

## Starwood Association Board Meeting Minutes

November 17, 2020

- 1) The meeting was called to order at 7:10 by board president Jim Porter. Roll call was taken, board members present included Vice President Tina Galloway, Secretary Geri Wildenberg, Treasurer Deb Garley, and Member at Large Cheryl Pierce. The meeting was held as an online video/audio conference using the Zoom platform.
- 2) Approval of the October 2020 minutes: The treasurer noted that the minutes had one typo. \$10,000 was moved from the reserve to the Wells Fargo account, not \$10. With this correction, the minutes were approved by all board members.
- 3) President's report: Three bids have been received for adding the hours to the Galaxy Park signs.
- 4) Vice-president's report: nothing to report.
- 5) Treasurer's report: The monthly treasurer's report has been posted to the website. The report shows \$89,109 in the Wells Fargo operating account. This is more than we should have, due in part to HOA dues having been adjusted to cover the cost of Brickhouse Management before we changed to CMI. A capital needs list should be developed to reinvest the excess funds into the Starwood community.
- 6) Secretary report: Nothing to report.
- 7) Member at Large report: The Halloween event for children held in Galaxy Park was a great success. Kudos to those who organized it.
- 8) Committee reports
  - a) RV committee: The RV Park has only one 40' space open, and a 20' coming open. The committee is looking at the possibility of expansion. The treasurer noted that would be a capital expense.
  - b) Landscape report: The brush burns are going well. Brush piles in green areas will be chipped.
  - c) ARC report: One action was approved, a door replacement.
  - d) Safety committee: nothing to report.
- 9) Old Business
  - a) Fields and common ground (VP): There will be no fall/winter crop, the weather didn't cooperate. The cheat grass spraying went well. Grant funding may be available for mullein (an invasive weed) reduction.
  - b) Board Roles and Responsibilities (Pres): The final draft of roles and responsibilities was presented for decision. Deb moved that we adopt the roles and responsibilities as described in the most recent draft; Tina seconded the motion. There was no discussion. The roles and responsibilities were approved unanimously.
  - c) Encroachment (Pres): The lawyers are finalizing the map showing which properties in Starwood appear to have encroachment issues. This map will act as a starting point to engage apparent encroachers. The lawyers are also drafting an encroachment declaration which will serve as our policy moving forward. The policy establishes priorities for working the actions and clarifies encroachment concerns. The goal remains to resolve all encroachments without legal action, if possible.
- 10) New Business:
  - a) CMI (Pres): Julien indicates that overparking RV's and trailers is the biggest problem they are dealing with, and it is difficult to enforce the CCRs if CMI only drives through every 2 weeks. Jim proposed that we increase their drive throughs to weekly for the

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2021 contract. Jim calculated that since we do not need CMI to attend in person meetings, that money could be reallocated to cover most of the additional cost. Only an additional \$180 would be required. Tina moved to increase CMI's drive throughs to weekly. Cheryl seconded. Deb went over the math again, just to ensure that the costs could be covered. The motion was then voted on and passed unanimously.

- b) Need for a Full Time Property Manager (Treas): Deb Garley provided the following: "Starwood needs a Property Manager. The decision to hire a Property Manager was made by the 2003 Board and they determined it needed to be an accountant, most likely because we had reached an assessment level that required us to have an auditor per the Planned Communities Act. At the start of 2019 we were fortunate to bring on Basic Books to do, not only our billing, but our bookkeeping. This was a great fit for Starwood and an inexpensive solution, but it is awkward when combined with the need for an accountant. It's most efficient if all the tasks are done by one person. So, we are going to try an option which is to revert to the least expensive option that works. Jeri Garner from Basic Books is an experienced business woman in a niche market and I am confident she can bring all the skills of a degreed accountant to the job of managing an HOA. I don't think we need a contract with Jeri since she is already working successfully for us and after working closely with Jeri for nearly two-years she has capably ironed out several troublesome issues. I have developed a list of duties and expectations including, but not limited to, attendance and contribution at Board meetings and interface with the auditors. I previously submitted this list to the Board. An estimate has been made of the number of additional hours this would entail, and an hourly rate has been settled on. I hope having Jeri as our Property Manager adds stability for Starwood's management that will carry forward to future boards and assist them greatly in taking on their new responsibilities. Our future Reserves will be a significant amount of money and we will want someone that we can count on who knows the rules and abides by them."
- c) 2021 Budget (Treas): There will be no increase in assessments for 2021. The proposed budget for 2021 is complete and was submitted previously to the Board for review and approval. The statement of the budget includes two sheets, one in comparison to the budgets used in 2019 and 2020, and one in comparison to actual 2019 year-end and estimated year-end for 2020. The budget includes the increased costs for the new Property Manager, off-set by reduced budgeted amount for Landscaping, based on actuals. The new budget also removed the contingency account since our cash balance on hand is more than sufficient to cover any budget overruns or timing issues. The treasurer has also layered in the expected, bookkeeping only, transfer of funds for indirect costs for the RV Park operations. The contribution to Reserves for 2021 is very close to the number used for 2020 so it doesn't necessitate an increase in assessments this year. Cheryl moved to adopt the budget as presented, with an increase for Basic Books to pay Jeri Gardner to perform Property Management duties. Tina seconded. There was no further discussion. The board voted unanimously to approve the 2021 budget.
- d) Digital Storage of Starwood Documents (Pres): There is a need to store documents in a more permanent format that just on the website or in cardboard boxes in someone's garage. Jim will explore options to secure Starwood's documents in a cloud-based format. Starwood records held by Basic Books would be included as well.

11) Open floor for new business and discussion.

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- a) The picnic table in the dog park has been replaced and looks good. Consideration will be given to replacing the picnic table at the pond as well, and possibly installing benches along the walking path in Galaxy Park. Geri will bring prices to the December meeting.
- 12) Deb moved to adjourn the meeting, Cheryl seconded. The board unanimously voted to close the meeting at 8:38.