

**Forest Trails Unit One Board Meeting
Minutes
March 9, 2024 10:00 AM
Heber-Overgaard Fire Station Conference Room**

Board Members in Attendance

Jennifer Way, President

Steve Grumkoski, Director
Shelley Moore, Treasurer

Jeff Kerr, Director (ACC Chair)
Chris Coleman, Secretary

No guests were in attendance.

Call to Order and Welcome

The meeting was called to order at 10:00 AM

Review & Approval of Minutes from October 7, 2023

Motion was made by Shelley Moore and seconded by Jennifer Way to approve the minutes. The minutes were unanimously approved by the board members.

New Business

- Annual Greenbelt/Common area maintenance – A bid of \$1500.00 per year was received by Bruce Nestor for weed eating. Shelley Moore stated her concern about the need to also have the pine needles raked and removed which was not included in the bid. It was discussed that additional information was needed including the annual cost to remove pine needles. The bid was not approved at this time.
- The Post Office box for the HOA was renewed for another year. The cost was \$82.00.
- The 2024 Income Statement was previously approved by Jennifer Way.
- The 2024 Community Services Agreement from Drew (Advantage Accounting) was previously approved and will automatically renew in October unless terminated by the HOA Board.
- An updated Homeowners list was provided to the Board members.
- The 2025 Notice of Value for the greenbelt/common area was received and given to Chris Coleman to maintain in the HOA files.
- Jennifer Way will get the ballot information to Drew so he can send out prior to the annual meeting.

Old Business

- Shelley Moore provided information on what is paid when a property sells. Currently for each sale there is a transfer fee of \$400.00. Drew (Advantage Accounting) receives and handles this paperwork for the HOA and retains \$371.00 for this service as part of his fee. Shelley is going to contact Drew to get more detail on this process.
- Fine Schedule – The fine schedule is found in the Bylaws. It was agreed that the Board would review and discuss updating the fine schedule and fineable offenses outlined in the HOA Bylaws at the next Board meeting.

Treasurer's Report

Shelley Moore reported that as of January 31, 2024 there was \$17,084.54 in the checking account and \$22,213.74 in the savings account for a total of \$41,492.28. As of January 31, 2024 there were \$2,194.00 in unpaid dues. It was agreed to write off dues of \$76.00 on two properties where the back dues are owed by a former owner. Shelley Moore is going to contact Debbie Rudd, Board Liaison, to gather information and the legal process of adding liens to properties of those in serious arrears. It was also discussed and agreed upon that there may be arrears due to not all owners having or using email. Shelley Moore agreed to create and send out a form in which a property owner can choose to use email or physical mailing address to received Board notifications. This will be sent to all property owners with a return envelope in the next few weeks.

Architectural Committee Report – by Jeff Kerr

- No new construction projects at this time

Meeting Schedule for 2024

May 18th

June 15th (short meeting)

July 27th (Annual Picnic/meeting)

Adjournment

The meeting was adjourned at 11:18 AM.

Submitted by Chris Coleman, Secretary
3/9/24