

Portal III January 20th 2018 HOA Meeting Minutes

The meeting was called to order by President Dave Johnson. Other Board members present were: Darwin Huber and Jim Startup. Twenty-two homeowners were in attendance.

Secretary's Report:

Dave Johnson made a motion to approve the October 12, 2017 Meeting Minutes. The motion was seconded by Jim Startup and approved.

Treasurer's Report:

Dave Johnson presented the financial report. The report reflects a net balance as of December 31, 2018 of \$200,645.95. There is currently one lot with unpaid 2017 HOA dues, where a lien has been assessed. A copy of the financial report is attached.

A few folks in the audience said they had not received their 2018 HOA dues notice. Darwin indicated that it was included within the October 21, 2017 HOA Meeting Minutes. Darwin said he would look to make sure. Darwin did check, and the notice was included in the October minutes. To ensure everyone gets a copy a **2018 payment form is attached**. Please ensure your lot number(s) are identified with your appropriate payment.

Old Business:

Road/Culvert Maintenance and Signage:

The HOA road crack sealing was done by Maurer Sealing and Striping on January 5th and 6th. Thanks to everyone who helped the process by staying off the roads while the hot rubberized material used to seal the cracks dried. Maurer had new equipment this year and did a very good job.

Our HOA road surfaces will need to be recoated later this year since they are showing some wear and were last coated in July of 2014. Darwin talked with Max, owner of Maurer, and instead of using a squeegee to spread the sealing material, Max suggested spraying the sealant on the road – which would be cheaper and at the same time have more material applied to the roads. Darwin took an action to get a quote from Maurer and to present it to the Board at the March meeting for approval.

The erosion issue on Arroyo West, near lot 163, received a lot of discussion. It is the last remaining major erosion issue in the Portal and one that has been looked at many times with no real solution realized to date. The source of the erosion is from the very steep hillside slope of lots 143 and 144. Bob Barr got quotes from both Payson Concrete and Stodghill Excavation for digging a concrete lined ditch the width of the driveway of lot 163 with a grate on top that will be connected to the existing drainage pipe crossing the street. The quotes came in at \$6,000 and \$6,500 respectively. Since the erosion is viewed as a combined HOA and Homeowner issue, the Board asked Bob to discuss with the homeowner of lot 163 about a cost sharing agreement. There was also a recommendation of spraying a grass seed mixture on the hillside to help prevent future erosion flow from occurring, but the slope of the hill is quite steep and keeping the grass intact would be difficult to maintain.

The Board received a complaint from a homeowner near the intersection of Juniper Loop and Lo Mia concerning an indentation in the roadway that has been there for a number of years. It

appears to be a water department access cap that is recessed into the road. Darwin took an action to look into it.

It was reported that the PSWID water valve covers on both Juniper Loop East and West are leaking once again. Darwin mentioned this is an ongoing issue due to poor/aging pipes and valves and he would bring it to the water department's attention.

HOA Violations

Please see the attached Portal III CC&R violation list. If your lot number shows an open status, please let the Board know if you have completed the repair/paint/clean-up or when you plan to have the respective violation closed.

Adhering to our CC&Rs helps maintain the aesthetics and value of our Community. Most everyone has been positive and responsive in addressing violation notifications which is very much appreciated.

Fire Hydrant Review

PSWID provided Verde Engineering a number of questions with respect to Verde's proposed plan they presented to them. Darwin mentioned that he had recently talked to Ralph Bossert of Verde Engineering and Ralph indicated that the questions would be promptly answered, and he didn't see real issues associated with the questions.

At our October HOA meeting the Board approved having Verde Engineering obtain 2-3 quotes for the installation of five additional fire hydrants within our Portal, the status of the quotes is still open.

Update HOA Website

HOA member Christine Schroedel contacted Darwin a few times wanting to get involved in updating our HOA website. Based on her enthusiasm and expertise, she was given this project. The HOA Board have discussed additional features and functionality we would like to see added and we will also pass on suggestions received from HOA members. Christine – Thanks for stepping up to this important and needed task.

Lot Number Signs

According to Chuck Casey 45 "football shaped" lot signs are being made and every existing lot sign will eventually be replaced. The Board approved paying Chuck \$10 for each sign completed. The existing signs are old and rusty, and these new and improved signs will make a great addition to our Portal's appearance. Thanks to Chuck for his continued efforts on this project.

