

Linwood Heights Annual Meeting
Saturday, July 18, 2020
Virtual Meeting via Zoom

Attendees

- Adam Graff (Board President)
- Lillian Ostrach (Board Secretary)
- Jim Gibson (Board Treasurer) and Sara Gibson
- Odie Christensen (Board Member at Large)
- Wayne Stoltz (Board Member at Large) and Joan Stoltz
- Bryan Randall (Board Member at Large)
- Greg Hartman
- Randy Schaal and Faun Nichols
- Kirsten Butzow
- David and Ann Actor
- Adam & Faye Weiss
- Dave Weick
- Michael Saks
- Teresa Bertsch (Dobrick)
- John F. Dunn

Call to Order

Adam Graff

Board President Adam Graff called the meeting to order at 9:05am. Adam acknowledged the Board members present and thanked all attendees for participating in the virtual meeting.

Maintenance and Firewise Update

Odie Christensen

Maintenance Highlights, focus on attempting to maintain the excellent care of the community following in Greg Hartman's footsteps

- Stairs to East Entry at Jesse Gregg Park were in dire need of repair and replaced this year by Deep Roots, which was the most expensive maintenance task
- Placement of gravel along path near the playground completed by volunteers April 2020
- Weeds: Early spring rains brought abundant weeds to the park, lots of time by many volunteers spent to keep weeds under control
- Timbers around volleyball area and horseshoe pitches repaired Summer 2019, timbers around the playground repaired in July 2020
- Jesse Gregg Park fences require constant maintenance; rebuilding fences, picking up old wire, all repaired Summer 2020 with straight wire (not barbed wire) for safety
- Entry walls to the Jesse Gregg Park repainted Fall 2019 by Greg Hartman and Alan Purchase
- Toilets at park ramadas received some animal damage requiring replacement of four panels replaced and patching of one panel; both facilities repainted June 2020
- Dog waste stations are a constant large budget item that keep the community cleaner; Deep Roots cleans out the dogipots twice monthly and HOA supplies the poop bags

- Miscellaneous tasks completed in the past year: General cleanup; trimming of trees and shrubs at park and community entries; snow removal on sidewalk at Parcel C; basketball court cracks; removing trees down across fences and trails over winter

Reminder to report maintenance issues through the “Contact Us” form on the Linwood Heights HOA website contact form on Website (<https://www.linwoodheightsaz.org>) or by email to lhnewsandviews@gmail.com.

Firewise

Over the past few years Linwood Heights has made a strong commitment to maintaining a more fire safe community. Members of the Firewise Committee have included Sara Gibson, Janean Quigley, Laura Nicol, Cecelia Lodico, Martos Hoffman, David Actor, and Odie Christensen.

Planned to have Firewise event in Summer 2020 but cancelled due to the COVID-19 pandemic. Recommending that the community continue to be vigilant with fire safety and continue to improve fire safety on their properties.

According to the survey sent to property owners last year, in 2019 Linwood Heights property owners spent \$95,000 and worked 2570 hours to make their properties more fire resistant. This effort by the Association membership is an incredible commitment to fire safety.

Odie has noticed many owners completing yard work and reminded everyone to keep records of efforts to improve fire resistance on their properties. A survey will again be sent to all property owners in the fall (October timeframe). Reminder that these records include money spent on services (tree cutting, landscaping) and supplies that improves fire resistance, as well as time spent on these tasks (raking pine needles, clearing decks, etc.).

For more information about Firewise, go to the Linwood Heights website and be sure to sign up for the County emergency notifications and alerts (<https://coconino.az.gov/ready>).

Community discussion

Sara Gibson mentioned her cheat grass obsession and having noticed that there is a lot of cheat grass and other weeds growing along the shoulders in the neighborhood. She recognized that cheat grass and other weeds are hard to manage once the full growth has come in and that it’s late this year, but maybe the Board could ask owners to do a better job maintaining those areas? Can we ask via friendly letter, have the HOA pay Deep Roots to mow if owners won’t, etc.? Lillian Ostrach and Adam Graff commented in agreement that educational materials would be helpful, and the Board can try to take a more active role in recommending maintenance to owners, perhaps sending out reminders during appropriate times. Lillian mentioned that Gisela Kluwin may be interested in helping to manage as she is knowledgeable about invasive species and helps prevent their overgrowth in Jesse Gregg Park.

