

Portal III - April 7, 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-eight homeowners were in attendance.

Secretary's Report:

Dave Johnson made a motion to approve the January 20, 2018 Meeting Minutes. The motion was seconded by Jim Startup and approved.

Treasurer's Report:

Dave Johnson presented the attached financial report. The report reflects a net balance as of April 5, 2018 of \$215,275.32. There are currently fifty-one lots with unpaid 2018 HOA dues.

The HOA 1120H state tax form has been filed and respective taxes paid. The HOA annual Arizona Corporation Report will be filed soon.

Old Business:

Road/Culvert Maintenance and Signage:

Bob Barr indicated he was waiting to hear back from the owner concerning cost sharing of the culvert installation on Arroyo West to help with the erosion issue near lot 163.

Darwin stated that he would wait to contact Maurer Sealing and Striping concerning sealing the HOA roads until after the additional fire hydrants (water pipes) are installed.

Your Board received a complaint from a homeowner near the intersection of Juniper Loop and Lo Mia concerning an indentation in the roadway. It appears to be a water department access cap that is recessed into the road. Darwin took an action to look into it.

Your Board received a complaint about deteriorating asphalt where it transitions from dirt to asphalt on Willow Road. Dave Johnson took an action to determine if the issue belongs to the HOA or Gila County.

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 work or when you plan to have the respective violation closed. Your prompt attention to these violations is appreciated so that additional notifications, and potential fines, can be eliminated.

Adhering to our CC&Rs helps maintain the aesthetics and value of our Community. Your responsiveness in addressing violation notifications which is very much appreciated.

Darwin thanked the property owners who signed up to join the Environmental Committee during our last meeting – Jeff Stringham, Robin Humes, Jim McKelvy, and Tom Gettings. Darwin said he would be contacting them to help look for mistletoe and diseased trees in our Portal.

Fire Hydrant Review

Your Board received four bids for the installation of five additional fire hydrants (water pipes) and after some technical and business reviews, the low bid from DD Haight, at \$34,532.50, was approved. Work should commence in the coming weeks.

Entry Features and Signage

Jim Startup gave a presentation on the Signage Committees (Cheryl Tomsen, Tom Heideman, Bob Barr) progress on what Jim described as “branding” the identification of Portal III with new/refreshed signage to create clearer consistency, expectations, and more durable signs. A copy of the presentation will be placed on our revised website. Please take a look at it and provide your comments to your Board.

To get a feel for what the actual signage will look like, your Board approved a budget of \$300 for the Committee to install actual size poster board examples to gain feedback from the property owners.

Your Board also requested the Signage Committee to obtain budgetary quotes for the actual sign options that were presented.

Update HOA Website

Christine Schroedel provided a web-based presentation on the updated/redesigned HOA website she has been working on. Her work on the look and feel, and the functionality and informative nature of the new website was well received by your Board, as well as the property owners that were in attendance.

Christine has added a Facebook page to our website that can be used for informal discussions such as “does anyone have a ladder I can borrow” and friendly things like that.

There was some discussion about being able to pay annual HOA fees electronically via the website, Christine took an action to look into the feasibility (practical as well as security issues) of such a feature.

It was decided that Christine would be the primary manager of the website, with Darwin having administrative backup responsibility.

Your Board gave approval for Christine to move forward and host the redesigned website to our current host address. Everyone is encouraged to look at our new website and provide your feedback. <https://www.portal3.org/>

Welcoming Committee

Jean McKelvy presented the Welcoming Committees (Kathy Hill, Bobbie Sferra) welcome package (book) that they put together for new homeowners who come to our Portal. The book was very informative giving Portal III information, local information such as events and community interest items, Gila County information, Utility contacts, and other useful “Newcomer” information.

The booklet was well received by both your Board and the members in attendance – some saying they wished such a useful/informative book was available when they moved here.

Christine took an action to put as much as possible on the revised HOA website.

Your Board approved to reimburse Jean for her out-of-pocket costs in putting the 10 books together, \$179.67.

Lot Number Signs

Chuck Casey gave Dave Johnson 10 more “football shaped” lot signs, 30-39, to get powder coated. Chuck has material to make 20 more signs and plans to cut numbers 40-49 next.

Chuck made a request for a new cutting bit from the Board, which costs about \$100. We are also paying Chuck \$10 for each sign completed. Thanks to Chuck for his continued efforts on this project.

Outdoor Fires and CC&R Restrictions

As mentioned at our last HOA meeting, your Board 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.

Considering the member comment responses (number of and respective positions), the extreme fire season that is forthcoming, our continued efforts to get folks to firewise their lots, and our current effort of installing additional fire hydrants your Board decided to table this discussion. Outdoor fires are not allowed. Be sure to tell any guests that you have visiting of this restriction.

Dog Complaints

As mentioned in previous HOA meetings/minutes and in a separate email, there have been complaints about dog owners not having dogs on leashes while walking them, letting them run loose on to other people’s properties, and not picking up after their dogs.

While our CC&Rs do not cover this situation, there is a Gila County Animal Control Ordinance that does. It basically states that dogs must remain on their respective owner’s property at all times, and when not, they must be under the direct control and physical custody or restraint by means of leash, chain, or rope by the owner of the dog.

A copy of the respective County Ordinance was sent out in a separate email, and here is a link to it -

http://www.gilacountyaz.gov/government/board_of_supervisors/docs/Ordinances/Ord01_4AnimalControl_BarkingDogs.pdf

As a courtesy to your neighbors, and for everyone in our community, your adherence to this County Ordinance is appreciated, and please be considerate and pickup after your dog.