Entry Features and Signage

Jim Startup indicated there are 28 different signs/features throughout our Portal. They are either outdated, faded, lettering not visible, and/or do not provide a clear consistent demarcation for our community. The Board has previously approved Jim to move forward with this project to refresh the signs and features. At the meeting Bob Barr, Cheryl Thomsen, and Chuck Casey volunteered to help Jim. Darwin and Jim's wife Deb indicated in the past they would help as needed. Darwin provided Jim with a quote proposal from Ed Farnum of Westwood Products here in Pine for making some new signs made from a product called Extira with is designed for outdoor use and is impervious to water and will not warp or crack.

Other:

A request for volunteers was made by Dave Johnson to help the Board work on issues and enhancements to our community. One such project, as mentioned at the October HOA meeting, was creating a Welcome Package for new folks moving into our Portal. Jean McKelvy took the lead in this effort and she “volunteered” Kathy Hill to join and Bobbie Sferra also volunteered. Thanks to all of you for doing this worthwhile effort.

We also asked for and received additional volunteers from those in attendance to assist the Board in Environmental and CC&R compliance Reviews – help the Board look for mistletoe and property inspections for example. If anyone is interested in volunteering their time, please contact one of your Board Members. Your participation will be appreciated.

Jeff Stringham brought up that a lot of homes do not have the reflector type of home address signs. This has been mentioned before as the fire department highly recommends the reflective signs as they can easily be seen especially at night. Darwin mentioned that he felt the fire department preferred the white on green type of reflector signs, of which the fire department is out of stock. Darwin took an action to confirm this, and identify where they can be purchased.

Barbara Huber reported she spoke with the Pine Post Office Postmaster because mail and holiday packages were being returned due to incorrect addresses. Your Post Office mailing address continues to be your P.O. Box number. However, we had previously been told to follow the five-digit zip code with our PO Box number; i.e., 85544-1296 when providing your street address to third party shipping companies; i.e., FedEx, UPS, DHL. The Postmaster said to now follow your name with your PO Box number without the # sign. For example:

Barbara Huber 1296
5042 Knob Hill
Pine, AZ 85544

Architectural Committee:

Bob Barr provided the following recap of activities since our last meeting:

- The trailer storage issue, where a number of violation letters were sent out, has been resolved with everyone moving them offsite. Bob took an action of developing a policy on how to allow trailers on properties for a brief period of time. For example, if someone brings their ATV to the Portal for a weekend.
- Bob has a pallet of approved paint colors – basically forest colors. He mentioned he will put them on the website. Please be aware, even if you plan on painting your home the same color, or with an approved color, you still need to get approval.
- Bob is going to identify what type and color of metal roofs are allowed. This will also be posted on the website.
- Homes on lots 81, 124, and 129 have recently been painted.
- Lot 33 installed a new deck.
- Lot 126 wants to run a propane gas line to their house for an interior fireplace.
- Lot 159 has a deck repair in process.
- Lot 190 is waiting on County approval concerning a new garage and upstairs bedroom.
- Lot 192 wants to replace their deck and Bob is awaiting plans.

As a reminder to all lot owners, any alteration/construction on the outside of your home/lot requires prior approval. This includes exterior painting, even if it's the same color. Your adherence to this requirement is appreciated.

Security:

Chuck Casey said a couple of contractors were not aware of the HOA's working hours' restrictions when he approached them about starting too early in the morning. Bob Barr took an action to write something up to give lot owners letting them know of approved working hours that can be passed on to contactors they hire to perform work.

Chuck also mentioned being called for a couple of dead animals on home owner properties. One homeowner noted his appreciation of Chuck for dealing with an elk that had been hit with two arrows that was trailed on their property by a couple of hunters. The elk was shot outside our Portal. The hunters were respectful, and Game & Fish was called in to take care of the animal.

Darwin mentioned he is trying to obtain new "three pine trees" car window stickers because the present ones are not sticking to windshields.

Environmental/Fire-wise:

As mentioned in the October HOA meeting minutes, the Board approved two brush pickups for 2018. Darwin contacted both Jim Armstrong and Portal I/II in attempt to coordinate pickup dates. Jim Armstrong suggested the following dates for Portal III, the first week in June and the first week in November. Attendees of our October Board meeting requested a later fall pickup date to capture the fall pine needle droppings. During this January meeting, a few people suggested we move up the spring pickup date to before Memorial Day. Darwin took an action to look into it.

There continues to be discovery and open issues of mistletoe and bark beetle infestations. If you have received a letter on this, please act promptly to remedy the situation, and please advise the Board accordingly. Also, please inspect your properties on a regular basis for mistletoe and diseased trees.

As mentioned previously, we are looking for individuals who would volunteer by participating on the Environmental Committee to identify lot owners having mistletoe or bark beetle infested trees.

