

**Starwood Association
Board Meeting Minutes
October 15, 2019**

1. Roll Call. Present were President Jim Porter, Treasurer Deb Garley, Secretary Scott Kirksey and Member at Large Aaron Loukonen. Vice President Tina Galloway was not able to attend.
2. It was affirmed the meeting minutes from the August Board meeting had been adopted and posted.
3. President's report
 - a. The upcoming cheatgrass control measures, including the November 12th spreading of the pre-emergent on November 12th were discussed. Homeowner Geri Wilderberg, who had agreed to lead this project gave an overview and homeowner Istvan "Ist" Makk volunteered to direct the vender, Central Oregon Weed Control.
 - i. Signs would be put out 24-48 hours prior to the application of the pre-emergent, the sandwich board would be placed out, and warning emails would go out prior to the application. [A map of the proposed spray area can be viewed here.](#)
 - b. The stripping of the roadways and speed bumps would be completed by Pavement Protectors within the next few weeks.
4. Treasurer's report. Deb Garley provided [this financial report summary.](#)
 - a. The 2018 accounts have been closed out and submitted to Schwindt and Associates. This will close out the 2018 taxes, which have been submitted. This was delayed due to the transfer of the Association's accounts from Jim Anderson, to a local accountant and finally to Brickhouse all in 2018. These transfers between accounting systems resulted in our bookkeeper "Basic Books" being required to re-enter the last 5 months of data into Quick Books.
 - b. Errors in billing from 2018 have been corrected and billing errors in the 2019 accounts have also been rectified.
 - c. 2018 taxes have been filed, with a no payments owned.
 - d. The budget team will present the 2020 proposed budget at annual business meeting in January of 2020.
5. Committee Reports
 - a. Landscape: Rod Page explained they are still mowing, the field irrigation had been removed from the field, stored, and the pumps and lines for all irrigation will be cleared by Thompson Pump shortly.
 - b. RV: Jeannie Malbon provided a written report that will be provided separately from these minutes. Jeannie explained a new alarm control box was purchased and installed.
 - c. There was discussion on the rules as they applied to past homeowner storing an RV in the park after selling their home in Starwood and moving away. There was general agreement this was not allowed under the current rules. Additionally, there was discussion on the need to formalizing the budget for the RV parking area in the 2020 budget, to include setting up a strategic reserve fund for the park.

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- d. ARC Report: Deb Coss gave a review of the approvals by the ARC, with painting and tree removals being the majority of the approvals. A copy of her report [can be viewed by clicking this link](#).

6. Property Management Company

- a. Jim Porter summarized the meeting with Cascadia Management attended by himself, Deb Garley and Aaron Loukonen on October 4th. Discussion was held to include the pros and cons of hiring Cascadia Management, to include the base cost of \$1,275. The discussion was closed.
- b. Aaron Loukonen proposed Cascadia Management be hired, on a contract which would allow the Association to exit the agreement if necessary after one year, based upon their written proposal. Jim Porter seconded the proposal. No further discussion had.
- c. ******MOTION******: Starwood Associate will move to retrain Cascadia Management as its representative Starwood enforcing CC&R's, board services, clerical services and additional services as needed, to include, but not limited to managing Board elections. The motion was carried with Deb Garley, Scott Kirksey, Aaron Loukonen and Jim Porter voting in favor.