Other:

At our January HOA meeting the question was asked to confirm that the PSFD desires homeowners to use the reflective white letter on green background street address signs, and if so where they can be obtained, since the Fire Department is out of them.

A separate email was sent out confirming that the PSFD does recommend the respective reflective signs and that they can be obtained at Gila County Health and Emergency Services under rural addressing.

It is highly encouraged that All Homeowners identify their homes with these Fire Department recommended reflective signs.

Architectural Committee:

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

- Bob took an action to develop a policy for allowing property owners to have trailers on their property for a brief period of time. Bob met with Allan Yost and Darwin Huber and came up with a proposal to allow property owners to have trailers for a period of 14 consecutive days, and if they wanted more time they would need to obtain HOA approval. A discussion followed on where to post this policy, and Dave Johnson took an action to investigate it.
- Bob has a pallet of approved paint colors – basically forest colors. He mentioned he will have put them on the website.
- Bob plans to show on the website types of metal roofing and colors the HOA approves
- Bob is going to identify what type and color of metal roofs are allowed. This will also be posted on the website.
- Lot 190 has begun the construction of a two-car garage with an upstairs bedroom.
- Bob approved new deck steps for lot 23
- Lot 160 has finished their house painting.

As a reminder, any alteration/construction on the outside of your home/lot requires prior approval. This includes exterior painting, even if it's the same color.

Security:

Chuck Casey said things have been relatively quiet since the January HOA meeting. Some of the things he did mention was finding a dead pig, a water meter leak on lot 97, an open under deck door on Arroyo East, and a burgundy colored truck taking pictures on lot 178.

Environmental/Fire-wise:

There was discussion about pushing out our spring brush pickup until after the Memorial Day Weekend to allow property owners to take advantage of the holiday to clean their lots. Darwin contacted Armstrong Land Services and got our pickup date changed to Wednesday May 30th. Therefore, all brush must be out no later than Tuesday May 29th. As mentioned there will be only one brush pick pass, and all brush piles must be out before they come by.

Also, we are about to begin the installation of our five additional fire hydrants/pipes and we need to keep the respective areas clear, so the installations are not impacted by any brush piles. The respective hydrant/pipe locations are near lots 14, 61, 85, 140 and 189. It is planned to mark the locations before the date to start putting brush out which is Saturday April 21st.

There was discussion on what can the HOA do concerning property owners that are not cleaning their lots of unsightly and dangerous brush and undergrowth. The question was asked if the respective owner refuses to clean their property can the HOA get it cleaned and bill the respective property owner. Your Board took an action to investigate this.

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 advise the Board accordingly. Also, please inspect your properties on a regular basis for mistletoe and diseased trees.

Snow and Street Debris Removal Committee:

Unfortunately, there has been little snowfall since the January HOA meeting and no need for snow removal. Everyone agrees this will have a negative impact on fire danger and tree health this coming spring and summer.

New Business

The terms of Treasurer and Secretary are expiring this coming June. After four years of service on the Board, Linda Armstrong will not be returning to the Board. The Board wishes to thank Linda for her valued service to our HOA.

The Board has nominated Cheryl Thomsen to replace Linda as the incoming Treasurer of the HOA. Darwin Huber, who is Secretary, will remain on the Board in that capacity.

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. Our wildlife and people walking will appreciate you slowing down.

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 – 53, 69, 74, 85, 115, and 185.** Thank You.

Our Next HOA Board Meeting

Saturday – June 16th, 2018

10:00 AM

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

4/5/2018

Net Balance

Assets:

Chase checking account	66,146.54		
Chase High Yield Savings	49,231.94		monthly @ 0.5%
Chase CD	39,634.68	9 month	matures 5/27/18 @ 0.2%
Total Chase	<u>155,013.16</u>		

Washington Mutual CD	61,262.16	9 month	matures 4/2018 @ 0.35%
	<u>216,275.32</u>		

Liabilites:

Less: construction deposits	<u>(1,000.00)</u>
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Net Balance	<u>215,275.32</u>	change fr prior yr	<u>14,406.33</u>
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Balance at 12/31/17	200,868.99	6,226.26
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	(15,114.96)
Balance at 12/31/13	175,583.68	17,596.83

4/5/2018

Income/Expense Activity

Income:

Annual Dues	21,112.50	
Late Fees	85.00	
Transfer Fees	1,500.00	
Interest Income	6.09	
Total Income	<u>22,703.59</u>	

Expenses:

security	(1,200.00)	
grounds	(6,918.43)	
postage/PO Box/supplies	(49.23)	
taxes	(129.60)	
insurance		
legal		
misc		
Total Expenses	<u>(8,297.26)</u>	
Overall Total		<u><u>14,406.33</u></u>

Portal 3 CC&R violations

April 7, 2018

2018

Lot #

Letter sent		
1st	2nd	3rd

Status

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		
189	mistletoe	2/2018		
2	lot/house maint	Dave/Bob visited again 11/11/1 good progress in making needed repairs		
15	paint/woodpecker	5/3	9/14	tried to get done earlier but now planned for Nov 2017
19	paint	5/3	10/5	11/14 painting schedule begin 11/27
138	paint	5/5	10/10	12/5 Bob confirmed rear of home and trim need to be completed
159	deck repair/paint	5/4	10/10	approved for painting in 2018 by painter recommend by Bob
160	paint/deck repair	5/4	10/10	11/14 to begin paint March 5, 2018/contracted with Benkert's Quality Paint in Dec 2017
168	paint	5/4	11/14	hired contractor for expansion and painting in 2018

check in April

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