Snow and Street Debris Removal Committee:

There had been no snowfall prior to the January meeting which is pretty bad as we really need the moisture. This spring could be bad in terms of fire and tree health if we don't get receive more moisture.

As mentioned at the last meeting Ira Gibel and Barbara Huber took an action item to address blocked driveways when the streets are plowed. The solution they came up with, which has been passed by Payson Concrete, is for those homeowners who do not want their driveways blocked in by snow, to put two three-foot high orange cones at the end of their driveway. Payson Concrete will then plow away the snow barrier at the end of the respective driveways.

As a reminder, the threshold for snow removal is a four-inch accumulation on the roads, along with a break in the weather pattern.

New Business

- The subject of evaluating/hiring a Third Party HOA Management Company was mentioned briefly again. Darwin said the main reason this is being considered is to reduce the potential conflict between lot owners and the Board with respect to implementing our written CC&Rs. Darwin stated that if a Management Company was hired, the result would be an increase in our HOA dues. The audience wasn't pleased about this, so for the time being this matter is being put on hold.
- The Board has agreed to review the existing CC&R restrictions on outdoor fires. There have been a few occurrences where folks had outdoor fires and were told they weren't allowed.
Our CC&Rs state *"No fire of any kind is permitted at any time for any reason with the sole exception of cooking food and then such fire must be confined to a barbecue type container, either free standing or built in, and in no manner will such barbecue fire be directly on the ground."* The Board understands the recreational perspective of wanting to sit around a fire, but we do live in the forest therefore safety from the threat of fire takes overwhelming precedence. **We would appreciate homeowner comments on this subject.** Since it would be a change in our CC&Rs, the matter would require a vote and approval of 75% of the lot owners. In the meantime – outdoor fires are not allowed. Be sure to tell any guests that you have visiting of this restriction.
- Darwin mentioned that with Tom Heideman's assistance we had ADOT install a new 35MPH warning sign on highway 87 north of the Pine Creek Canyon intersection in an effort to help slow down traffic coming into Pine from the north. It can be quite scary at times when trying to make a left-hand turn onto Pine Creek Canyon with someone barreling behind you. Tom, thanks again for your help on this, let's hope this slows down traffic.
- There have been reports of new homeowners not getting correct copies of our CC&Rs at closing and that our CC&Rs are a bit difficult to read on our Website. Bob Barr completed an action of getting "clean and readable" copies of CC&Rs and these will be put on the updated website. Darwin took an action to pass copies to all the realtors in Pine. Thank you Bob!

Dog Complaints

The Board has received complaints about dog owners not picking up after their dogs and not having dogs on leashes when walking them and letting their dogs run loose. If you have a dog, please be considerate and understanding concerning this matter.

Deer & Elk Feeding

While it is not illegal to feed Deer and Elk in Gila County, it is requested that you don't for the health of the animal and for your safety since commercial feed is unhealthy and wild animals can be unpredictable. If you must feed them, please only use Timothy Hay or fresh garden greens.

Portal III Vehicle Window Decal:

To help identify vehicles of Portal III property owners, we have “Three Pine Trees” window decals for you to place on your windshield. If you don’t have one, please contact any Board member. They are free and help identify vehicles belonging to Portal III property owners.

Speeding within Portal III

Speeding continues to be an issue within our Portal. Please act responsibly by slowing down and adhering to the posted 25 MPH speed limit as you drive in our Portal. After all, you are in Pine, so think Pine Time. Plus, our wildlife will appreciate you slowing down as well.

Lot/Homeowner Contact Information

We still need current contact information from some lot owners. This information will be kept confidential and will only be used for official HOA Board of Director business matters. If you are owners of the following lots, please provide the HOA, at knobhill1296@gmail.com, with your current email address and phone number in case of an emergency, and other important matters: **Lots – 21, 53, 56, 74, 85, 105, 108, 115, 149, 166, 184, and 185.** Thank You.

Our Next HOA Board Meeting

Saturday – March 24th, 2018

10:00AM

Pine Fire Department Meeting Room on Hardscrabble Road

Please try to attend and be involved in our Community and Your HOA

Thank You

Portal Pine Creek Canyon Unit 3 HOA

12/31/2017

not including Wa Mutual interest earned

Net Balance

Assets:

Chase checking account	50,746.30		
Chase High Yield Savings	49,225.85		monthly @ 0.5%
Chase CD	39,634.68	9 month	matures 5/27/18 @ 0.2%
Total Chase	<u>139,606.83</u>		
Washington Mutual CD	61,048.12	12 month	matures 10/2018 @ 0.35%
	<u>200,654.95</u>		

Liabilities:

