

Starwood Association Board Meeting Minutes

July 21, 2020

1. Roll call
 - a. The meeting was called to order at 7pm by President Jim Porter. Board members present included Vice President Tina Galloway, Secretary Geri Wildenberg, and Treasurer Deb Garley. Member at Large Cheryl Pierce was not present, her absence had been approved. The President confirmed that a quorum was present.
 - b. The meeting was held online as a video/audio conference using the Zoom platform.
2. Approval of the June 2020 business meeting minutes.
 - a. Not all board members had reviewed the June minutes. Deb Garley moved that the minutes be reviewed at a later date and approved by email. Tina seconded the motion. There was no further discussion. The board voted unanimously to review and approve the June 2020 minutes after the meeting and approve them by email.
3. President's report
 - a. Dog Park. Jim Porter thanked Starwood Residents Nita Hyde, Kami Henry, Eli Henry and board member Geri Wildenberg for pulling cheatgrass and tumbleweeds at the Starwood dog park.
 - b. Jim noted that an unknown person had placed some dog "agility course" equipment in the dog park without coordinating with the board. The board is trying to determine who put it there so that some safety issues with it can be resolved. It has been removed temporarily and is being stored until the owner is located.
4. Vice-president's report – Nothing to Report
5. Treasurer's report
 - a. Deb Garley is continuing to work with Kami Henry to ensure that monthly budget information will be available for Starwood Residents to review on a secure part of the Starwood website.
 - b. Deb reported on the status of the current budget. No issues were noted. The cash balance of the Wells Fargo accounts last month was \$95,564, this month it is \$89, 335.93.
 - c. The Road Study costs will be integrated into the Reserve Study by Schwindt.
 - d. Deb stated that Starwood currently has \$13,687 in accounts receivable, with two homeowners currently more than one year in

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arrears. She asked that Jim write a letter to the homeowners. Jim and Deb will meet to review these accounts and determine the appropriate course of action. Jim suggested the meeting should be scheduled for next week.

6. Member at large report – not present, no report.

7. Committee reports

- a. RV committee – Jeannie Malbon reported that 105 of the 111 spaces are rented. Only 3 of the 30-foot and 3 of the 40-foot spaces are available.
- b. Landscape report – Scott Kirkey reported that he will begin fire reduction tree trimming August 1st. He has hired a crew, has met with the forest service to set priorities. Work will begin in the common area behind the homes on the north side of Northstar Way, then proceed to the common areas behind homes on the north side of Solstice. \$5,000 is budgeted for this effort, plus the \$1500 Starwood received from the county. If funding remains, the next priority would be trees in the common area behind homes on the north side of Dione Way. Scott will notify the board before he begins so that notices can be sent to residents if desired. Someone asked if the tree blocking the stop sign at the Starwood/North Star intersection could be trimmed. There was some discussion as to whether they were talking about the dying juniper or the mungo pine, and whether they were on common ground or on private property. It was said that the resident had been asked before to trim and refused. Scott also said the brown spots are beginning to green up. He has started dethatching Galaxy Park and the East and West Green Areas.
- c. ARC report – Deb Coss was absent but submitted the following ARC report:
 - i. Five actions were approved – Two shed additions, two repaintings, and one patio/driveway addition.
 - ii. Four actions are pending approval: One for an addition to a garage, one for a deck, one for re-painting, and one that is not yet specified.
- d. Safety committee – Jim said that resident Bob Townes had reported there were some teenage or young adult males in Galaxy Park making

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noise late Saturday night (11pm to 1am) on July 4th and July 11th. Jim will keep aware in case it recurs, but stressed that if a resident hears something that doesn't seem right, they should call the Sheriff's Office at the time that it is happening.

8. Old Business

- a. Fields and common ground (VP): Tina Galloway reported that the front fields are doing well. The grain heads are setting so the irrigation will be pulled soon so the heads can ripen. Tim and Thane are to be thanked for having done all the irrigation work for the farmer. Tina is reaching out to lock in a farmer for next season.
- b. Roadways (Pres): Jim Porter said the CAP road assessment report has been received and it shows Starwood's roads are in Good condition with a Pavement Condition Index (PCI) of 89. The report outlined a 25-year maintenance plan to keep the roads in good condition. This plan is being incorporated into the Reserve Study.
 - i. The report said we did the right thing last year by doing a chip and seal treatment.
 - ii. The report said the road cracks are a result of improper crack sealing. A filler rod needs to be installed before the joint sealant is applied. Starwood has been given the specifications to use to solicit bids for the correct crack sealing.
 - iii. The report also said that the road shoulders need attention and this should be a priority. They gave us the specifications for the shoulder repairs, Jim will begin soliciting bids.
- c. Green Recycling area (Pres):
 - i. Burn restrictions were put in place early this year so we were not able to do our spring burn.
 - ii. The grass dumpsters are being well used, keeping a lot of non-burnable material out of the pit. They are not filling up as fast as they were in the spring so do not have to be emptied as frequently.
 - iii. No action on security cameras yet.
 - iv. Scott has not yet updated the Green Dump signage.
 - v. Jim did send out a note to residents.

