

Starwood Board of Directors

Meeting Minutes

December 17, 2019

1. Roll Call: Members Porter, Galloway, Garley, Loukonen and Kirksey present.
2. Recognition of the adoption of the November 16th, 2019 meeting minutes
 - a. It was accepted by all Board the November 16th, 2019 minutes had been approved by the President, Treasurer, and Secretary prior to this meeting.
3. President report: Nothing to report
4. Vice-president report : Nothing to report
5. Treasurer report
 - a. Reserve funding
 - i. The Treasurer reported she had identified a more advantageous Certificate of Deposit (CD) program at Mid Oregon Federal Credit Union and would be seeking permission to move \$90,000 into a 2-year CD at Mid Oregon. This funding is drawn from the strategic reserves for Starwood.
 - ii. *******MOTION*******The Treasurer moved that she be allowed to move \$90,000 of reserve funding into a 2-year CD, at Mid Oregon Federal Credit Union. The Vice President Tina Galloway seconded the motion. The motion was opened for debate, with no debate offered the motion was offered for passing: Porter, Galloway, Garley, Kirksey and Loukonen voted in support of the motion. The motion was passed.
 - b. Starwood Accounts Receivable:
 - i. All accounts receivable (except the residence presently in foreclosure) have been collected for 2018.
 - ii. 11 homeowners are past due, for a time period of 90 days, equating to \$11,800. A written notice has been sent to these homeowners. Additional efforts will be made to contact the owners using paper billing.
6. Secretary report: Nothing to report

7. Member at Large report: Nothing to report

8. Committee Reports

a. ARC:

i. Deb Coss reported one approval last month. Her report is attached and hereby incorporated into these minutes

b. Safety and Security: Nothing to report

c. Landscape

i. Bob reported that Swalley irrigation is in the process of installing piping to replace the current water ditches for the more efficient movement of irrigation water. These new pipes will be supplying Starwood and will be installed on parts of Starwood property where the current ditches exist.

d. Budget: See item 9.

9. Budget for 2020 (Tres)

a. The Treasurer reported she and the Budget committee had completed the 2020 draft budget and forwarded it to all Board members. The President offered copies of the proposed budget to the members in attendance.

b. The Budget Committee is not recommending any increase in the assessments for 2020. But, it is important to note there was no firm costs of landscaping in 2020 as the Association moves forward with plans to contract out those services. \$20,000 has been identified as a starting budget for those services. The plan is to use the resources of Cascadia Management Inc to seek and identify a landscaping vendor.

c. The RV budget is presented separately from the Homeowners budget

d. Upon approval all budget documents will be posted on the Starwood website.

10. Review of property management contract negotiations with Cascadia Management Inc. (President)

a. The contract had been reviewed by the Association's law firm, with some delays.

b. The attorney reviewing the contract has made some recommendations and the Jim Porter as President of the Board, will meet with CMI to negotiate the changes.

11. RV Park Policy (Treasurer)

a. It was identified by the Treasurer and accepted by the Board that changes needed to be made to the administrative operations of the RV park. Deb Garley worked in coordination with Jeanne Malbon the park coordinator to propose the new changes. The changes were as follows:

i. RV space billing need to be moved from once a month billing cycle to quarterly billing cycle to align the RV parking billing and Starwood's dues/assessments to a quarterly billing process. It was

noted, while minor conflicts could arise when individual space renters moved out of a space in the middle of a quarterly billing cycle and demanded a refund. After discussion it was determined that move-outs occur so infrequently, the efficiencies gained by aligning the billing cycles outweighed those potential issues.

- ii. New contracts would need to be sent out and signed by all renters
- iii. Barry Garley agreed to redraft/clarify the rules for the RV park to better address who is eligible to rent a space in the park. This was a result of a past homeowner leaving their RV in a space after selling their home in Starwood and then sub-leasing the RV space via a current homeowner.

12. Fuel Reduction Grants (President)

- a. Jim Porter reported he had submitted a grant request to Deschutes County, requesting up to \$5,000 in funding to remove ground level fuels to reduce the risk or intensity of wildfires. He had contacted Deschutes County officials who affirmed they had received the grant application.
- b. The plan would be to remove lower branches of junipers and thin the sagebrush in areas where it has become a threat.

13. Review of Snowplowing (President)

- a. Jim Porter explained the plowing company was supplied by CMI.
- b. It was noted the plows needed to be called back a second time to clear the road to the RV park and around the mailboxes.
- c. It was suggested the plows should be called to plow for two consecutive days after a heavy snowfall to keep the roads clear. It was agreed the roadways would be monitored to see if a second plowing was required in the future.
- d. No issues of substance were noted.

14. Election Update (Pres)

- a. To date only one person had applied for the position 5 and no one for position 4.
- b. It was stated as per the previous announcements the accepting of applications for the Board would close December 23rd.
- c. Ballots would go on January 2nd, 2020.

15. New Business

- a. *******MOTION******* Treasurer Deb Garley moved that the proposed budget submitted to the Board for 2020 be adopted, which had been reviewed earlier in the meeting. Vice-president Tina Galloway second the motion.
- b. The motion was opened for discussion. With no discussion offered, the Board voted to adopt the proposed 2020 budget, with Members Porter, Galloway, Garley, Kirksey and Loukenon voting in favor of adopting the budget.

16. Open the floor for discussions and proposals: Nothing brought forward

17. Motion to adjourn

- a. Deb Garley moved to adjourn, with Tina Galloway seconding. No discussion was brought forward and the board vote unanimously to adjourn.

As prepared by Jim Porter