

Starwood Annual Business Meeting Minutes

January 25, 2020

- 1) Roll call
 - a. It was recognized that Vice President Tina Galloway, Treasurer Deb Garley, Member at Large Arron Loukonen and President Jim Porter were present. Secretary Scott Kirksey was away on a pre-arranged absence. Thus a quorum was present.
- 2) Introduction of Cascadia Management Manager Julien Cayton.
 - a. Ballots not yet returned were collected from attendees by Julien and Joe Coss the election committee chair. They then retired to tally the ballots
 - b. It was certify a quorum is present, with 46 ballots collected.
 - c. CMI will retire to count votes on the ballot with the Election Committee
- 3) President's report
 - a. Jim Porter reported a \$1,500 grant had been awarded by Deschutes County to Starwood to assist with the reduction of ground and tree fuels.
- 4) Vice President's report
 - a. **Proposal**: VP Tina Galloway moved the Board fill position 4 left open by no one volunteering to run for the position. She proposed Starwood resident Cheryl Pierce to hold the position. The motion was seconded by Treasurer Deb Garley. The proposal was opened for discussion, with no discussion offered it was moved to a vote.
 - b. **The Motion** was moved forward, and supported by all board members present.
 - c. Aaron Loukenon retired to the audience and Cheryl Pierce joined the Board.
- 5) Treasurer Business report
 - a. Deb Garley provided a summary of the 2019 year before moving to reviewing the 2019 fiscal report. This report is here attached to these minutes and herby incorporated into these minutes.
 - b. Garley reported there were no indications of major errors and those minor errors present had been recognized and addressed.
 - c. President Jim Porter then certified the report with Garley and agreed it be forwarded to the Association's auditing firm, Schwindt and Associates.
 - d. Garley reported the reserve plan was being developed with the assistance of Schwindt.
- 6) Member at Large: This position was vacant with the retirement of Aaron Loukonen and no report was provided.
- 7) Certify election results and quorum
 - a. Julien Cayton of CMI and election committee chair, Joe Coss confirmed 46 out of the potential 178 ballots had been received and verified to be valid voters.
 - b. Thus, requirements of Article IV , section 4.5 of the Starwood bylaws requiring at least 20% of eligible members had voted or where were present had been met. Thus, a quorum was present to conduct business as stated in the Starwood Bylaws.

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- c. Julien Cayton of CMI and the election committee chairman, Joe Coss certified 46 of the 46-proxy ballots had been tallied. All 46 voted to elect Geri Wildenberg to fill Board position 5.
 - d. Julien Cayton of CMI and the election committee chairman, Joe Coss certified 46 of the 46-proxy ballots voted yes to adopt IRS Ruling 70-604 allowing Starwood to roll forward funding from the 2019 budget into the 2020 budget.
- 8) With no objections or challenges, Geri Wildenberg was then seated with the Board. At this point Treasurer Deb Garley was required to leave the meeting to attend a prior engagement. This left a quorum of the Jim Porter, Tina Galloway, Geri Wildenberg and Cheryl Peirce.
- 9) General discussion on Board goals for 2020
- a. A general discussion was held on what Board members and Association members present saw as priorities for the 2020 fiscal year. The following were identified:
 - i. A review of the health of trees in and around our parks.
 - ii. Working with Swalley Irrigation District as they moved forward with their ditch piping project and how it would interface with Starwood's irrigation system in the front fields.
 - iii. Installing a liner/waterproof barrier into our irrigation pond
 - iv. Encroachment on to common grounds, building on common grounds and overall interface between common grounds by Association members.
 - v. Hiring of a roadway engineer to complete an assessment and proposals to use in establishing a plan to manage Starwood's roadways.
 - vi. Establishing more committees to manage projects.
 - vii. Wildfire fuel reduction.
 - viii. Updating of the Association's Bylaws.
 - ix. The establishment of a Code of Conduct for the Board
 - x. The development of a rule stating owners must be in "good standing", IE: not in violation of CC&R's or Bylaws to be eligible to hold a position on the Board.
 - b. It was agreed these priorities would be condensed into a set of goals, with project managers and committees established at the February, 2020 meeting.

10) New Business

- a. Larry Smith, as representative of the Starwood Sanitary District provided an update on the status of the District and review of their 2019 operational year.
 - i. Larry summarized the failure of the legacy drain fields serving Solstice Court residence. He affirmed the replanting of the area disturbed by the construction work was a work in progress, not completed and the electric service box was going to be designed and finished off in such a manner as to fit into the surrounding structures.
 - ii. Larry provided an over-view of gravity and pump managed sewer systems in Starwood. Starwood has a hybrid model, relying on pumps and sand filtration systems. Larry asked everyone to report pump station alarms as soon as they hear them.

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- iii. In closing, the District is well managed, has a healthy operational fund, and has strategic plans to keep the systems operational into the future.

11) Open the floor to attendees

- a. Nothing was offered

12) Move to close the Business meeting. Geri Wildenberg moved to close the meeting with Tina Galloway seconding, followed by all members present voting to close the meeting.

13) Board opens to confers on the filling of Board officer positions.

- a. **Proposal**: Jim Porter proposed the following: Jim Porter would remain President; Tina Galloway would remain as Vice President; Deb Garley would remain as Treasurer; Geri Wildenberg would assume the position of Secretary; and Cheryl Peirce would hold the position of Member at Large.
 - i. This was seconded by Tina Galloway. With no further discussion brought forward, the proposal was passed with Porter, Galloway, Wildenberg and Pierce voting in favor.
- b. Jim Porter **Motioned** to close the meeting. It was seconded by Geri Wildenberg, and the all present voted to close the meeting.