**Starlight Ranch Mobile Home Owners’ Association**

**Monthly Board of Directors Meeting**

**February 8, 2017, 7:00 PM**

**Call to Order:**

Starlight Ranch HOA Board of Directors monthly meeting was held on Wednesday, February 8, 2017, at the front clubhouse. President Pro Temp Bob Marley, welcomed everyone opening the meeting at 7”00 p.m. All present recited the Pledge of Allegiance.

Roll call was taken. Board Members present were: President Pro Temp Bob Marley, Treasurer Rodriguez, Secretary Viera, Director Flores, Director Pope and Director Koplar

**Approval of February 8, 2016 Board Meeting Minutes**

Secretary Viera read minutes from the board meeting held on January 11, 2017, the Special Meeting January 18, 2017 and the Town Hall Minutes, January 28, 2017. A motion was made by Treasurer Rodriguez to accept the minutes of January 11, 2017 as read, second for approval by Director Flores. All in favor, motion carried. A second motion was made by Treasurer Rodriguez to accept the minutes of the Special Meeting held January 18, 2017 as read, second for approval by Director Pope. All in favor, motion carried. And, a third motion was made by Treasurer Rodriguez to accept the minutes of the Town Hall Meeting held January 28, 2017 as read, second for approval by Director Pope. All in favor, motion carried.

Dave Wegman brought up the rate increase for members and residents, Treasurer Rodriguez suggested we finish reading the minutes and address the issue before the end of this meeting. As secretary Viera started reading Emergency Meeting Minutes, resident Albert Erdman, brought up that according to our bylaws, these meeting are not Emergency Meetings but called Special Meeting. A motion was made by Treasurer Rodriguez to change terminology in the minutes from Emergency to Special, second for approval by Director Pope. All in favor motion carried.

**Treasurer Report**

Treasurer Rodriguez read over financial report, pointing out that we are now over the $20,000 barrier. Attributes the increase to the great job Director Denise Koplar is doing with the external advertisers. She has brought in over $1,000 in advertising. Mentions that the newsletter is paid for the incoming months. Explains that we are in good shape, with the bottom line being $20,233.46. Explains that the Board has only one credit card and we have not been able to go to the bank with the new makeup of the board and suggest we wait until we have our 7th member on the board. Once we get this done, we will go to the bank and apply for the second bank card. At this time only one card is being used for all activities and expenses will have to be moved around. As soon as second credit card in acquire, that would be assigned to activitites. Director of Activities is constantly shopping and needs to have access to a card. Mary is still on the bank account as a signee, we need to get to the bank to make the necessary changes. Treasurer Rodriguez asked Mary to stay on as signee if she does not mind. A motion was made by Direcor Pope to accept treasurer report as read, Second for approval by Director Flores. All in favor, motion carried.

Treasurer Rodriguez, mentioned that Director Pope will need to provide budget for March, 2017, which will be about $500.00 until Secretary Viera discusses the new information received from David, the park manager.

**Report on Meeting with Park Manager, January 31, 2017**

Secretary Viera has been designated by the board to the the person meeting with David Stanz, the park manager. The first meeting took place, Thursday, January 31, 2017. The meeting covered, the Resident’s complaints process being used by ELS, the Acknowledgement letter and how its being used. David gave Secretary Viera copies of the letter that was sent to residents several years ago explaining the process of evicting someone out of the park. The Acknowledgement letter is being used, it is sent to residents who file complaints. This letter acknowledges the receipt of that complaints and how they are processing the complaint. They also discussed resident’s refusal to sign complaints, It was also emphasiz the importance of signing the complaints, otherwise, ELS or the HOA cannot do anything about the complaint. Management also got rid of a vagrant that had been sleeping in the back clubhouse parking area. Secretary Viera also discussed the pictures of the Vets taken down from the back clubhouse. The property manager has established a criteria of the pictures of the vets that can be hung up on the wall. They must have been residents of Starlight Ranch at one time or another. He stressed, that he will not put up two other pictures, one is a poster of the Twin Towers and the other one is of a bald eagle. President Temp Marley suggested that pictures be hung up on the wall, if David not want them there, he is to refer to President Pro temp Marley. Secretary Viera continue with the items that had been fixed by management (i.e. kitchen sink leak and floor inside cabinet.), he had the bulletin boards repaired, he changed locks to the HOA office and activity room. Front clubhouse floor will be stripped and waxed, from February 13 through February 17, 2017. Informed residents of closing of the club house during these days. ELS activity budget was discussed and the monthy amount is $546.00 a month, not $500.00. Front clubhouse dishwasher is being tested to see if it works, if not it will be replaced. There will be another meeting with David on February 9, 2017. Will report what was discussed in the next board meeting.

