School

Present at Meeting: James D Porter, President; Tina Galloway, Vice President; Deborah Garley, Treasurer; Robert Curzon, Secretary; Aaron Loukonen, Member at Large; Karen Skye, Recording Secretary; 22 additional Starwood residents

The regular meeting of the Board of Directors of Starwood Homeowners Association was called to order at 7:06PM on February 19, 2019 by James D Porter

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes from the previous meeting were reviewed and unanimously approved.

III. Reports by Directors

A. President's Report: James D Porter

Detail of priorities for the Board to address in 2019

1. Learn Lessons from last year and move on
 - a. Civil meetings
 - b. Input from homeowners
 - c. Volunteer Committees
2. Address Finances
 - a. Bookkeeping
 - b. Property Management
 - c. Reserve Study

3. Trespassing
4. Dogs off leash
5. Improve Communication
6. Road Maintenance

B. Treasurer's Report: Deborah Garley

1. Representation Letter needs to be signed by two board members to finalize 2017 books.
 - a. Adjustments need to be made to some 2017 entries
2. Management Letter needs to be signed by President and Treasurer and correct 2018 book due to be submitted to Schwindt by June 30, 2019.



- a. Financial statements need to be changed from cash to accrual to comply with Accepted Account Principles
 - b. Entries need to be redone beginning with the second quarter 2018, which will require volunteers and much time
 - c. Errors need to be corrected
 - d. Consideration of hiring a CPA to complete the huge task if Board and volunteers are unable to complete the task by the June 30, 2019 deadline
3. Make sure we can pay for services from existing assets – not potential future assets.

Motion made by Deborah Garley that the 2019 Board disregard the financial statements titled "Balance Sheet 12/31/18" and "Annual Budget Comparison dated Dec 2018" presented at the Annual Homeowners Meeting on January 26, 2019. These statements contain material errors which are significant enough to determine that these documents should not be relied upon for purposes of establishing financial position or as a reliable basis for decision making going forward. Seconded and unanimously passed.

4. Reserve payment required to be made by December 31, 2018 was not done until January 9, 2019, using some 2019 assets, putting our accounting practices out of compliance.

Motion made by Deborah Garley to reverse the transaction at Wells Fargo Bank on January 9, 2019, check #4288 in the amount of \$24,861.75. This transaction was not authorized or approved by the 2018 Board or the 2019 Board. Seconded and unanimously passed.

5. Schwindt directive will be the basis of our accounting ground rules from now and moving forward.

C. Secretary's Report: Robert Curzon

1. Secretary is custodian of all paper records, including those obtained from Jim Anderson, association manager prior to Brick House.
 - a. Secretary will ask for volunteers to determine what we are legally required to keep and what can be disposed of
 - b. Suggestion taken from the floor to consider storing boxes in a shipping container in the RV storage area or use the shed off Starwood Drive currently being used to store items for Starwood Sanitary District
2. Secretary to update officers of Starwood Association in oregon.gov website.
3. Need to appoint James Porter and Deborah Garley as authorized signatories for Starwood's five bank accounts.

Motion made by Robert Curzon to approve and execute the Bank Resolution to appoint new signatories. Seconded and unanimously passed.

Motion made by James Porter to obtain a Visa card for Landscape Maintenance staff. Seconded and unanimously passed.



IV. Reports by Committees

- A. ARC Report: Deb Coss
 - 1. Since last report, one improvement approval and one pending fence application for approval.

- B. Landscape/Maintenance Report: Bob Wilkinson
 - 1. Scheduled burn at green dump not done due to illness. Will reschedule.
 - 2. Suggest not obtaining bid from Helena to use pre-emergent on cheat grass. Recommend landscape staff use Casoron instead and using Helena for fertilization in the summer.
 - 3. Options available for sealing the pond other than lining the pond and will research costs for alternatives.
 - 4. Recommend changing product used in pond for algae control. Would like to try barley straw.
 - 5. Lawnmowers are currently in need of seasonal maintenance.
 - 6. At the request of President, James Porter, the landscape committee will present a wish list compared to a list of what we need to just get by to the board at next board meeting.

- C. Common Area and Facilities Report: Robert Curzon
 - 1. Discussed downed fence between Starwood and mobile home park allowing opportunity for trespass.
 - a. Greg Small reported exiting fence belongs to the mobile home part, not Starwood. Starwood would have to build an entirely new fence rather than repair the exiting fence which does not belong to us
 - b. President, James Porter stated we will look into the financial feasibility of that in the second half of the year
 - c. Robert Curzon, Secretary, mentioned there is another strip of missing fence at the east end of Starwood, adjacent to Valeview that should be considered as well

- D. Security and Safety Report: James Porter
 - 1. No decision has been made to add "No Overnight Parking" signs by first mailboxes and in front of common areas.

- E. RV Storage Report: Jeannie Malbon – No new information to report.



V. Consideration of New Business

- A. New Committees: James Porter
 - 1. New committees needing to be formed:
 - a. Budget Committee: Chair, Deborah Garley. Volunteers from the floor: Kami Henry and Tim Elmore
 - b. Property Management Search: Chair, Aaron Loukonen. Volunteers from the floor: Tina Galloway, Tim Elmore and Joe Coss
 - c. Front Field Use: Chair, Tina Galloway. Volunteer: Aaron Loukonen
 - d. Roads: Tabled until more research can be done by Deborah Garley and Robert Curzon to access existing bids

- B. Complaints about CCR Violations: Robert Curzon
 - 1. Discussion about the need to enforce violations even without an association management company.
Motion made by Robert Curzon for the Board, as a whole, to take responsibility for validating complaints and sending out violation notices during the absence of an association manager. Seconded and unanimously passed.

- C. Bookkeeping Services: James Porter
 - 1. Deborah Garley and Aaron Loukonen reported on their research.
 - a. Aaron's contact, Angela, declined any interest in performing bookkeeping services for Starwood
 - b. Basic Books provided Deborah Garley with a quote for services: Invoicing dues for each quarter; accounts receivable; bank deposits; collection process; accounts payable; bank reconciliations title company communication, 1099's (if needed). Cost: \$800 per month billed monthly for actual hours worked, plus cost of postage and supplies; one time set up fee of \$200
Motion made by Deborah Garley to hire Basic Books to provide our accounting services, for a maximum of \$1,000 monthly, and approving \$200 set up fee. Seconded and unanimously passed.

- D. Appointment of Recording Secretary: James Porter
Motion made by James Porter to appoint Karen Skye as Recording Secretary, a non-director, non-voting position. Seconded and unanimously passed.

- E. Update on Barnes Property: Carla Lacombe
 - 1. Bank has re-started foreclosure process. Could see a sale of the property within the next several months.

The meeting was adjourned at 9:16PM by President, James Porter.
Minutes submitted by Karen Skye, Recording Secretary

Approved: 

Date 02/28/19