

Starwood Association Board Meeting Minutes

February 18, 2020

1. Roll Call
 - a. The meeting was called to order by President Jim Porter. Roll call was taken. Board members present included President Jim Porter, Treasurer Deb Garley, Secretary Geri Wildenberg, and Member at Large Cheryl Pierce. Vice President Tina Galloway's absence had been previously approved. The president confirmed that a quorum was present.
2. Recognition and adoption of the January 2020 business meeting minutes
 - a. Deb Garley moved that the minutes be accepted; Cheryl Pierce seconded the motion. There was no discussion. The January 2020 minutes were approved unanimously.
3. President's report:
 - a. Phone number release discussion: Jim Porter reported that the Starwood attorney saw no issue with releasing the phone numbers or email addresses for Starwood Residents to Cascadia Management for purposes of contacting homeowners regarding CCR issues. Deb Garley pointed out that people may object to having their phone numbers released and that we are in the process of updating the directory, so email and telephone information may not be up to date. Written communication has been used in the past, she stated. Jim stated that Cascadia has had better results reaching out over the phone and that receiving a letter through the mail can give the recipient a negative reaction. It was agreed that an updated email and phone contact list would be prepared and provided to Cascadia.
4. Vice-president's report: VP Absent, no report.
5. Treasurer's report: Deb Garley passed out and discussed the 2018 Financials and the Treasurer's report. Deb then passed out the current Accounts Receivable report, noting that she and Jeri Garner were having good success collecting overdue accounts by contacting people individually and working with them on payment plans. The board agreed that a closed door meeting should be set up at a future date to discuss how to handle the few remaining unresolved overdue accounts.
6. Secretary's report: Nothing to report
7. Member at Large's report: Nothing to report
8. Committee Reports:
 - a. ARC - No report
 - b. RV park – Committee members Jeannie Malbon, Barry Garley, and Harry Cardwell. 100 out of 111 spaces are rented. There are eight (8) 30-foot spaces available. The proposed new RV

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rules were discussed with wording to clarify who is permitted to rent RV spaces – homeowners, Starwood residents, house renters, etc. The wording was still not clear, the committee was asked to continue to work on it.

- c. Safety and Security – This committee will be put under the HOA board president on the Quick Reference Guide.
 - d. Landscape – Geri Wildenberg said bids are being solicited for landscaping for the 2020 season. Bob Wilkerson agreed to show bidders around if site visits are requested. Jim Porter said that Julien from CMI will recommend companies that they have worked with who might have an interest in providing this service.
 - e. Finance - Deb Garley said the Reserve Study site visit was conducted. The Starwood website domain was paid for another year. A petty cash fund is being maintained by the Treasurer.
9. Setting Goals for 2020. Jim Porter led a discussion of the following proposed goals for the board to begin the process of assigning leadership, prioritizing, and funding.
- a. A review of the health of trees in and around our parks. Cheryl Pierce agreed to take the lead on this and have a plan by May.
 - b. 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. Tina Galloway agreed to take the lead and have a plan by May.
 - c. Installing a liner/waterproof barrier into our irrigation pond. Tina Galloway said we got a quote for this and it is in the Reserve Study, but very expensive.
 - d. Encroachment on to common grounds, building on common grounds and overall interface between common grounds by Association members. Jim Porter said we need to form a committee on this and have a plan in place by May. Barry Garley suggested using an impartial facilitator.
 - e. Hiring a roadway engineer to complete an assessment and proposals to use in establishing a plan to manage Starwood’s roadways. Jim Porter took the lead on this, plan to be in place ASAP.
 - f. Establishing more committees to manage projects. Not discussed.
 - g. Wildfire fuel reduction. Jim Porter and Deb Garley lead. A committee exists. Jim will send Deb info.

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- h. Updating of the Association's Bylaws. Barry Garley taking the lead. Will have a plan by June.
 - i. The establishment of a Code of Conduct for the Board. Deb Garley will take the lead, and will obtain CAI drafts to use as a basis.
 - j. 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. To be included in the code of conduct, see 9i, above
 - k. Hiring a grounds crew. Secretary Geri taking the lead. In place NLT May
 - l. Green dump management. Included in 9k, above
 - m. Front fields. VP Tina taking the lead, Farmer to be working by April
 - n. Insurance evaluation. President Jim and Treasurer Deb to work this with Julien by April
 - o. Trail system review. President Jim lead, look at where gravel and clean up are needed. Treasurer Deb to include in Reserve Study. NLT May.
 - p. Website improvements. Kami Henry has agreed to take lead. Focus on ensuring information needed for real estate transactions is obtainable, and improve communication.
 - q. Fence line. Cheryl taking lead on inventory and condition evaluation to ensure integrity of fence line. Replacing fence on west end of fields on hold pending Reserve Study.
 - r. Reserve study. Treasurer Deb lead, work in progress.
 - s. Soccer goal nets, mesh cover for pavilion. Included in Landscape contract.
10. Appointing committees for:
- a. Finance Committee. The board reaffirmed the appointment of those on the committee. VP Deb Garley, Tim Elmore, Deb Coss, Kami Henry.
 - b. Wildfire fuel reduction committee. VP Deb Garley will handle administration, Pres Jim Porter will run Operations.
 - c. Encroachment Issues. Need to establish a committee and solicit membership and participation from Starwood residents.
 - d. Updating Bylaws. Barry Garley will form a committee to review the existing draft.

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11. New Business

- a. Treasurer Deb Garley made a motion for the Starwood board to join CAI, Secretary Geri Wildenberg seconded the motion. There was no discussion. Board members present voted unanimously to approve the motion. The next CAI meeting is scheduled for Saturday Feb 22nd.
- b. Treasurer Deb Garley brought forward a proposal that Jeri Garner at Basic Books should be hired as the Business Manager for Starwood. Deb will draft a set of duties. Jeri Gardner is currently paid \$49/Hour. Deb proposed that with the new duties her pay should be raised to \$65/Hour. Deb stated that funding is available. President Jim OK'd her to develop the set of duties and come back to the board for approval.

12. Open the floor for discussions and proposals

- a. Bob Wilkerson stated that the tires on the Starwood Gator had to be replaced so that Irene could perform her duties of emptying the dog waste stations. He also stated that the battery is in Jim's garage.

13. Move to adjourn. There being no further discussion, Secretary Geri made a motion to adjourn. The motion was seconded by Treasurer Deb.