**Activities Committee Update**

Ana apologized to Mary and the Bingo people for moving the coffee pots out of their regular area in the kitchen. She informs that DNF Bingo and Wellcare Bingo are coming back to the clubhouse starting March 1, 2017. Dominos are also coming back on Sunday, February 19, 2017. She also talked about the St. Valentine’s Day dinner on February 11 and discuss the menu. She went over the rest of the activities for February and March. Reported the expenses for the upcoming events. It will be $286.00 for the Ice Cream Social, St. Parick’s Day dinner, Pancake Brunch and Movie Night. Ana requested to purchase a stepper and a flat bed cart for the activities area. Ana will get additional prices for flat bed, but approved to get stepper for $39.00.

**Statutory Rental Committee Updte**

President Pro Temp Marley informed the members that the Statutory Rental Committee meeting is scheduled for February 21, 2017 at 10:30 a.m., Leslie, the Vice President and Regional Manager will be present at this meeting. On the committee are: Bob Marley, Carmen Viera, Jose Rodriguez and Denise Koplar. Going in to the meeting will be: Bob Marley, Carmen Viera, and Jose Rodriguez.

**Business Operations**

**Newsletter Advertising**

President Marley informs the members that the new rates for resident members’ rate is $2.50 a month and non members to $5.00 a month. Classifies under 30 words are free. These changes were approved by the board in the Special Meeting that took place January 18, 2017.

**Operations**

Director Flores takes care of the Marquee and the Bulletin Boards

Secretary Viera informed members that she will be in the HOA office Tuesdays and Thursday, during the month of March. She will be there for members and non members to answer questions, or give information. Refreshments and cookies will be served. She also spoke about establishing committees like: Complaints, Legal and Compliance, Garden of the Month, beginning in the Spring. It was also discussed increasing printing for the newsletter to 500, however, it was decided to stay at 450 for now, until we see the increase is needed. Also, discussed renewing the lretainer from Collings legal group. A motion was made not to renew contract by Treasurer Rodriguez. Second by Director Flores. All in favor, motion carried.

Denise Koplar has been selling advertising for the newsletter and is asking the board for financial help in paying for her gas. He was discussed that she will received $30.00 for the past few weeks. In the furture, she will need to keep a log of her miles and it will be paid at $0.52 cent a mile, but Treasurer Rodriguez will double check that figure. It will come from the Operations budget. Treasurerer Rodriguez suggest the $30.00 for the past and she will keep a report of log miles and will be paid at $0.53 1/2 cents a mile, per the IRS. A motion was made by Treasurer Rodriguez to pay Denise Koplar her past mileage of $30.00 and in the future, mileage will be paid at $.053 1/2 a mile. Second by Director Flores, All in favor, motion carried.

A long time resident and past HOA present, passed away and his family has requested if they could hold a memorial in the front clubhouse on Saturday, Feruary 18, 2017. A motion was made to honor the request by Mary Rivera to hold memorial in front clubhouse. Second by Director Flores. All in favor, motion carried.

Director Pope spoke about the sign in sheets and how residents can help out by signing in one line at a time. First and last name in each row and one person per line.

A motion was made to adjourned meeting by Secretary Rodriguez. Second by Secretary Viera. All in favor, motion carried.

**Meeting adjourned at 8:15 p.m.**