7. 2020 Board Election

- a. The board agreed to follow the model used in the 2019 election to include:
- i. The position currently held by Aaron Loukonen would be number position 4 and the position held by Scott Kirksey would be numbered position 5, with both positions coming open for the 2020 election.
 - ii. Candidates will have to declare which open position they are running for.
 - iii. Homeowners will be allowed to vote once for a candidate for each open position. IE: *Homeowners will be allowed to vote for a candidate for position 4, then vote again for candidate for position 5.*
 - iv. Appointing an election committee to solicit candidates and vet the candidates to insure they are Starwood Association members.
 - v. Applicants will be asked to provide a bio for the ballot.
 - vi. Voters will be instructed to return their ballots to the Starwood mailbox **or** bring them to the General Business meeting in January, 2020 for counting.
 - vii. Larry Brown and Joe Coss were recognized as the election board members.
- b. Aaron Loukonen proposed that the position occupied by himself be recognized as position 4 and the position presently occupied by Scott Kirksey be recognized as position 5 and the election move forward following the 2019 model of candidates selecting a specific numbered Board position to run for. This was proposal was seconded by Scott Kirksey. No further discussion was needed.

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- c. *****MOTION*****: The position occupied by Aaron Loukonen be recognized as position 4 and the position presently occupied by Scott Kirksey be recognized as position 5; The election move forward following the 2019 model where candidates would select a specific numbered Board position to run for. Members Garley, Kirksey, Porter and Loukonen voted in favor of the motion.

8. Starwood Records.

- a. Jim Porter reviewed the progress made on organizing and storing the historical records
- b. Deb Garley reported that if time allowed there would be a further organizing for the records in November. This will not be possible in 2019 and must be pushed forward to 2020.

9. ARC rule modification.

- a. Jim Porter provided the Board members and those present with a written proposal by Deb Coss to modify the ARC rules allowing for the installation of metal fencing, framed by wood for perimeter fencing, but only after the approval the ARC committee. A copy of the proposed language change was provided to the Board, to include photo examples of the proposed changes ([photo #1](#) and [photo #2](#)) and [available to be viewed at this link](#).
- b. Jim Porter proposed the adoption of the ARC rule changes, with Deb Garley seconding. No further discussion was needed.
- c. *****MOTION+++**: Board members Garley, Porter, Loukonen and Kirksey voted to approve the language/rule change for the ARC fencing rules

10. Old Business: None

11. New Business:

- a. 2020 Starwood Business Meeting:
- i. Jim Porter proposed the general business meeting for Starwood be held on January 25th, 2020, at a location yet determined.
- ii. After discussion on locations and alternative dates and times, it was agreed that a weekend was the best option and the meeting should begin early enough to allow attendees to be home before dark for safety measures.
- iii. *****MOTION*****: To hold the annual business meeting on January 25th, 2020, at a location yet determined, beginning on or about noon of that date. The motion passed with Porter, Garley, Kirksey and Loukonen voting in favor.
- b. The Green Dump

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- i. Jim Porter acknowledged the Board had not had time to develop an operation plan for the green dump, but this would be a priority for the Board in 2020.
- c. Education seminars
- i. Jim Porter explained Deb and Barry Garley and himself had attended two seminars on best practices of Homeowners Board operations recently.
 - ii. The first seminars was presented by Schwindt, our CPA firm. The second was presented by Ryan D. Harris of Vial Fotheringham LLP, who specializes in homeowner association law. Jim Porter mentioned on the quality of this law firm's attorneys. Deb Garley commented that Starwood has used this firm in the past on specific projects.
 - iii. There was discussion by Association members and board members to explore retaining Vial Frotheringham to represent Starwood. Jim Porter stated he would review the idea and return to the Board with findings.
- d. Budget Committee
- i. Treasurer Deb Garley announced the work on the reserve fund and 2020 budget was to begin. She would bring the budget committee together.
 - ii. Deb Coss volunteered to serve on the committee with Kami Henry.
 - iii. We are in the process of getting a quote from Schwindt and Associates to provide assistance for a Phase III review of the reserve study.
 - iv. If there is a need to raise assessments the notice would need to go out 30 days prior to any increase.
- e. Dog Park
- i. A question was brought forth about if drinking water was going to continue to be provided for the park. Rod Paige, from the ground crew stated they would continue to provide water.

12. Adjournment

- a. Deb Garley moved to close the meeting. This was seconded by Aaron Loukonen. The motion passed unanimously.