Approval of minutes from 2019 Annual Meeting

Adam Graff

Adam Graff briefly summarized the 2019 annual meeting minutes. Questions were solicited and none were raised. Wayne Stoltz made a motion to approve the 2019 annual meeting minutes as

presented, Lillian Ostrach seconded the motion, all Board members present voted to approve and the motion passed.

Board accomplishments for FY2019-2020

Lillian Ostrach

Lillian Ostrach took a few moments to discuss the major accomplishments of the Board for the last year.

- Formal Board review of CC&Rs, initiated revision process
- More pro-active stance in CC&R enforcement
- On-going communications to property owners
- Assessments collected from all property owners for last fiscal year
- Invasive species management thanks to volunteers
- Adapting to COVID-19 pandemic, virtual meetings

Result of election: Board, assessment increase

Jim Gibson

Jim Gibson reported that 72 ballots were returned by property owners for this year's election. Three candidates were on the ballot for five open positions. For the election of members to the Board of Directors, no candidates were opposed, and all candidates were elected to the Board. Newly elected Board members are Janean Quigley, Larry Richardson, and Randy Schaal.

The ballot also contained a proposed assessment increase to increase the annual assessment from \$200 to \$240, and of the 72 ballots returned, 62 ballots voted for the dues increase and 10 ballots were opposed.

A motion to approve the election results was made by Jim, seconded by Lillian, and approved by the Board unanimously. Jim mentioned that the annual dues notice will be sent within the next few weeks for the 2020-2021 Fiscal Year. Some members mailed dues checks in with their ballots and Jim will notify those owners of the additional dues owed.

Lillian took a moment to thank the retiring Board members, Odie Christensen and Wayne Stoltz, for their service to the HOA and recognized Mac Rominger and Cecelia Lodico for their many years of service to the HOA. The excellent records kept by both Mac and Cecelia have made it easier for Jim and Lillian to take over the roles of Treasurer and Secretary, respectively.

Financial Report

Jim Gibson

Jim reported that Fourth Quarter financials will be sent to everyone as part of the annual dues notice. Wrapping up the year, the primary difference in this year compared to previous years is that expenses increased considerably. The largest increase to expenses was landscaping costs and the second largest increase in expenses was legal fees, for which the Board required more legal advice than usual this year. End of year closeout shows a small deficit in the HOA finances, which was a possibility presented earlier this year.

Sara Gibson asked about the reserve account kept for road maintenance and Jim reported that the reserve account is currently healthy and contains sufficient funds to cover a major expense such as road grading, which will need to be completed soon.

Big Thanks

Lillian Ostrach

Lillian Ostrach recognized the efforts of numerous individuals and groups who have provided valuable service to the neighborhood.

- Odie for supervising maintenance, which he graciously offered to continue
- Firewise Committee
- Web master, Phyllis Lucas
- Association membership for promptly responding to email queries and correspondence

Sara Gibson and Kirsten Butzow also thanked the Board for all their hard work and time spent keeping the HOA afloat.

New Business

Lillian Ostrach brought up the need to select Board officers. A brief discussion was held, and it was decided to table selection of officers until the end of meeting.

Lillian raised the suggestion to assign a salary to the Secretary position in accordance with the HOA By-laws given the volume of work she has been completing on behalf of the Board. There was discussion about how the Treasurer and Maintenance Supervisor are assigned salaries under \$600 because of tax regulations. Lillian made a motion to assign a salary to the Secretary position in the amount of \$595 per year, which is in agreement with the salaries for Treasurer and Maintenance Supervisor, Bryan seconded. All Board members present voted in favor and the motion passed.

Adam Graff mentioned the ongoing CC&R revisions that the Board plans to submit to the Association membership for a vote in advance of the October 2020 quarterly Board meeting. Adam specifically recognized each of the Board members for their time and service to committing to a detailed review and revision of the CC&Rs, which hasn't happened in full for almost 20 years.

Adam also made a friendly reminder about vehicle storage and violations. With the summer time, remember that the 2009 amendment of CC&Rs prohibits storage of vehicles or facilities for longer than 14 days in driveways and also prohibits habitation in vehicles or trailers with the exception of a camper or a tent that may be used on a property for a maximum of three consecutive days. Pop up campers, vehicles, trailers, ATVs, motorcycles/motorbikes need to be stored within a garage or offsite for long-term.

