

Starwood Association Board Meeting Minutes

December 15, 2020

- 1) The meeting was called to order at 7:05 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 November 2020 minutes: Deb moved that the minutes be adopted as presented; Tina seconded. The minutes unanimously approved.
- 3) President's report: Nothing to report.
- 4) Vice-president's report: Nothing to report.
- 5) Treasurer's report:
 - a) The monthly treasurer's report has been posted to the website. The report shows \$78,260 in the Wells Fargo operating account. This is about \$18,000 less than November due to maintenance costs having been paid.
 - b) The operating account has about \$40,000 more than it 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 will be developed in 2021 to reinvest the excess funds into the Starwood community. The capital projects could include things such as major maintenance and repair projects or capital improvements. The projects should benefit all residents equally since all contributed equally.
 - c) This excess also allows us to pay back reserve funds borrowed by the operating 15 years ago. Deb moved that to transfer \$4,594 from the operating account back into the reserve fund. Geri seconded. The board voted unanimously to move the funds.
 - d) The vacant house closes today. The bill for HOA dues dating back to March 2020 were presented for payment at closing. Anything owed Starwood prior to that date is unfortunately a write off.
- 6) Secretary report: Nothing to report.
- 7) Member at Large report: Nothing to report.
- 8) Committee reports
 - a) RV committee: The RV Park has no spaces open. Jeannie will head a committee to develop proposals for expansion. Deb and Cheryl volunteered to represent the board on the committee; Harry and Barry will also be on the committee.
 - b) Landscape report:
 - i) Burns and cutting continues. Some brush was moved to the burn pit. Will review the north area for sufficiency, then move to Phase 2.
 - ii) There is an issue with sprinkler heads in the green areas. The situation is hazardous, 37 sprinkler heads need to be raised to ground level. Jim will prepare an RFP to get 3 quotes. Deb believes there may be a line item in the reserve study to cover this work.
 - c) ARC report: Three actions approved, two for tree removal and one for grass removal. The new ARC committee will be introduced later in the meeting and will take over in January 2021.
 - d) Safety committee: nothing to report.
- 9) Old Business
 - a) Fields and common ground (VP): Tina is getting a quote for a wheel line, which would make our fields more attractive to farmers.

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- b) Encroachment (Pres): There were some questions from the board on the map provided last month. These questions are being worked on by our lawyers, but we are still about 45 days from getting all of them answered.
 - c) Green Dump (Pres): The green waste bin will be there all winter.
 - d) Elections (Pres): The Starwood Elections will be held in January 2021. Joe Coss is running the election committee again, assisted by Larry Smith. Three board positions are going to be available. Nominations open today and will be accepted through Monday, December 28, 2020. Nominations are to be sent to Julien Cayton at Cascade Management (CMI). Elections will be finalized at the Starwood Homeowners Annual Meeting on January 23, 2021, which will begin at noon. Due to COVID restrictions, the annual meeting will be held online using the Zoom platform and thus ballots cannot be delivered in person on the day of the meeting. Ballots will be emailed to homeowners with an email on file with Starwood and by postal mail to homeowners who do not. Ballots must be returned by email or postal mail or in person to CMI prior to January 21, 2021 in order to be counted. Ballots will be validated and counted by the election committee and CMI. Further information on the process will be provided to all homeowners by CMI.
 - e) Digital Starwood Document Storage (Pres): Jim is still working on finding a sustainable Cloud Storage solution to archive Starwood documents. He is looking at Blue Host, Drop Box, etc. Deb is giving Jeri Garner hard copy financial documents for safe keeping and storage.
- 10) New Business:
- a) Additional Pet Waste Stations (Pres): Jim talked to Bend Parks and Rec about solutions to dog poop not being picked up. They have had good success by increasing the number of Pet Waste Stations to make bagging and depositing easier for pet owners. Jim proposed purchasing 5 additional pet waste stations at a cost of \$1300. One at the front mailboxes, one near the green dump, one at the north end of Galaxy Park, one at the end of Solstice, and one down near the Pond. Deb moved that the pet stations be purchased and installed as described, Geri seconded. The durability of plastic pet stations versus metal stations and the relative costs were discussed. The board voted unanimously to purchase the pet waste stations as proposed by Jim.
 - b) Appointment of ARC Committee (Pres): ARC responsibilities will be officially transferred from Deb Coss to Aaron Kotzin in January 2021. Aaron will be assisted by his wife, Donna LaGerde and Nita Hyde. Aaron has a background in construction and therefore has a good understanding of plans, blueprints, and design work. Nita has served previously on the Starwood ARC Committee. The new committee members are excited about serving and are happy to help. Jim moved the committee responsibilities be transferred; Cheryl seconded. The board approved unanimously.
 - c) Guidance for ARC on reviews of tree removal on common ground (Pres): Although the ARC was given this responsibility, guidance does not exist. The board will develop guidance and provide it to the ARC so that, as volunteers, they are not put in a difficult position dealing with homeowners. Jim noted that junipers are a fire hazard, that they choke out native grasses, and block views which affect property values.

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- d) Snow Removal (Pres): Scot has purchased a plow truck and is offering his services to Starwood @ the same rate we currently pay, \$100 per hour. Jim moved we hire Scott to remove snow, Deb seconded. The board vote was unanimous.
 - e) Encroachment Onto Starwood Property (Pres): Steve Mulkey sent information to Jim regarding encroachments onto Starwood property by landowners outside of Starwood. Jim will forward this information to our lawyers. This is a boundary issue, rather than encroachment.
- 11) Open floor for new business and discussion. No one had anything further for the board to discuss.
- 12) Deb moved to adjourn the meeting, Tina seconded. The board unanimously voted to close the meeting at 8:15.