

Starwood Association Board Meeting Minutes

May 21, 2019

On May 21st, 2019, at 7:03 pm, the Starwood Association regular board meeting was called to order. Present were Vice President Tina Galloway, Treasurer Deb Garley, Member at Large Aaron Loukonen and President Jim Porter. It was agreed that Tina Galloway would take notes of the meeting.

- President's report. Jim Porter reported the following:
 - Secretary Robert Curzon has resigned from the Board. His service was appreciated.
 - The meeting minutes from the April, 2019 had already been approved and posted to the Starwood website.
 - Road Maintenance:
 - Three different types of seals are being considered, with discussion about using the strongest seal on the "collector roads" of Starwood Drive and Lyra, and a lesser seal on the side streets. It was discussed that North Star Way may also be considered a collector road due to RV and green dump traffic.
 - Chip sealing must be completed first, and a second bid for that work is expected soon. Bids for the longer-term sealing are also being gathered.
 - A decision needs to be made within approximately 3 weeks in order to get the work done this season.
 - Deb Garley will contact Schwindt to confirm the proper accounting for the road maintenance expenses to come out of the Reserve Fund.
 - No-Parking Signs:
 - A motion had previously been passed to work with a towing company to secure signage to post in the areas of common ground restricting overnight parking, to include common area located on the west and east sides of Galaxy park, the area on Starwood Drive east of the northern mailbox stands, and in the cul-de-sac at the west end of North Star Way.
 - After further discussion, it was agreed that a better first step would be hold off on contracting with a towing company, and instead post our own signs as a friendlier reminder that overnight parking is prohibited in those areas.
- Vice President's report
 - Tina Galloway shared concerns about business management activities. In the absence of a management company, the Board is responsible for the business

management; however, at this time, specific individuals are not assigned specific tasks. She suggested we need to clearly outline the various tasks, and then assign each to an individual.

- The management company status will be discussed more later, but at this point, we have only received one proposal, after submitting requests to multiple companies.
 - There was a great deal of discussion about what tasks may be included, and that most are related to financial matters. An example of this is regular budget reporting, so we know during the year what has been spent versus budget.
 - Additional discussion was had regarding the need for the activities to be conducted by a CPA, as suggested by the Schwindt review. Deb Garley had previously volunteered to act as Business Manager, with the help of members of the Finance Committee. These responsibilities are separate from the role of Treasurer.
 - We discussed approving this solution for a short period of time, until we can secure the services of professional management.
 - It was finally determined that Deb Garley and Tina Galloway would draft job descriptions/task lists to clarify the roles of bookkeeper, Treasurer, and Business Manager. The Board would then review these to determine and approve coverage.
- Treasurer's Report by Deb Garley:
 - The Treasurer reported on bank accounts, CD and money market status, income and billings. Please see the attached notes prepared by the treasurer marked attachment **05212019-01** and is hereby incorporated into these minutes.
 - *****MOTION***:**
 - The Treasurer made a motion to pay down the interfund liability to the Reserves by transferring \$16,574.50 from Wells Fargo to Washington Federal in payment of two quarters interfund liability from 2018. Debate was held and closed, with the Board members and those members present participating. A vote of the board on the proposal was held. Members Garley, Porter, Galloway, and Loukenon vote to support the motion, thus passing.
 - The Treasurer also presented a Business Management Report. She provided the attached summary, labeled **05212019-02**, and is hereby incorporated into these minutes.

- Member at Large Report. Aaron Luokonen report:
 - After the email to members stating the need for additional members of the Architectural Review Committee, he received responses from 2 members. Jim Porter said he has also been approached by members expressing interest in volunteering for the Committee.
- Special Committee Reports:
 - Property Manager Committee, reported by Tina Galloway:
 - Previously, Starwood submitted Requests for Proposals to 7 companies.
 - Three companies specifically declined to submit.
 - Two companies did not respond at all.
 - One company responded, but said they did not know how to quote on the request, and so they did not meet the deadline for submitting a proposal.
 - One company did submit a proposal, though it was not quite as requested.
 - Calls have been made to all companies who did not submit proposals, in order to better understand why they declined.
 - This process has not given us choices for comparison, so alternatives must be considered:
 - The RFP asked that the Reserve Study be quoted as a separate line item, but another option is to separate it entirely, and choose a company specializing in just that.
 - We have been told that there are companies who specialize in just CC&R enforcement, so will research that option.
 - ARC report. Presented by Jim Porter on behalf of Deb Coss.
 - See attached report that is labeled **05212019-03** and is hereby incorporated into these minutes.
 - Landscape report.
 - Bob Wilkinson provided the landscapers' report that is labeled **05212019-04** and is hereby incorporated into these minutes.
 - Common Area and Facilities report.
 - Tina Galloway reported regarding the front fields.
 - At this time, we still do not have a farmer interested in the front fields. It is hoped that will change longer term, but now the focus is how to deal with the fields in the short term to help keep the entrance to Starwood attractive and safe and minimize negative impacts to the fields.

