

**Minutes from the Linwood Heights Board of Directors meeting
May 14, 2018
3009 N. Kristin Drive**

Board members in attendance: Sara Gibson, vice-president; Adam Graff, president; Greg Hartman, member-at-large supervising & performing maintenance; Cecelia Lodico, secretary; Bryan Randall and Andy Rusk, members-at-large
Unable to attend: Mac Rominger, treasurer; Janean Quigley and Larry Richardson, members-at-large
Other property owners present: Alan Purchase, Odin Christensen

Meeting commenced at 6:32 p.m.

Approval of February 22, 2018 Board minutes.

Bryan moved and Sara seconded that the minutes be approved. All were in favor.

CC&Rs:

Adam Graff mentioned the recent vote which passed an amendment to the CC&Rs which restricts both types and sizes of houses to be built here in the future. The vote was 53 in favor and 5 not in favor. He thanked board members for their work on this change.

Financial report:

Mac sent an email prior to the meeting stating as of February, 2018 the HOA has collected dues from all 96 lot owners. The Income & Expense statement and the Balance Sheet were reviewed by the Board. Expenses for this fiscal year (July 1, 2017-June 30, 2018) will increase slightly due to legal fees incurred with the recent HOA amendment to the CC&Rs. There were no other comments or issues.

Maintenance report:

The southeast corner of Jesse Gregg Park has slash piles that will be burned in a controlled burn by the Flagstaff Fire Department. That burn will also include the area from the crest of the hill to the edge of owners' properties along the lower edge of the park. The Fire Department is estimating these burns will take place in the fall, but there is no firm date. All property owners will be notified once the date is scheduled.

The HOA renewed its contract with Deep Roots for doggie pots' cleaning and maintenance of the two entrances.

There is a loose fence panel and pile of tree debris in Tract B, which is the large area at the south entrance into Linwood Heights. The Fire Department may have the band width to clear this via its volunteers; if not, the HOA will hire this out.

Greg does on-going fence repair for damage presumably due to elk. We have some fence cutting by trespassers on the east side; it stopped in the winter, but we are watching that area to see if it resumes.

Firewise Committee report:

The May 5 event was successful; 44 property owners attended, plus fire fighters, Wildland Firewise Specialists from the Flagstaff Fire Department, representatives from the Arizona Department of Forestry and Fire Management and Summit Fire department (State Forestry). Information was provided on the Firewise program, home safety and fire mitigation, fire fuel reduction, the Coconino County Emergency Notification system, and the Linwood neighborhood areas of risk. Since that event one of the common areas (Tract D) has been thinned by the Fire Department's volunteers.

At the event, property owners were able sign up to have their property assessed for fire risk. There was concern expressed about undeveloped lots that are not being thinned or raked. Sara will contact the Fire Department for analyzing properties. The HOA will send letters to property owners for whom the Fire Department has determined their property is a fire risk. The letter will include steps to take to reduce fire risk, as well as names of companies that can thin trees and/or rake and clean up needles.

As part of being designated a Firewise community, the HOA needs to document what has been done by the community to reduce the risk of fire and needs to have an annual educational event (which we did on May 5). Martos Hoffman from the Firewise Committee sent out a quick survey to property owners as to what work they have done to be firewise. The HOA will update the survey at least once per year. The Firewise designation is an on-going national recognition program that will benefit the HOA in the event of a fire, as well as potentially increase the desirability of the neighborhood.

Some HOAs have a CC&R to enforce compliance. The Board will first pursue voluntary compliance with Firewise principles via educating and assisting property owners, but Sara will follow up with the Arizona Department of Forestry for examples of successful implementation should voluntary compliance not be attained.

Preparation of the Board ballot and annual meeting:

The annual meeting will be Saturday, July 21, 2018.

Dates: The ballot needs to be mailed by June 15 or earlier.

The Board secretary will send out an email requesting names for the ballot to be submitted by June 1.

It was decided to hold the annual meeting at 9 a.m. so that property owners have the remainder of the day free. As an "incentive" there will be coffee and breakfast rolls. Sara moved and Andy seconded.

A question arose as to why the annual meeting has to be a set date and has to be in the CC&Rs. The current thought from the Board is to combine the annual meeting with the annual Firewise education session and have it be one big, fun event, where neighbors can relax with each other. Cecelia will contact the HOA lawyer re the requirement of a firm date and whether the HOA can get around having a set date without yet another change to the CC&Rs.

New business:

One property owner questioned the logic behind closing and locking the upper gate in Jesse Gregg Park on the road up the hill and why the dates of November 1 and April 1 were chosen. The reason the dates were chosen was because they coincide with City of Flagstaff snow plow dates and/or Forest Road closing dates. The request was made to be flexible about the times we open and close the gate and not to have rigid dates. An additional and related suggestion was made to lock the main gate for the winter and leave the upper gate on the road open.

A decision on this was tabled until a future meeting.

There was also the suggestion to put a new coat of paint on the main gate. There are exposed rebars securing a boulder next to the south pillar the main gate. The Board will follow up to see if these were put there by the property owner who is adjacent to that area.

Mr. Delaney, who owns property on the west side of Jesse Gregg Park, now has the combination to the lock for the gate that is "shared" with his property and Linwood Heights. This was done to ensure the Delaneys have that gate as an egress from their property in case of emergency.

Web site:

A property owner suggested that Linwood Heights have a web site. The HOA had one in the past, but it was rarely visited. About three years ago at an annual meeting, this was brought up to attendees, who said they preferred to receive emails. The Board believes there are many items that could now help the community by posting those items to a new web site. Examples are the information from the Fire Department about being firewise, names of reliable companies to thin trees or rake pine needles, the CC&Rs and their amendments, dates for annual events and Board meetings. The Board is willing to have a new website and use emails with links to point property owners to the information. A property owner has offered to help build the site and will work with the Board secretary on this effort.

Adjournment at 7:57 p.m.

Bryan moved to adjourn; Sara seconded. All were in favor.