

# **RUBY STAR AIRPARK PROPERTY OWNERS ASSOCIATION**

## **Minutes of a meeting of the Board of Directors February 17<sup>th</sup>, 2013**

A meeting of the Board of RSAPOA was held on February 17<sup>th</sup>, 2013 at the home of Holly Smith and Jay Bennett.

The meeting was called to order at 13:05 Mountain Standard Time.

### **1) Roll call**

Directors Present: Wendy Magras (president), Rifka Boswell (vice president), Holly Smith (treasurer), Ben Duncan (secretary), and Ken Spaulding (director at large).

Other Members Present: None.

### **2) Welcome and call to audience for comments and presentations**

- No audience

### **3) Approval of Meeting Minutes**

**Motion** by Wendy Magras to approve the minutes from the January 27<sup>th</sup> 2013 meeting

- 2nd by Rifka Boswell
- Discussion:
  - o none
- All present voted "aye"
- Motion carried

### **4) Treasurer's Report**

- Holly Smith reported account balances and major expenses.
- A report is attached
- Backhoe Fuel Usage was discussed because there is not a specific procedure to monitor fuel usage when a member rents the backhoe.
  - a) The board suggested that Carl will try to keep it full before any rental use so that the renter knows to return it full or find out from Carl how much they owe.
    - 1. Rifka Boswell agreed to monitor the hours and fuel meter and deal with the money issues/billing/payment/follow-up/etc. (it's still \$50/hr. or \$200 for 8hours)
- Association Insurance replacement was discussed
  - a) Holly explained that Farmers declined to insure the board and so did one other agency. She is waiting for a response from Balsiger Insurance. The quote in hand from Arizona Agency is for \$4377/year.
    - 1. A binder needs to be in place by about February 26<sup>th</sup>.
    - 2. Board decided to give it until Friday morning February 22<sup>nd</sup> before making the final decision about which insurance to accept.

**Motion** by Ben Duncan to accept the treasurer's report

- 2nd by Ken Spaulding
- Discussion:

- none
- All present voted “aye”
- Motion carried

### **5) Fly-in Update**

- The board thanks everyone who is helping to make this event successful, especially Ron, Ken, Carl, Mike and Barry for giving so much time!
- Wendy Magras explained that volunteers have been assigned tasks, food arrangements are being handled by her and Ortrude, flyers have gone out to lots of people and it is possible that more than 100 people show up for the fly-in.
- The airplane parking area is ready near the location of the old hangers
- Port-a-potties are still in the works. Wendy suggested just getting one. Some discussion ensued about perhaps getting two.
- Mike Magras is in charge of orienting/training volunteers
- Traffic Cones are needed! Board discussed whether to rent a bunch for a cost of about \$250 or keep trying to come up with enough through the membership.
- A GREAT BIG THANKS to Holly Smith for donating \$250 to the Fly-in fund. She wishes she could be there, but apparently her trip to France was scheduled first.
- Wendy still needs big coolers for the food service.
- Rifka offered to donate her big tent to the Association.

### **6) Runway Paint and Sealing**

- Next number painting party is scheduled for February 22<sup>nd</sup>, 2013.
  - a) Barry is bringing the paint
  - b) Rifka Boswell cautioned that Mogolon Airpark has had some issues near/under white paint on their asphalt runway where buckling of the asphalt occurred most likely due to thermal variation in the white vs. black surfaces.
- Ken explained that he and others are working on some ideas for sealing the runway at lower cost.
  - a) Recent experience sealing the areas under the numbers has revealed possibilities that Ken will work on and keep the board updated.
- The board discussed the need to improve the taxi-ways as well as the runway.
  - a) The runway looks good but the board is also concerned about the taxiways eroding. The south taxiway is a focus because it doesn't look good.
  - b) Magnum Paving has generously offered a crew for a day to chip seal areas of damaged surface roads and damaged taxiway areas.
  - c) The board will continue to monitor the taxiway situation, but didn't agree where to get the funding to take further action now.

### **7) Landscaping**

- Ken noted that there is already some vegetation trying to break through the asphalt on the new runway surface
  - a) Ken agreed to contact the anti-vegetation contractor, Weed Busters, about doing some warranty work to remedy the problem.
- Mike Magras has been doing a great job keeping the board apprised of landscaping work performed at the airpark.

