

Starwood Association Meeting Minutes

March 19, 2019

At 7:05pm, on March 19th, 2019, the meeting was called to order. The roll call reflected President Jim Porter, Vice-President Tina Galloway, Secretary Robert Curzon, and Member at Large Aaron Loukonen were present to form a quorum, while Treasure Deb Garley was excused.

Starwood member, Joe Coss agreed to take notes for the meeting.

It was affirmed the meeting minutes for the February meeting were approved previously.

The following matters were discussed:

- Jim Porter, as President, gave a quick overview:
 - Summarized the efforts to address the snow removal, the contractor's equipment failures, the final securing of the contractor with the road grader and the efforts of the community to all work together to address the issue.
 - The idea of purchasing a small tractor to assist in future snow events and be used to manage the grounds was discussed. With no specific support for the idea, no further action was taken on the matter.
 - Board member Robert Curzon was recognized for his exceptional efforts in coordinating the snow removal.
 - Jeff Cahill is also appreciated for finding the contractor with the road grader who handled the bulk of the snowfall.

- Tina Galloway, acting in the capacity of VP and Treasure gave the following reports:
 - A meeting was held with Basic Book keeping, the newly hired bookkeeper for Starwood. The second quarter bills for dues will be out in April with a cover letter.
 - The Budget Committee
 - Their work is progressing well with reconciling the financial records for 2018, but is still waiting on Brickhouse providing the last quarter records for 2018.
 - There will be a need to seek an extension to file the Associations 2018 taxes due to the delay from Brickhouse and the completion of reconciling the financial records. Deb Garley is working on this.
 - The VP made a motion to retain Schwindt & Company as the auditing firm for Starwood Association. They are the company retained by the Board in 2017-18 for the audit. The motion was seconded by Robert Curzon, and passed unanimously.
 - Deb Garley will move forward as the Board's representative to the RV committee.



Starwood Association Meeting Minutes

March 19, 2019

- Invites were sent out to members soliciting applicants for open committees.
- The Management Agent Search Committee
 - Several members have volunteered, the RFP is complete, but the committee is still seeking members' input before interviewing potential vendors.
 - The plan is to have the RFP's out within two weeks
 - Review the prior boards work on selecting a vendor
 - Robert Curzon expressed concern on the length of time the process was taking.
 - Jim Porter expressed concerns if we moved too quickly, or without significant members' input in the process, we could end in another failed recruitment of a Manager
- Landscape Committee Report:
 - Bob Wilkinson and committee reported there needs to be work completed on the front fields to accommodate the irrigation flow
 - The board affirmed the idea of up-grading to a tractor for the landscape group was not supported, and confirmed Bob should move forward with his recommendation to purchase a mulcher for the present lawn mower.
 - Tina Galloway stated she has yet to hear back from any local 4H or FFA groups if they had interest in managing the front fields.
- Secretary's Report
 - The archives are still in his garage and we are still discussing a process to purge the files of unneeded files, scan present files and find a permanent home for the records.
 - He is still working on completing a draft of a warning letter that will be sent out to all owners to remind owners that we have do have rules.
- Starwood Sanitary District was represented by Larry Smith:
 - Larry gave an overview of an issue with a sewage field located new the main mailboxes, on the common ground area that was failing. He was addressing the issue with a contractor, but no final plan has been developed.
 - Larry explained this is the last gravity driven system left in Starwood and only to homes are on it. He anticipates a solution will be found.
- ARC was represented by Deb Coss:
 - She reported no new activity for February.
- Field Committee, as lead by Tina Galloway discussed:



Starwood Association Meeting Minutes

March 19, 2019

- Tina spoke with Swalley Irrigation representatives and confirmed our water rights are secure through 2019-20. Robert Curzon has also spoken with Swalley and confirmed this, as well.
- Aaron led a discussion on the possibility of hosting an open community garden area on the eastern end of the fields. Tina Galloway stated she would be facilitating a meeting to discuss this within the next few weeks.
- An open discussion was held on:
 - The placement of no parking signs near the front mailboxes, field entrances and signs limiting the hours of parking in and around galaxy park. Jim Porter, as a member of the Security Committee agreed to follow up on this issue.
 - The condition of the fencing on the perimeter of Starwood, with no direct action agreed upon, other than revisiting the issue once the Board's priorities were completed.
- Robert Curzon submitted several agenda issues that due to some confusion were not listed on the official agenda:
 - There is some confusion on Karen Skye's position. It was affirmed that Karen is the Assistant Secretary, rather than as previously stated, the recording secretary for the Board. The role does not significantly change with this clarification in title. This was so moved by Jim Porter, followed by a unanimous vote in support by the Board. Karin would take agenda requests and report back to the President on the agenda.
 - Robert moved that Jim Porter, as President, be added to the access for the Quickbooks account. This motion was voted upon and passed unanimously.
 - Discussion on the need for a policy on archiving and destruction of old archives need to be established before any records were sorted or destroyed. Jim Porter agreed to coordinate a meeting with the Association's attorney to seek input on the policy.
 - Robert brought forward the concept of outsourcing the landscaping maintenance, as he has been asked this by a number of owners over the last year. This proposal was not supported and no further action was taken.
- The Board opened up the meeting for comments and questions from the floor:
 - A recommendation that the CC&R's be amended to restrict short term rentals. There was broad-based support of the concept from members in attendance, but the issue was tabled until the Board had completed the identified priorities.
 - Steve Mulkey spoke on:
 - Briefed all present on a firearms incident on the west side of Starwood; the fence between Starwood and the Barn's property not reflecting the true property line by as much as a 30' discrepancy to Starwood's disadvantage, but no action was proposed or voted upon by the Board.



Starwood Association Meeting Minutes

March 19, 2019

- Long standing issues that the present board and past boards had not addressed have addressed, but on which no action has been taken: fencing, signage, dumping of waste on common ground, etc.
- This discussion was concluded with an agreement the Board needed to focus on the priorities of securing a property manager, the operations of the front fields, a reserve study, and addressing roadway repair before taking on long standing issues

At 8:30pm, the meeting was adjourned.

****** These minutes having been reviewed and approved via email by the President, Vice-President, Secretary, and Member-At-Large, with the VP and Secretary making modifications. The Member-At-Large approving the Secretary's modifications. The final approval being received on March 27th, 2019. The Treasure withheld her vote having not attended the meeting. jdp***

