

**Forest Trails Unit 1 Homeowners Association Meeting
Minutes
November 8, 2025
10:00 AM at the Heber-Overgaard Fire Station Conference Room 2061
Lumber Valley Road, Overgaard, AZ 85933**

Board Members in Attendance

Shelley Moore, President
Louanna Blackburn, Secretary Steven Wiencek, Treasurer
Bruce Nester, Director (via zoom) Jeff Kerr, Director

Call to Order and Welcome

Shelley Moore called the meeting to order at 10:01 AM. No guests were in attendance.

Review & Approval of Minutes of Regular Meeting, August 9, 2025

Motion was made by Steven Wiencek and seconded by Louanna Blackburn to approve the minutes. The minutes were unanimously approved by the board members.

Review & Approval of Minutes of Special Email Meeting, conducted September 22, 2025

Motion was made by Steven Wiencek and seconded by Louanna Blackburn to approve the minutes. The minutes were unanimously approved by the board members.

Old Business:

- Status of Current Arreages/Notices to Seriously Delinquent Owners – Shelley Moore reported that two of the four properties are now current. The two remaining properties in the amounts of \$245 and \$149 will be sent a notice of intent to lien. This will cost approximately \$75. Bruce Nester requested an advanced copy to be certain there is no impact on state laws. Further discussion is tabled to the executive session.
- Cloud Storage for HOA Documents - Bruce Nester reviewed options to keep the current email account. Gmail has a free account with 15 GB and a paid account with 100 GB. This includes Google One, Google Voice, record storage, and multiple users. GoDaddy has possible multiple uses and includes Microsoft Outlook, but is outdated.
- Follow Up on possible New Email Account - Bruce Nester stated that we could set up a new generic stand-alone email at no cost that multiple directors will have access to. He will look into that in addition to setting up a website using Google Suite and comparing that to GoDaddy.
- Utilization of Posting Notices/Violations on Advantage HOA portal under the Board Actions- Shelley Moore reported that Drew has a system with our advantage account that includes a section for storing violations, etc.

and can be used to send out notices through the portal instead of mail (this only works for those with email addresses). This option has no extra cost and includes storage for violation notices, newsletters, minutes, and agendas. We can scan stored documents to Drew and create a file for each homeowner. We do not need to save any documents that are over 7 years old. Two board members will have access to these files and Drew will reassign access as board members change. It cannot be used as an email.

- Zoom Meetings ~ Recording & Transcribing-Steven Wiencek is currently recording the meeting and transcribing can be a summary (not currently working). We can upload a recording and minutes word by word.

New Business :

- Handling of Violation Notices -Shelley Moore reported that Mulcahy Law Firm has steps to make sure violations are handled correctly. They recommend a courtesy letter or notice on the property prior to sending out the notice. The next step would be a formal notice. Fines are not foreclosable.
- Follow Up on Dead Trees--Property Owners & Greenbelt - Bruce Nester walked the greenbelt in August and tried to identify which trees were on the greenbelt and which were on private property. He tagged many trees but Jeff Kerr stated that more trees are now dead than we counted previously due to drought and bark beetles. Steven Wiercek offered to walk the greenbelt with his app that shows property lines. Drew at Advantage will draft a letter to homeowners about this issue. Jeff Kerr suggested we ask for a special assessment to help with the cost of tree removal. He indicated that we need to take care of this sooner rather than later. Shelley Moore will assess and get bids. The concern is that we don't have a properly certified company available for removal as most local businesses are very busy. Bruce Nester found two funding options in the form of grants to assist with removal of trees. The first is for homeowners and will assist with Bark Beetle reduction. He is going through the process and will report back if it works out. The second grant is for HOA common areas and would require a lot of work and documentation working with forest service and the fire department to draw up a proposal
- Review of New HOA Laws pertaining to Liens, Fines, and Foreclosures-Shelley Moore is reviewing guidelines from Mulcahy Law Firm to make sure we are in compliance.
- Update of Violation Noticed Received/Follow up - Shelley Moore reported the propane cover has been remedied. The barking dog homeowner has been sent a courtesy letter.
- Next Meeting Quarterly Meeting Dates- Shelley Moore is requesting February 7 and May 9 for the next quarterly meetings.

Treasurer's Report

Steven Wiencek reports that there is currently \$13,310.90 in operating and \$22,301.08 in reserve for a total of \$37,911.98. Operating Account Balance factors in \$2300.00 in Accounts Receivables (Arrearages). There is \$500 for the greenbelt. The admin cost budget is \$264 and \$115 has been spent. Though currently under budget, there are big expenses coming up. Drew is drafting a proposal for the budget for the upcoming year. Bruce Nester suggested adding in line items under Greenbelt for tree removal and general cleanup

Architectural Committee Report

Jeff Kerr stated that the roofing was corrected and the forest park issue would not be pursued.

Open Forum

No questions from the guest.

Adjournment for Executive Session

Shelley Moore requested at 11:17 to adjourn for the Executive Session. Jeff Kerr seconded.

Adjournment

Shelley Moore motioned to adjourn the meeting and Jeff Kerr seconded. The meeting adjourned at 11:25