## 8) FAA Traffic Pattern Change Update

- Ken informed the board that the FAA completed their analysis and approved the new pattern
  - a) FAA Criteria:
    1. Letter of understanding between Ruby Star Airpark and Flying Diamond
      - a. Flying Diamond Airpark is currently reviewing the letter now
      - b. The letter is just a review of facts, adds nothing new, and is expected to proceed without issue.
- The Segmented Circle at RSA will be moved after FAA gives final approval (expected within the next month or so.)
- Ken agreed to email to the board members, the FAA correspondence and the letter to Flying Diamond Airpark

## 9) Association Document Organization

- The Board discussed the importance of organizing all of the Association's documents in one central location
  - a) Glen Lyon is currently organizing the documents he holds
  - b) The board will discuss at the next meeting when and where to compile and store all documents.

## 10) Guest Policy

- There was discussion around the text that will be placed on the website describing RSA's policy on guests.
  - a) Three versions have been submitted
  - b) The board made additional changes to the third version and approved it for posting to the website
- The approved version is as follows:

Ruby Star Airpark welcomes visiting aviators. The RSA Homeowners Association has identified the following categories of visitors and the requirements of each:

- Guests of Ruby Star Airpark – Stay for up to two weeks with no landing or parking fees! Please take advantage of our current guest-friendly policy. Law abiding, insured guests are more than welcome.
- Non-Member Hangar Renters – Welcome renters! When renting a hangar or tie-down from a property owner or the Association, you may need to apply for a "License Agreement for Runway Use", releasing the Association from liability, and provide proof of insurance naming the Association as additional insured. A small fee of \$400 per year or \$40 per month may apply. Contact the owner of your hangar or tie-down for details.

If more clarification is needed or feedback offered, contact any board member listed on this web site.

**Motion** by Ben Duncan to change the website guest policy write up to the version the board edited in this meeting.

- 2nd by Ken Spaulding
- Discussion:
  - o Rifka explained that she is not 100% satisfied with the guest policy as it is now but prefers this version over the current write up. She'll vote aye but wants to revisit the issue in August.

**Revised Motion** by Rifka Boswell to change the website policy to the version approved in today's meeting but revisit the issue in August.

- 2nd by Ben Duncan
- Discussion:
  - o None
- All present voted "aye"
- Motion carried

### **11) "Private" Designation**

- Ken discussed an email he got from Barry suggesting that the Airpark may avoid some liabilities by designating itself private rather than public
  - a) Holly agreed to look into that

### **12) Dirt for Sale**

- Ken Spaulding explained that a member's construction contractor has asked the Association to sell him some of the dirt piled up near the runway for \$3/yard.
  - a) The board discussed that \$3/yard was a low price and would like to get more
  - b) The board also discussed that the Association may have a need for that dirt in the future
    - 1. Ken agreed to investigate the value of that dirt to the Association and the contractor and communicate a higher price to the contractor as much as \$15/yard depending on his findings.

### **13) Variance to Set-back**

- The board discussed the current member who asked for a variance to the set-back rule for the construction of his house along a border between his parcel and the Association's parcel.

## **Adjournment**

**Next meeting of the Board will be:**

**Date: March 24<sup>th</sup> 2013**

**Time: 1:00pm**

**Location: Home of Holly Smith and Jay Bennett**

**Motion** by Rifka Boswell to adjourn

- 2nd by Holly Smith
- Discussion:
  - o None
- All present voted "aye"
- Motion carried

**Meeting adjourned at 3:05.**

**ATTACHMENT: Treasurer's Recent Activity Report**

**February 17, 2013**

## Treasurer's Report – February 17<sup>th</sup>, 2013 RSAPOA Board Meeting

Balance in Gen Account - \$ 23,200.79

Balance in Debt Reduction Account- \$ 9525.01

### Checks Written:

1/14/13 ACH Trico Elect \$57.54

1/16/13 ACH Waste Mgmt \$123.00

1/18/13 Check # 3229 Ken Spaulding \$73.07

Reimburse for backhoe fuel used before ribbon cutting

1/23/13 Check #3230 Carolyn Goldschmidt \$1107.50 Dec activity

1/24/13 Check #3231 Regal Aviation \$1122.00 annual runway insurance

2/06/13 Check #3232 Cynthia Levikow \$5283.56

return of principle & interest of Fence Loan

2/06/13 Check # 3233 Ted Stanley \$600.00 Fence loan interest

2/06/13 Check # 3234 Wolfe Schuh \$300.00 Fence loan interest

2/06/13 Check # 3235 Jay Bennett \$300.00 Fence Loan interest

2/06/13 Check # 3236 Rifka Boswell \$300.00 Fence Loan interest

2/10/13 Check # 3237 Carolyn Goldschmidt \$50.00 January activity

2/13/13 Check # 3238 Northwestern Landscaping \$795 for Dec and Jan invoices.

