

## **Starwood Board of Directors Board Meeting November 19<sup>th</sup>, 2019**

1. Roll call: Present were Treasurer Deb Garley, Secretary Scott Kirksey, and President Jim Porter.
2. October Minutes: It was affirmed the October Meeting Minutes were approved prior to the meeting by Member at Large Aaron Loukonen, Treasurer Deb Garley, and President Jim Porter and thus posted.
3. President's report. Jim Porter waive his time
4. VP was not able to attend
5. Treasurer Garley provided the following verbal update accompanied by a written report attached to these minutes and hereby incorporated into these minutes.
  - a. She is reviewing the transfers to explore what appear to be high level of transfers and will report back on what she finds
  - b. Working with David Schwindt, the association's auditing company, they have reached a point where they can close out the 2018 financial records, while answering some existing questions on an accounts and business review.
  - c. There is a notable difference in the electrical billings for the Association between the 2017, 2018 & 2019 charges. It was reported the 2017 charges for electricity were \$3200; 2018 was \$1800; and 2019 to date was \$2800.
    - i. The Treasurer discussed locating and removing one meter billing Starwood had been paying that was in reality a meter for the Sewer District, but in discussion it was agreed on meter was not likely the cause.
    - ii. In further discussion of the Board and Landscape committee, it was determined in 2017 the front fields were irrigated all summer; In 2018 the front fields were not irrigated; and in 2019 the irrigating of the front fields resumed, thus accounting for the low electrical costs in 2018.
  - d. The property at 20761 South Loop was still in bankruptcy and the loss of assessments were going to be written off as a loss to the Association.
6. Secretary report: Scott had nothing to report
7. Member at Large Loukenon was not able to attend.
8. Property Management Company search. Jim Porter reported:
  - a. A contract was being drafted between Cascadia Management Inc (CMI) and the Starwood Association and would be ready before the end of the year.
  - b. It was agreed CMI would generally manage the Association's website, conduct communications with members, manage CC&R enforcement, and manage the upcoming elections.
9. Developing a new reserve study
  - a. Treasurer Garley reported she had engaged Schwindt to obtain an estimated cost for Schwindt to develop a new reserve study for Starwood.
  - b. Schwindt proposed a cost of \$4,000 to complete the study, to include a general operations cost and replacement schedule and cost for capital items.
  - c. It was noted that Schwindt uses the same operating software program as CMI, thus there was a value in this consistence.

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- d. **\*\*\*\*\*Motion\*\*\*\*\*** Treasurer Garley proposed Starwood Association retain Schwindt and Associates to complete the Association's reserve study for a cost not to exceed \$4,000. This was seconded by Scott Kirksey. The motion was closed and with no comments or discussion brought forth, the discussion was closed and the motion voted on. Jim Porter, Deb Garley, and Scott Kirksey all voted in favor of authorizing Treasurer Deb Garley to move forward to engage Schwindt to complete the reserve study.
  - i. It was recognized by all members of the board this cost would be financed out of the existing reserve fund account.

### 10. Yard Clipping and trimming area;

- a. It was discussed providing dump boxes in the 2020 growing season for grass disposal as opposed to the past practice of dumping it on the ground in the dumping area. This was tabled.
- b. **\*\*\*\*\*Motion\*\*\*\*\*** Scott Kirksey proposed equipment be rented to assist in the movement of existing yard maintenance debris, at a proposed cost not to exceed \$2,000. Deb Garley seconded the motion.
  - i. The motion was closed and discussion was held. Deb Garley reported there was sufficient funding in the ground maintenance fund to support the cost and discussion was closed.
  - ii. Vote: The motion was passed with Jim Porter, Scott Kirksey and Deb Garley all voting in favor of the motion.

### 11. Fire Committee

- a. Jim Porter reported Deschutes County was offering fire fuel reduction grants for 2020. While Starwood had completed nearly all the required prerequisites, a fire committee was needed. Aaron Loukenon had volunteered, Rod Page, Jim Porter and Ray Jones had all agreed to serve on the committee.
- b. Jim Porter hoped to have the application in by the deadline of December 15<sup>th</sup>.

### 12. Old Business

- a. RV Park
  - i. The Treasurer had reviewed practices at the RV park and determined they're operations were not in alignment with best practices or the operating practices of the Starwood Association. Generally, and most notably: The RV park billed monthly – Starwood billed quarterly; the RV park operated with a bank account for capital expenses – Starwood used strategic reserve for long term capital costs; Starwood used a yearly budget for operational costs – the RV park used a checking account in an ad hoc manner.
  - ii. Treasurer Garley had reviewed the spending and did not detect any misspending, just a lack of organized planning and budgeting.
  - iii. It was agreed that Treasurer Garley would develop a set of rules for the RV park operations and present them at the December meeting for approval.
- b. The ARC report was delivered by Deb Coss. This report is attached and hereby incorporated into these minutes.

### 13. New Business: none

### 14. Open the Floor for Discussion: None

### 15. Move to close:

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- a. So moved by Jim Porter, seconded by Scott Kirksey, and affirmed by Deb Garley.