

Forest Trails Unit One Board Meeting
Minutes
August 24, 2024 10:00 AM
Heber-Overgaard Fire Station

Board Members in Attendance

Shelley Moore, President

Steve Grumkoski, Treasurer
Bruce Nestor, Director

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 10:04 AM.

Review & Approval of Minutes from July 27, 2024

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

New Business

- Bid for Mistletoe Removal – Bruce received two bids to remove the mistletoe from trees in the common area. This is to be a physical removal with no spraying involved. The bid is \$700 with one half due upon approval. Steve Grumkoski motioned to approve the bid and was seconded by Shelley Moore. The bid was unanimously approved.
- Financial Report – It was discussed that the financial report that Drew (Advantage HOA Accounting) prepares will be shared among any Board members wishing to review it. Shelley Moore would forward via email.
- Facebook – The Facebook page currently administered by Bruce Nestor was discussed a great length. Chris Coleman motioned to discontinue the page and it was seconded by Steve Grumkoski. It was approved by a 4-1 vote (Bruce Nester voted nay) to suspend the Facebook page effective immediately and Bruce will update the Board at our next meeting on any feedback he receives.
- Newsletter – Bruce Nestor will restart the HOA newsletter. Once the content is approved by the Board, it will be posted on the Forest Trails 1 sign, available on the HOA Website and emailed to property owners. Whether this will be quarterly or semi-annually is to be determined.
- Zoom – It was discussed that it might be beneficial to have Zoom available to use for Board meetings. Bruce Nestor offered his Zoom account but it had a 40 minute time limit. Steve Grumkoski informed the Board that there is supposed to be a program with Zoom that you only pay as you use. He will explore this option for details and pricing for future use.
- HOA Website – Steve Grumkoski is the administrator for the website. He explained that the website currently does not have a SSL Certificate for security. Sometimes a message stating the site is not secure pops up which may prevent property owners from visiting the site. Steve proposed that the Board go ahead and purchase the SSL Certificate and make the site secure. Pricing options are 1 year - \$150, 3 years - \$360, and 5 years - \$600. Once purchased Go Daddy will handle everything behind the scenes. He felt that the best deal would be the 3 year option. Steve Grumkoski motioned to approve spending the \$360 (+ applicable taxes) and Chris Coleman seconded. It was unanimously approved by the Board.

- Architectural Committee – Steve Grumkoski reminded us that it is stated in the HOA Bi-Laws that this committee needs to consist of no less than three members. Jeff Kerr has not had anyone approach him with interest in being on this committee. Bruce Nestor volunteered to be the third member until such time as a third person is identified. Shelley Moore motioned to approve Bruce and Steve Grumkoski seconded. It was unanimously approved.
- Meeting Dates – To be held at the Heber-Overgaard Fire Department - 11/23/24 and 2/22/25. Additional dates will be determined and announced in early 2025.

Old Business

- Communication Transparency – Shelley Moore reminded the Board that it is vital that we communicate and all be on the same page. We are a Board and no one person can speak or make decisions without first discussing with Board members.
- Arrearages – Shelley Moore brought to the Board’s attention that Drew (Advantage HOA Accounting) has not sent out late notices as requested and outlined in the By-Laws. They had discussed it but it seems that Drew is very busy and just didn’t do it. Shelley is going to follow all conversations with Drew with a confirmation email and also set deadlines that the Board would like items completed by. The Board will be copied on these emails. It was mentioned that The Board may need to look for a new management company and Shelley is going to research what is available in our area. It was also mentioned that the Board needs to look into finding a lawyer as there is no one retained at this time.
- Greenbelt Fall Cleanup – The deposit check was given to Bruce Nestor. He will deliver to Mogollon Tree Service and will also get a date range of when this is expected to be done.

Treasurer’s Report

- Steve Grumkoski reported that there is \$13,803.89 in checking and \$22,246.99 in savings as of July 31, 2024. At that time there was also \$3063.00 in arrears. There is a \$65.00 pre-pay credit from a previous owner on the books and he suggested we move that into the checking account. If this former owner comes forward to collect he can act at that time. Steve also is requesting a Debit card so that he and the Board is able to make small purchases without using their own funds and then having to wait for reimbursement. Shelley Moore is working with Drew (Advantage HOA Accounting) on this card and is also checking to see if we can move the savings into a high interest bearing account.

Architectural Committee Report

- Jeff Kerr stated there are no requests or projects at this time. There was discussion about a couple of properties where the owner/builder was out of compliance with the completion timelines and property cleanup. During that discussion it was noted that the Board needs to aware of any precedence already set by prior Boards. Shelley Moore and Jeff Kerr are going to research any prior communications sent in order to follow up with non-compliance letters. Jeff Kerr is also going to research with Navajo County about placement of Porta Potti’s or other items on the county right of way areas.

Adjournment

The meeting was adjourned at 12:14 PM.