

Starwood Association Board Meeting Minutes

June 16, 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, Treasurer Deb Garley, and Member at Large Cheryl Pierce. The President confirmed that a quorum was present.
 - b. The meeting was held online as a video/audio conference using the Zoom platform.
2. Recognition of the approval of the May 2020 business meeting minutes.
 - a. Deb Garley moved that the minutes of the May 2020 meeting be approved with the corrections she had submitted. Cheryl Pierce seconded. There was no further discussion. The May 2020 minutes were approved unanimously.
3. President's report
 - a. Roads. The engineering firm has completed their assessment of Starwood's roads, their report will be submitted prior to the next meeting. This will provide an estimate of the work and costs for the next 25 years. The cost information will be included in the Reserve Study as well as development of future annual budgets.
4. Vice-president's report – Nothing to Report
5. Treasurer's report
 - a. Deb Garley reported on the status of the current budget. No issues were noted, although concern was expressed over the cost of the grass disposal containers at the green dump. Although not a problem yet, we could run out of money in this line item before the fall.
 - b. Deb is working 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.
 - c. Schwindt is in the process of preparing Starwood's 2019 tax return. Details of what they are requesting are provided as an appendix at the end of the meeting minutes.
6. Member at large report
 - a. Cheryl Pierce asked for Scott Kirksey's contact information so that she could tell him which trees in Galaxy Park are of concern if children try to climb them (see minutes from January meeting)

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- b. Cheryl also asked if the Gazebo cover could be installed as the weather is starting to get warm.

7. Committee reports

- a. RV committee – Jeannie Malbon reported that 104 of the 111 spaces are rented, and only 3 of the 40 foot spaces are still available. Discussion ensued as to how to handle the “pull through” spaces ... can/should a 40-foot pull through space be rented to a person with a 30-foot RV? or should they be held for someone with an actual requirement for this type of space? Jeannie and Deb will review the issue further and report back.
- b. Landscape report – Scott Kirkey reported that the rain is making it tough to keep up with the mowing. He is trimming trees on the trails and on the path along the pond. He has purchased a De-Thatcher, and wants to buy a trimmer. Scott has also begun “limbing up” some of the “ladder” junipers for fire protection near the mailboxes.
- c. ARC report – Deb Coss was absent but submitted the following ARC report:
 - i. Two actions were approved – One to replace a driveway and one to replace a paver patio.
 - ii. Three actions are pending approval: One for an addition to a garage, one for a deck, and one for re-painting.
- d. Safety committee – No Report

8. Old Business

- a. Fields and common ground (VP): Tina Galloway reports that the front fields are doing well, the west field is planted in Red Wheat and the East Field in Barley.
- b. Roadways (Pres): As stated previously, the road assessment has been completed, we are awaiting the report.
- c. Green Recycling area (Pres):
 - i. We are at high fire risk since May so we may not be able to burn until November. If the pit fills before then, we may have to pay to have it hauled away.
 - ii. The grass dumpsters are being well used, keeping a lot of non-burnable material out of the pit.
 - iii. No action on security cameras yet.