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- d. Wildfire Fuel Thinning Project (Pres) - As stated above, Scott has had a second meeting with the County and is ready to start on Aug 1st. The county sent Starwood a check for \$1500 at the end of June to supplement the \$5000 set aside in this year's operating budget for this work.
 - e. Review of Board Goals (Pres)
 - i. Trees – Chris - ?
 - ii. Swalley Irrigation – Tina reported that Swalley Irrigation is still working the project to enclose the irrigation ditches, but they have not gotten as far as our section yet. When they do, we will work with them to ensure gate valves are installed where we need them.
 - iii. Pond Liner – Jim and Tina will look for possible grants to fund this expensive project.
 - iv. Roads. Assessment is done.
 - v. Wildfire Fuels Reduction. In progress
 - vi. Code of Conduct – pending
 - vii. Bylaws Update - Pending
9. New Business
- a. Review of CMI's 2 Violation Notices. (Pres) CMI had sent notices to two residents regarding repainting their houses and had not gotten a response. CMI is asked for the Board's help. The board gave the residents 30 more days to respond, there is still no response. After discussion, Jim Porter and resident Jeannie Malbon agreed to personally contact each of the residents to help them come up with a plan to repaint their homes. Resident Terry Lacoma suggested that Starwood volunteers might even be able to donate funds to offset the cost or actually do the painting if needed, similar to how donations were given to the local food bank during the COVID shut down when so many people were out of work and needed help. Resident Susan Kurtz suggested that the board should apologize for the curt tone of CMI's original letters regarding the infractions.
 - b. RV Park and Taxes (Pres and Treas) Starwood owes \$1700 in taxes for the RV Park for tax year 2019. The RV Park is not a separate operation, it is part of Starwood because it is on land owned by the Starwood

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HOA. It needs to be run as a “break even” operation to avoid paying taxes. Indirect costs (Starwood overhead such as insurance, accounting costs, management costs, access road maintenance costs to include North Star Way) all should be pro-rated and charged to the RV operations. Excess monies may need to be moved to the Reserve Fund for RV Park future needs. All agreed it is wonderful to have the RV Park and we need to keep it in operation.

- c. Starwood Operating Rules (Pres). Jim led a discussion on the adoption of a rules and regulation process to allow Starwood to document and track rules and changes. Currently, there is no central repository of operating rules passed by previous boards, other than reviewing previous minutes. Examples of such rules include Galaxy Park operating hours, encroachment processes, requests to remove common area trees, etc. These rules should be pulled together and put on the website behind the login area. Jim moved that we set up rules, Geri seconded. Tina asked whether old rules will be researched, Jim said yes. Deb noted that it needs to be clear when a new rule supersedes an old rule. Deb asked if subsequent boards can change rules, Jim said yes. Deb moved to closed the discussion, Tina seconded. The motion was passed unanimously.
- d. Jim proposed that the first rule be to establish written roles and responsibilities for board members. Jim had sent each board member a draft based on CAI models. Tina said she had reviewed it and it looked OK. Deb said she had many comments, for example that the business manager should prepare the budget and the treasurer oversee it. She stressed that anyone should be able to hold the treasurer’s position without having an accounting background. It was agreed that the discussion be tabled until Deb can prepare a revised draft for her position. Starwood Resident Theresa Schader suggested that a planning calendar be created to show when actions need to be taken by each position.
- e. The board had received a request from a homeowner to remove certain trees in the common area that were blocking their view of the mountains. Jim suggested that a process be developed for requests such as this, Tina agreed but noted that fire hazard concerns are more

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important than views and that should have priority. Deb agreed, but said that the process needs to be sensitive to people's privacy.

Starwood resident Ray Jones spoke about his experience with the flammability of junipers. Jim will draft a process.

10. Open to the floor for questions and discussions

- a. Jim said he has reviewed our current insurance coverage. Starwood is covered for \$5M for accidents, \$5M for errors and omissions, \$30K for data compromise, \$50K to rebuild data losses, \$50K for accounts receivable and embezzlement. Jim thinks we should increase this coverage from \$50K to \$125K to cover 1 years worth of revenue. Deb asked if Board members need to be bonded. Jim says they are covered by Starwood's insurance under errors and omissions. Deb asked what about the RV Park.
- b. Jim moved that a committee be formed to make a recommendation to the board as to how to proceed on the encroachment issues. Deb seconded. Jim said the committee should be 8 residents or less. He asked if anyone on the board wanted to chair or serve on the committee. No one did, so Jim said he would chair it. Tim Elmore and Aaron asked to be members.
- c. Geri moved that the meeting end, Jim seconded. The meeting was closed at 8:57.