- Ed Galazzo, a prior farmer of the fields from several years ago, was contacted. He is not interested in taking over the fields, but agreed to look at them and offer input. After briefly inspecting the 2 front fields, he said there may be enough of the existing alfalfa stand to salvage.
 - It was since confirmed that the alfalfa that was planted is Round-up-Ready. The current plan is to spray the field with Round-up in the next week or so, and then gather volunteers to set pipe and start irrigation. Cost to spray is \$390, and the estimated costs of this plan are within the amount budgeted to the fields. This should use and protect our water rights, clean up some weeds and help the fields look better, and potentially lead to a harvestable crop. Signage will be posted when the field is sprayed.
 - Doing nothing and leaving the fields as-is was also considered, but that would lead to more weeds, and ugly, overgrown conditions that could be a fire hazard.
 - Another option would be to work up the fields and plant something else, but that would be more costly, and until/unless we get a farmer or market for the crop, it doesn't make sense to make that investment.
 - The other 2 fields with water rights (far west and far east fields) were briefly discussed, acknowledging that they have not been actively managed in many years and we do not currently have plans for those fields. They remain on the list for long-term solutions, but will require work and potential investment in irrigation and ground preparation.
- Security and Safety Committee;
 - Jim Porter reported that the only known issue in the last 30 days was a dog at large to which the Sheriff responded. The dog is no longer living in Starwood.
- RV Storage Report.
 - Jeannie Malbon provided the RV report that is labeled **05212019-05** and is hereby incorporated into these minutes.
- Unfinished Business:
 - Bonding and liability coverage for the Board
 - Deb Garley will provide Porter with the proposed policy from the insurance provider to allow him to present it to the Attorney.
- New business:

- Records storage: with the resignation of Robert Curzon, who currently stores the Association records in his garage, we have an immediate need to secure a new storage location.
- Jim Porter agreed to look at what is in storage, and secure more waterproof boxes if they are needed. Various storage options were discussed. After confirming how much space is needed, Jim Porter and Aaron Loukonen will look at the existing shed partially used by Starwood Sanitary District and see if that will suffice for the short term.
- Additional discussion occurred regarding how records should be organized, but it was agreed that is a longer-term item and would be tabled for now as we complete urgent items.
- With all agenda items covered, Porter asked the Board members and the residents present if there were any further issues in need of attention. With no further items to discuss the meeting was adjourned.

05212019-01

TREASURERS REPORT

AT APRIL 30, 2019

WELLS FARGO OPERATING	\$49,581.29
WELLS FARGO OPERATING	<u>\$21,516.17</u>
TOTAL OPERATING CASH	\$71,097.46

WASHINGTON FEDERAL RESERVES	<u>\$232,457.27</u>
TOTAL CASH IN BANKS	\$303,554.73

CASH IN CD'S RESERVES	\$39,852.00
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INTERFUND BALANCE PAYABLE FROM OPERATING	\$29,455.75
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Interfund amounts payable are made up of money collected to fund Reserves that was not passed through in the calendar year 2018, creating a liability to Reserves.

Cash balance have now stabilized to the extent that the liability can be paid down for the quarters ending June 30th, and September 30th, for \$8,287.25 each or a total transfer to reserves of \$16,574.50

The availability of funds for the final quarter pass through cannot be determined until the 2018 year-end books are reconciled. So will remain as payable until that time.

MOTION: To pay down the interfund liability by transferring \$16,574.50 from Wells Fargo to Washington Federal in payment of two quarters interfund liability from 2018.

MAY BUSINESS MANAGEMENT REPORT

Electronic billing has resulted in significantly slower assessment collections. The first quarter bills for 2019, sent out electronically by Brick House, resulted in about a 40% receipt of amounts billed. The April 1, assessments billed by Basic Books resulted in about a 65% receipt of amounts billed.

To address this problem, I authorized that all Starwood accounts still due at May 15 for the April 1 billing, should receive a second notice of payment due in paper form. Other solutions include offering ACH processed payments to Starwood residents similar to that provided by Starwood Sanitary. Tentatively we may have an option going forward, to have paper bills mailed to all Starwood residents in the same envelope as the Sanitary Sewer bills and splitting the postage. This is waiting for approval from the Sanitary Sewer Association, and further discussion. Bills would still need to be paid with separate checks, but mailed to the same address.

Accounts payable for residents selling their house: Title Companies are now sending balance due requests directly to Jeri for determination of any unpaid amounts still due prior to closing.

Bookkeeping costs through April 30, 2019:

Set-up Fee	\$200.00
2019 Bookkeeping	\$1,629.25 (March and April)
2018 Bookkeeping	\$306.25
Postage	<u>\$37.37</u>
Total YTD	\$2,172.87

John Deere

Accounting issues surrounding the mower. We purchased the John Deere mower from Pape and financed it through John Deere on a three-year term with payments that included the cost of the extended payment plan. In 2017 Schwindt recognized the mower in capital assets, reflected the 2017 depreciation on straight line in a note and also recognized an Accounts payable for the loan. In 2018 the loan payments seem to have been expensed, no depreciation was booked, and pay down on the loan not recognized. Jeri is redoing the entries for 2018 so she can correct all these entries as she goes. These transactions might impact Tina's cost analysis for landscape expense, so have gone over this with her. The mower is the only capital asset recognized on the books because all others have been fully depreciated.

