



Blue Ridge Estates Homeowners Association of Coconino County

Board of Directors Meeting Minutes

Meeting Date: July 29, 2021

Time: 4:00 PM

Location: HOAMCO hosted Zoom Meeting – Dave Kinsey moderating

**Meeting called to order:**

Time: 4:05 pm

**Quorum Met, Board members present:**

- o Mike Bourne
- o Dan Trainor
- o Catherine Rogers
- o Debi Althouse
- o Brian Alexander

**Property Owners joining the meeting:**

- o Debbie and Wally Motrych (Lot 94)
- o Ann Whitmore (Lot 167)
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**Agenda Approved unanimously by the Board**

**Regular Agenda:**

1. Approval of April 29<sup>th</sup> meeting minutes. April meeting minutes not approved. Will prepare and send draft to BRE Board for review before next regular Board meeting.
2. Open Board Member position – Ratify Brian Alexander
  - a. Motion by Dan Trainor
  - b. Second by Deb Althouse
  - c. Approved unanimously
3. Financial report by Dave Kinsey (HOAMCO). Dave went over balance and assessments. Advised assessments should be due on January 1<sup>st</sup> each year with no waiver or extension for 6 months. HOAMCO will ensure the due dates are clear when the coupon books are sent in November. HOAMCO advised that violation fines are due within 15 days of receipt by the Property Owner. Fines not paid can have their violation and associated fine recorded with the County. A lien cannot be recorded for a fine, but a recorded violation can make a property sale or transfer difficult.
4. Fire Safety report by Catherine Rogers. Total 193 lots were inspected. 107 passed (55%) and 86 failed. Since initial inspection 3 additional lots have come into full compliance making total 110 (57%). Deb brought up that follow-up with property owners especially the vacant lots is very time consuming and suggested marking dead standing trees with a large X as we do the inspections. This would allow property owners to call a clean-up company and avoid inspector having to go back to property multiple times. Ann suggested we should talk to legal about marking someone’s trees.

Mike stated our by-laws do state we can enter properties to do inspections. Bark Beetles were discussed. Wally asked what if a property owner refuses to take down bark beetle trees – can the HOA remove them and charge the lot owner. Mike state we would need to discuss that in a working committee.

#### **Inspection and Fine Process**

1. May 15 to June 15 - Initial Fire Safety inspections will be conducted.
  2. June 16 to June 30 - Notification letters of Compliance or Non-compliance issues will be sent to property owners.
  3. July 1 to July 31 - Property owners of Non-compliance lots must reply with an action plan to bring the lot into Compliance. Fire Safety committee will re-inspect lots when owners complete work.
  4. September 15 – All lots must be in compliance. After the Annual General Meeting, Non-Compliant lots will be reviewed by the Blue Ridge Estates Board of Directors and Fire Safety Committee to determine next actions.
  5. October 15 or Executive meeting after Annual General Meeting – Letters reviewed and approved by BRE Board to initiate the fine process.
  6. January 1 of following year – \$500 Fine assessed.
3. Architectural Committee –report by Mike Bourne. 11 approval requests since January 1, all approved.
  4. Water District Update by Ron Krug. Loan was approved, water rates will increase. A rate hearing is planned for August.
  5. Election status – Ballots have been mailed by HOAMCO. It was announced that Deb Althouse will bow out due to some personal family obligations. An email follow up reminder on the election will be sent late in August.
  7. BRE President’s message – Mike Bourne
    - We have had a good amount of rain but fire danger is still high
    - We are asking all property owners to continue to be diligent with lot maintenance to help with fire safety. Bark beetle invested or dead trees especially need to come down to help keep our community safe.
    - Call to membership to help with BoD, Fire Safety, AC, Website maintenance/management, social committee, and getting involved with the community.

#### **Open Session:**

- Debbie Motrych asked about the storage unit that is reflected in the Financials. [Response - the storage unit is used for the archived files and drawings for BRE. We have not taken the time to check out the contents of the storage unit and whether or not this information could be digitized in an effort to get rid of the storage expense.]
- Catherine Rogers shared that resource information for lot cleaners, maintenance, or repair contractors is available on the website. [blueridgeestates.org]

Meeting adjourned at 5:10pm.