Lillian spoke briefly about respectful behavior while recreating in Jesse Gregg Park as the Board has received some complaints. Residents of Linwood Heights use the park for many types of recreation, as do members of the Cheshire neighborhood, and we should all be respectful and considerate of one another so we are able to continue enjoying the park the way we prefer to do so. For those who have dogs and like to walk/hike with the dogs off leash, be aware of your surroundings and consider leashing your dog when approaching others in the park as well as near the playground and entrances, particularly if your dog is not reliable with verbal cues to recall. The Board discussed this topic at a previous meeting and agreed that since the Jesse Gregg Park

is private property of Linwood Heights, and since all property owners own a portion of the 180 acres, it is not specifically governed by City Ordinances. Lillian reminded the membership that complaints and concerns can be submitted through the Contact Us form on the website and to the email address and these concerns would be considered in a timely manner by the Board.

Lillian also introduced the new policy for key replacements for the Jesse Gregg Park gate. There have been numerous requests for key replacements recently and Lillian created a form to track key replacements. The form currently has two options, a contactless pick up option and a mail-in option. Each property owner is entitled to one gate key free of charge upon their purchase of the property. The gate key should be provided to the new owner (buyer) from the former owner (seller) of a property, although this transfer does not always occur. If the new owners do not receive a key, one will be provided free of charge. In the future, requests for replacement keys will be subject to a fee of \$25 for the first replacement key and \$50 for each additional replacement key.

Kirsten Butzow mentioned that she did not receive a new key when the lock on the gate was changed years ago and she was concerned about the new policy for requesting replacements. Lillian told Kirsten to send an email requesting a new gate key since she never received one and noted that the Board does have flexibility in enforcement of this new policy regarding charging for replacement keys. Since the Board did not previously keep detailed records of receipts of keys given to property owners, the Board may decide to suspend the replacement key fee depending on the situation.

Community Discussion

Kirsten asked about the basketball court and whether the Board had any opinions about it. Adam mentioned that the basketball court was a popular topic a few years ago and the decision to remove it was tabled for the immediate future. Greg Hartman did a great job removing the flaking paint and sealing it for now. Odie mentioned that he has observed the court getting a lot of use during the pandemic.

Annual meeting adjournment & Next quarterly meeting

Lillian mentioned the general timing of quarterly meetings since we had some new property owners in attendance. Typically the quarterly Board meetings are held mid-month in October, January, and April, with the annual meeting held the second Saturday in July (per the CC&Rs). Adam made a motion to adjourn the meeting, Lillian seconded, and all Board members present approved. The Annual meeting adjourned at 9:53am.

Brief Board Meeting – Selection of Officers

Adam Graff called the brief meeting to order at 9:54am.

Board members in attendance: Adam Graff, president; Jim Gibson, Treasurer; Lillian Ostrach, Secretary; Board Members at Large: Bryan Randall, Randy Schaal.

Agreement by Board Officers present to remain in their current roles: Adam Graff as President, Jim Gibson as Treasurer, Lillian Ostrach as Secretary.

Discussion to determine Vice President, Randy volunteered. Bryan motioned to accept Randy Schaal as Vice President, Lillian seconded, all Board members present in favor and the motion passed.

Jim raised the timeline for sending out the annual assessment notice and the discussion he and Lillian had about trying to get the revised CC&Rs on a ballot and sent out for a vote at the same time to save on mailing costs. The Board discussed the difference between revising the CC&Rs completely versus creating amendments and agreed the original idea of an overhaul of the CC&Rs to improve consistency and agreement with the state laws was necessary. Jim suggested we try to get the revised CC&Rs on a ballot in the next couple of weeks and plan to mail the annual assessment notice with that ballot around August 15, 2020. The Board discussed this timeline and agreed it was reasonable and that if we were unable to meet an August 15 deadline for the CC&R revisions, we would go ahead and send the annual assessment notice first since there is a hard deadline for assessment due date. Lillian will email Randy the track-changed version of the CC&Rs Bryan sent to the Board in May and Randy will review that document and the minutes from the meeting held on May 20, 2020. Bryan will work to make a new version of the revised CC&Rs that can be used on a ballot.

Lillian motioned to adjourn the meeting, Adam seconded, all Board members present voted in favor. The meeting adjourned at 10:21am.

The next quarterly Linwood Heights Board of Directors meeting will be held on Thursday, October 22, 2020 at 6:30pm via Zoom. Instructions will be provided in advance of the meeting.

Minutes prepared by Lillian Ostrach, LHHOA Secretary.