Petty Cash Fund for Landscaping incidental expenses:

I have established a petty cash fund for landscaping incidental expenses of \$500. Funds will be held by Bob Wilkinson and used to pay landscaping expense as they occur. Receipt copies will be forwarded to Treasurer who will indicate "paid from petty cash" on the receipts and forward to Jeri for expense accounting entries. Treasurer will then track the balance in petty cash and replenish as needed. This should expedite the payment of these amounts due.

Here's the details:

Date Requested	Date Approved	ARC Request Type	Address	Last Name	Full Name	Note:
4/28/2019	4/28/2019	Tree Removal	20791 Mira Cir	Lacoma	Terry/Carla	Approved removal of large spruce adjacent to front property line/cul-de-sac
4/29/2019	4/29/2019	Tree Removal	20794 Mira Cir	Sisson	Ross/Patty	Approved removal of large spruce adjacent to front property line/cul-de-sac
5/7/2019	5/8/2019	Paint	20702 Lyra Dr	Shore	Don/Phyllis	Approved re-paint same colors (light green/creamy green trim)
5/7/2019	5/9/2019	Paint	20774 NorthStar Way	Boscovich	Zach/Brooke	Approved paint (grey scheme with creamy white trim)
5/8/2019	5/8/2019	Paint	20791 Mira Cir	Lacoma	Terry/Carla	Approved re-paint same colors (medium green/dark green trim)

Reported approvals for 5/21/19 Board Meeting

Starwood Landscape Report 5/21/19

The following is an overview of work completed during April/May 2019.

Green space

- Helena fertilized in late April.
- Cutting of grass is now required on a weekly basis or more frequently depending on weather.
- Dry/dead areas were dethatched, re-seeded and fertilized.

Pond lining

- BTL was contacted regarding a liner for the main pond. The estimated cost is \$21,876 for a 30 ml material or \$24,265 for 40 ml. That does not include installation costs. The York Brothers Excavation was contacted regarding an estimate to prepare the pond for the installation. That meeting will take place Tuesday.

Irrigation system

- Irrigation supplies are now at 100%. Running sprinklers for 30 minutes per zone.
- Worked on routine maintenance for 6 of the 13 sprinkler zones.
- Barley bails/balls have been added to the front pond in an attempt to control algae growth. They can be seen floating around unless they've escaped.
- Flow into the both ponds was shut down for a time and both pond levels dropped. Back to full now.
- Repairs and improvements were completed to the standpipe/access near Hunnell Road that supplies water to the main pond. A cover will be completed soon.



Green disposal site

- A burn is planned for the end of this week depending on the weather. The local owner of a Bobcat will be in the pit midweek to consolidate burnable debris into piles and push back other yard debris.
- We may need to use a contractor to haul off the buildup of non-burnable debris. The estimated cost when last contacted was approximately \$5,000. Other attempts of removing the debris have been unsuccessful.
- A reminder needs to be sent to homeowners that contractors and/or non-residents may not dispose debris at the site. There have been several instances of contractors turned away from using the site.

Common Area

- No issues

Galaxy Park

- Installation of pavilion cover completed

Selectemp

- Approval of hours now done by Vice President

Equipment

- Electric Cart – concerns with declining performance. Estimates on potential battery replacement and maintenance are \$1,100 from the dealer. Purchasing six 8 volt batteries would be \$939 from another source. The cart is currently functional.
- Power blower was purchased for use of cleaning the mowers and other landscaping needs.

To be purchased:

- Signs for green disposal site
- Basketball nets – metal (\$15)

Other

- Suggested changes to the Homeowner's handbook were submitted to the board regarding the use of the Green Disposal site and improved signs.
- Should the aging tree in the triangle be removed/replaced?

05212019-05



**RV CORRAL REPORT
STARWOOD ASSOCIATION MONTHLY MEETING**

May 21, 2019

**Jeannie and Rob Malbon & Harry Cardwell,
RV Corral Managers**

- Financials

As of 04/30/2019, the checking account balance is:

\$ _____ or (see treasurer's report)

- Corral Status

There are **19**, 20' spaces; **62**, 30' spaces; **30**, 40' spaces in the corral.

As of 05/21 /2019

91 out of 111 spaces are currently occupied, or 82%.

1 space was vacated in the last 30 days.

Number of spaces currently available to rent:

2 @ 20 Feet, 18 @ 30 Feet, 0 @ 40 Feet

WAITING LIST: None

- Changes/Updates:

Harry is waiting for right time to spray weeds and dryer weather for painting lines.