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- iv. Scott will update the Green Dump signage to clarify dumping procedures and update information.
 - v. Jim will send out a note to residents on the dump and burning.
9. Update on Bylaw update (Barry Garley) – No report
10. Roles and responsibilities of Board Positions and Code of Conduct for Board Members (Pres and Treas)
- a. Jim will draft documents outlining the roles and responsibilities for each board position based on Best Practices documents published by professional HOA Management Companies such as CAI.
 - b. Tina moved that we execute the motion approved earlier this year to join CAI. Geri seconded the motion. Discussion indicated that membership was not pursued because when the COVID-19 pandemic began, all onsite conferences and educational sessions were cancelled. Membership costs \$295 per year. There may, however, be online learning and conferences available to members only that board members could benefit from. The board unanimously moved to join CAI even though the year is half over.
11. CMI issues
- a. CMI has sent notices to two residents in Starwood and not gotten a response. CMI is asking for the Board's help. The board agreed to give the residents 30 more days to respond.
 - b. Encroachment. Jim noted that there are a wide range of issues when it comes to encroachment and he would like to form a committee of about 10 Starwood residents. Jim will send out a notice seeking volunteers. Starwood Resident Gus Erickson was present and volunteered to be on the committee.
 - c. Charges for Title Company demands. CMI is asking for \$250 to process requests from title companies when a house in Starwood is bought or sold. Deb Garley objected to this, stating that Starwood's accountant and she typically provide any information that is required and that often times the requestor doesn't really need everything that is requested. Discussion ensued regarding what information must be provided, where it comes from, who should provide it, and how it is handled in other HOA's. The discussion was tabled, and will be re-visited as part of the Roles and Responsibilities discussions.

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12. Open for new business, Board proposals and discussion – Nothing further.

13. Open to the floor for questions and discussions

- a. Scott Kirsey asked the status of the vacant house on South Loop. He was told that although the house has been sold, there is a Redemption period of 6 months during which the previous owners have one last chance to buy their house back. When that period ends on September 2, 2020, the development company who purchased the house will be given title. It was discussed that the Sanitary District bills must be paid by law. It was foreclosed on March 5, 2020. Starwood filed a lien for money owed to the HOA but will likely not get anything as the sale price of the house was less than the balance on the mortgage and the bank gets paid first.
- b. Ray Jones asked when work will begin on limbing up the “ladder trees” in the common area to improve our fire protection, especially for homes on the north side of Starwood since that is the prevailing wind direction. Jim said the preliminary guidance has been given to Scott and that he will begin work soon.
- c. Bob Townes asked about Encroachment. Bob stated that Starwood approved an encroachment document in April 2017, sent it out, and it has not been repealed. He stated that 19% of Starwood homeowners are in violation and asked if the proposed committee will be comprised of both those in violation and not in violation. Jim said yes it would be.

14. Move to adjourn: Deb moved to adjourn the meeting; Cheryl seconded. The meeting was adjourned at 9:15

NOTE: A synopsis of Treasurer’s Report (Item 5c above) discussing what information has been requested for Starwood’s 2019 taxes and a status showing what has been provided is provided as an appendix below.

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APPENDIX:

Starwood is in receipt of a letter from Schwindt & Co. confirming they have received our signed engagement letter for the taxes and financial review of the 2019 books.

They have attached an "Information Request Checklist" for purposes of getting the complete list of information they need to file the tax return and review the books. There are 70 line-items of requested information.

The significant items already sent by Jeri include:

- Computer back up procedures for accounting information
- Balance Sheet and P&L statement by department (Operating and Reserve)
- Full General Ledger detail for the entire year
- All forms regarding Forms 1099
- Backup copy of QuickBooks
- Copy of Accounts Receivable aging summary
- Copy of Account Payable summary at year end
- Report of accrued liabilities and year-end adjustments
- Cash disbursement report for payments made subsequent to the year end
- Affirmative - on independent assessment of IT security system to assess potential risks

I will be working on completing the remaining items, (significant items listed below):

- Copies of Form 1099-INT from Washington Federal
- Purchase information including interest rate and maturity for CD's at Selco
- Budget Variance Report in XL format
- Trial Balance report and comparison of Budget to Actual
- Operating and Reserve Budgets for 2019
- Copies of annual, regular and special meeting minutes for 2019 to current, explaining any breaks
- List of current Board Officer including all contact information
- List of prepaid expenses
- Report of fixed assets, personal property and equipment
- Research answer needed on Fidelity Insurance Policy
- All transition information remaining from Brick House

Effective January 1, 2018 Oregon State Statutes require a reviewed financial statement be completed prior to October 27th, 2020. Starwood should have no problem meeting this requirement.