Less: construction deposits

		change fr prior yr
Net Balance	<u>200,654.95</u>	<u>6,012.22</u>

Balance at 12/31/16	194,642.73	16,574.28
Balance at 12/31/15	178,068.45	17,599.73
Balance at 12/31/14	160,468.72	

12/31/2017

Income/Expense Activity

Income:

Annual Dues	29,550.00	
Late Fees	260.00	
Transfer Fees	3,600.00	
Interest Income	81.89	
Total Income		33,491.89

Expenses:

security	(7,200.00)	
grounds	(16,715.23)	\$ 4,000 Verde Engineering
postage/PO Box/supplies	(1,352.44)	\$ 8,000 Armstrong Brush Spring/fall
taxes	(277.00)	
insurance	(1,935.00)	
legal		
misc		
Total Expenses		<u>(27,479.67)</u>
Overall Total		<u>6,012.22</u>

PORTAL III HOA

2018 Dues Notice

Below is a remittance form for your annual Homeowner's dues of **\$150.00 per lot**. Fractional lots are prorated accordingly.

Annual dues are payable January 1st and are late after February 28th, 2018

Dues paid after February 28th will be subject to late fees of \$15 per Lot as of March 1st, and \$5/lot for each delinquent month thereafter. Fractional lots prorated accordingly.

Checks should be made payable to "Portal III HOA" and mailed to:

Portal III HOA
Box 1929
Pine, AZ 85544

If you have any questions, please contact Linda Armstrong at 928-970-2182 or lindaarmstrong2182@gmail.com

To ensure proper credit, detach and return this portion with your dues payment and include your lot number(s) on your check.

Please fill in the following information

Name _____

Lot #s _____

Amount Paid _____

Date _____

Emergency/HOA Contact Information:

Phone Number _____

Email _____

Amount Due: **\$150.00/Lot.**

Fractional lots prorated accordingly.

Due By: **February 28th**

Late Fees: \$15/Lot as of March 1st and \$5/ lot for each delinquent month thereafter. Fractional lots prorated accordingly

Make Check Payable and Remit to:

**Portal III HOA
Box 1929
Pine, AZ 85544**

Portal 3 CC&R violations

January 20, 2018

2018

Lot #

Letter sent

Status

1st	2nd	3rd
-----	-----	-----

OPEN

55	mistletoe	4/20	9/18	owner wrote back spent \$1,800 in 2016 will be up to check out
147	mistletoe	8/21		
2	lot/house maint			
15	paint/woodpecker	5/3	9/14	Dave/Bob visited again 11/11/1 good progress in making needed repairs
19	paint	5/3	10/5	11/14 tried to get done earlier but now planned for Nov 2017
138	paint	5/5	10/10	11/14 painting schedule begin 11/27
159	deck repair/paint	5/4	10/10	12/5 Bob confirmed rear of home and trim need to be completed
160	paint/deck repair	5/4	10/10	11/14 approved for painting in 2018 by painter recommend by Bob
168	paint	5/4	11/14	11/14 contracted with Benkert's Quality Paint in Dec 2017
				Ann called DJ 11/16 working on consold lots (168/169) to do exteri if not will paint in 201

check in April

check in Apri

Portal 3 HOA Road/Culvert Maintenance To Do List

January 20, 2018

Status

Open Items:

- 1) Arroyo West culvert quote (by lot 163)
- 2) Road Seal project 2018

Darwin to address

schedule in fall

Completed Repairs:

2017

- Water Dept. water leak N of metal plate on Juniper Loop (by lot 10)
- Arroyo East road repair (near lot 171)
- Willow culvert/road repair (near lot 197)
- Gila County to water dept cover recessed on Trail's End by lot 80

Fixed - 2017

Fixed - 2017

Fixed - 2017

Fixed - 2017

2016

- Arroyo West dirt on road/clean culvert area
- Cul-de-sac sealant repair
- Completed clean up ditches prior to monsoon season
- Water Dept. cover recessed below the pavement on

Fixed - 2016

Fixed - 2016

Fixed - 2016

Fixed - 2016

2015

- Culvert plugged lot 99
- Junction box at corner of south Hilltop Drive/Juniper Loop fix by APS
- PSWID water valve exposed on Hilltop Road
- Water leak on Milk Ranch View needs to be fixed by PSIWD
- Water tank overflow on Canyon View
- Water leak on Juniper Loop
- Lower SW corner of Juniper Loop/Trails End-cement ditch deteriorated causing the road to be undermined. The owner of Lot 151 fixed

Fixed - 2015

Fixed - 2015

Fixed - 2015

Fixed - 2015

Fixed - 2015

Fixed - 2015

Fixed - 2015