

**Forest Trails Unit One Board Meeting
Minutes
February 22, 2025 10:00 AM
Heber-Overgaard Fire Station**

Board Members in Attendance

Shelley Moore, President

Steve Grumkoski, Treasurer
Jeff Kerr, Director (AC Chair)

Bruce Nester, Director
Chris Coleman, Secretary

Call to Order and Welcome

The meeting was called to order at 9:59 AM. There were no guests in attendance.

Review & Approval of Minutes from Regular Board Meeting held November 23, 2024

Motion was made by Steve Grumkoski and seconded by Bruce Nester to approve the minutes. The minutes were unanimously approved by the board members.

Review & Approval of Minutes from Budget Meeting held December 12, 2024

Motion was made by Steve Grumkoski and seconded by Chris Coleman to approve the minutes. The minutes were approved by the board members. Bruce Nester abstained from voting as he was not present at the budget meeting.

Old Business

- HOA website SSL issues/email – SSL stands for Secure Sockets Layer, a security protocol that encrypts data between a browser and a website. It's also used to authenticate the identity of a website. As the current platform is obsolete the HOA website continues to have security warning issues. A possible short term fix is to purchase from GoDaddy a 1 year SSL certificate for \$99.00 plus applicable taxes. Other options discussed were to update the entire website with GoDaddy starting at \$900, hire a local website builder for an estimated \$1200, or do away with the website altogether and use the website of Advantage HOA & Accounting. The HOA email is problematic as well with access issues and being unavailable at times. This too can be migrated over to the Advantage HOA site. Shelley Moore will contact Drew of Advantage HOA & Accounting to gather additional information on using them for our HOA website & email. In the meantime, Shelley Moore motioned to approve the purchase of the SSL at \$99.00 plus taxes. The motion was seconded by Steve Grumkoski and unanimously approved by the Board.
- Arrearages – Steve Grumkoski stated that collection efforts by Drew of Advantage HOA & Accounting are effectively working. Arrearages are down to 10 properties with a total owed of \$872. As of January 31, 2025, 112 property owners have already paid their 2025 dues. In addition to Drew's efforts, Shelley Moore will also be mailing informational letters to property owners in arrears that have different mailing addresses in Navajo County public records versus what the HOA has on file for them, in an effort to validate their current mailing addresses and emails.
- CTA & Annual Reporting to Arizona Corporation Commission – Shelley Moore will instruct Drew of Advantage HOA & Accounting to complete the CTA (Corporate Transparency Act) filing. The new deadline is 3/21/25. Drew has all required information and should be able to comply in a timely manner. Advantage HOA & Accounting is also the HOA Statutory Agent and Drew will be completing all required documentation for the Arizona Corporation Commission.

New Business

- Attorney/Legal Representative – After conducting research on numerous law firms Bruce Nester presented Mulcahy Law Firm, P.C as a front runner for legal representation. A signed engagement letter is required but there is no retainer fee. Their fees are ala carte so we only pay for services used. Mulcahy also offers free resources including 60+ informative cheat sheets as well as live web events for HOA issues. After discussion Steve Grumkoski motioned to sign and submit the engagement letter. The motion was seconded by Shelley Moore. The motion was unanimously approved. Shelley Moore will sign the engagement letter and email to Mulcahy Law Firm.
- Street Parking/CCR's/A.R.S. § 33-1818 – The streets in the HOA subdivision are maintained by Navajo County. Current CCR's prohibit street parking by anything bigger than a pickup or automobile. Due to new legislation the ability for CCR's to regulate public roadways may change and would fall solely to the county sheriff's office. During discussion, a motion was made by Steve Grumkoski to submit to the entire HOA membership population for a vote to either retain our current CC&R regulations regarding on-street parking, or to allow that specific verbiage to become void, per current legislative regulations. Bruce Nester seconded and the motion was unanimously approved.
- Newsletter – Bruce Nester will work on the next newsletter. Some of the subjects he will cover will be upcoming meeting dates, the special vote on street parking, the upcoming Board election and a reminder that complaints cannot be anonymous.
- Insurance Renewal – Shelley Moore expressed concern that it may have been quite some time since the Board shopped for rates on the Liability policy. It was decided that further discussion would be tabled and continue once the renewal notice had been received.
- Annual Meeting – The Board discussed setting a tentative date for the Annual Meeting, which is scheduled for June 14, 2025.

Treasurer's Report

- Steve Grumkoski reported that there is \$16,763.83 in checking and \$22,274.61 in reserve (savings) as of January 31, 2025. There was a charge back of \$48.00 and a \$10.00 bank charge for that charge back. Steve will get with Drew of Advantage HOA & Accounting for clarification on exactly what this was for. Steve also stated that the 2025 updated budget is posted on the HOA website. Bruce Nester expressed concerns regarding the 2025 operating budget in comparison to the 2024 actuals. His concern was focused on ensuring that the HOA remains able to meet its fiduciary responsibilities.

Architectural Committee Report

- Jeff Kerr stated that an application to build a two story house on Lot 55 (2268 Roundabout Circle) was received and approved by the AC Committee. Shelley Moore suggested that the AC Committee (or a member) meet with property owner right before construction starts so that all are on the same page for construction start date. Chris Coleman asked for clarification as to when construction was considered started and after discussion it was agreed that construction begins when the footings/foundation dig has started.

Open Forum

- Not applicable with no guests present.

Adjournment for Special/Executive Session (if necessary)

- There was no request to adjourn to an Executive Session

Next Regular HOA Board Meeting

- 10:00 AM, May 10, 2025, Heber-Overgaard Fire Department conference room.

Adjournment – Shelley Moore adjourned the general meeting at 11:45 AM.