

**Forest Trails Unit One Board Meeting  
Minutes  
May 18, 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 March 9, 2024**

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

**New Business**

- Annual Meeting/Potluck – Jennifer contacted Perky's BBQ for a quote on this year's potluck. The price quoted was \$745.00 which is \$301.00 higher than last year. As an alternative, Bill Rudd was contacted and he is able to provide the BBQ and baked beans for \$400.00. The Board unanimously agreed to use Bill Rudd for this year's event. Jennifer is checking to make sure we have enough plates and utensils.
- The new Forest Trails HOA on-line portal is up and running. Shelley asked about providing links on the portal to the By-Laws and the CC&R's. The option of being able to still receive paper communications was discussed and it was noted that the portal does offer the ability to select paper as a communication option. However, as there may be numerous property owners that don't utilize email or texting, it is felt that an option communication be mailed out to all property owners. Shelley will discuss with Drew to see if this will be handled by Advantage Accounting or if the Board will undertake this task.
- As outlined in the By-Laws, a written Notice of Annual Meeting and election needs to be mailed to property owners. Jennifer will get the ballot information to Drew. It was suggested by Steve that the Board invite Drew to the annual meeting. It would be nice to put a face to the name.
- Jennifer mentioned that there is a new Corporation Transparency Act. All HOA board members will be required to sign a form and provide personal identification information prior to year's end. She will gather additional information for presentation.

**Old Business**

- Fine Schedule – The Board reviewed and discussed the current Fine Schedule. Motion was made by Jeff and seconded by Steve that the Board continue to use the current Schedule. The Board unanimously agreed to have Drew handle the mailing. Shelley will confirm with Drew that he is able to send out arrears letters as outlined in the By-Laws.

### **Treasurer's Report**

Shelley Moore reported that as of April 30, 2024 there was \$18,816.87 in the checking account and \$22,230.18 in the savings account. Current arrears in unpaid dues is \$3,419.00 and there is \$270.00 in pre-paid assessments. It was agreed to write off dues of \$37.00 on a property where the back dues are owed by a former owner. It was also mentioned that it is the responsibility of the property owner to notify the HOA when a property is sold.

Shelley will be asking Drew for a break down on his fees that were charged for filing the HOA taxes and reports to the Arizona Corporation Commission.

Shelley also asked about the process of adding a property lien. It was mentioned that the Board should contact Debbie Rudd, Board Liaison, to gather information and this process. As Debbie is no longer on the Board, Steve suggested this topic be added to the agenda for the next meeting. At that time the Board could further discuss removing Debbie as the Board Liaison and search for an attorney to refer these kinds of questions to.

### **Architectural Committee Report – by Jeff Kerr**

- No new construction projects at this time
- A request for a metal greenhouse was declined. The property owner was not able meet requirements with wood.

### **Meeting Schedule for 2024**

June 15<sup>th</sup> (short meeting)

July 27<sup>th</sup> (Annual Picnic/meeting)

### **Adjournment**

The meeting was adjourned at 10:59 AM.