2/14/13 ACH Waste Management \$209.27 January billing

2/14/13 ACH Trico Elect \$57.40

2/17/13 Check #3239 Northwestern Landscaping \$530.00 Feb invoice

2/17/13 ACH QT \$100.00 backhoe fuel

2/17/13 ACH QT \$46.00 backhoe fuel

2/17/13 ACH Seal Master \$360.03 seal coating for runway

2/17/13 ACH AZ Corp Commission \$10.00 annual filing

## ATTACHMENT: Treasurer's Budget vs Actual Report

	2013 Budget	Jan 2013 Actual	Feb 2013 Actual	Mar2013 Actual	Apr2013 Actual	May 2013 Actual	Jun2013 Actual	Ju 2013 Actual	Aug2013 Actual	Sep2013 Actual	Oct2013 Actual	Nov2013 Actual	Dec2013 Actual	YTD Actual	Difference
<b>REVENUE</b>															
<b>Annual Association Dues</b>															
2013 - 63 Lots @ \$1000	\$ 63,000.00	\$ 25,500.00	\$ 7,250.00											\$ 32,750.00	\$ (30,250.00)
2014 dues	\$ -													\$ -	\$ -
2015 dues	\$ -													\$ -	\$ -
Late Fees	\$ -	\$ 50.00	\$ 75.00											\$ 125.00	\$ 125.00
<b>Other Revenue</b>															
Backhoe rental	\$ -	\$ 75.00												\$ 75.00	\$ 75.00
Hangar Use Fees	\$ -													\$ -	\$ -
Guest Fees	\$ -													\$ -	\$ -
Runway Use Fees	\$ -													\$ -	\$ -
License Agreements	\$ -													\$ -	\$ -
Settlements	\$ -													\$ -	\$ -
Interest Payments	\$ -													\$ -	\$ -
Donations	\$ -													\$ -	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 63,000.00</b>	<b>\$ 25,625.00</b>	<b>\$ 7,325.00</b>											<b>\$ 32,950.00</b>	<b>\$ (30,050.00)</b>
<b>EXPENSE</b>															
<b>Water System</b>															
Water System Maint	\$ -													\$ -	\$ -
Water Quality Testing	\$ -													\$ -	\$ -
Well Pumps -Electric	\$ 470.00	\$ 38.56	\$ 38.56											\$ 77.12	\$ (392.88)
AZ Wtr Withdrawal Report	\$ -													\$ -	\$ -
<b>Roadways</b>															
Pavement Maint & Repairs	\$ -													\$ -	\$ -
Crossing Design	\$ -													\$ -	\$ -
Crossing Construction	\$ -													\$ -	\$ -
Weed abatement	\$ 6,360.00	\$ -	\$ 1,325.00											\$ 1,325.00	\$ (5,035.00)
Erosion Control	\$ -													\$ -	\$ -
Gate Maintenance	\$ -													\$ -	\$ -
Gate Electricity	\$ 225.00	\$ 18.98	\$ 18.84											\$ 37.82	\$ (187.18)
<b>Runway</b>															
Pavement Maint & Repair	\$ 10,000.00		\$ 360.03											\$ 360.03	\$ (9,639.97)
Taxiway Repair	\$ -													\$ -	\$ -
Erosion Control	\$ 5,000.00													\$ -	\$ (5,000.00)
<b>Backhoe</b>															
Fuel,repairs, labor	\$ 900.00		\$ 146.00											\$ 146.00	\$ (754.00)
Labor	\$ 100.00													\$ -	\$ (100.00)
<b>Professional Fees</b>															
Attorney Fees	\$ 4,000.00	\$ 1,107.50	\$ 50.00											\$ 1,157.50	\$ (2,842.50)
Annual Tax-Audit Fee	\$ 350.00													\$ -	\$ (350.00)
Website - Tech expense	\$ 500.00													\$ -	\$ (500.00)
Insurance - Runway	\$ 1,000.00	\$ 1,044.00												\$ 1,044.00	\$ 44.00
Insurance - Association	\$ 1,000.00													\$ -	\$ (1,000.00)
AZ Corp Commission	\$ 10.00		\$ 10.00											\$ 10.00	\$ -
AZ State Income Tax	\$ 50.00													\$ -	\$ (50.00)
Lot Sales Expense	\$ -													\$ -	\$ -

Director's Expense	\$ -																			\$ -	\$ -
<b>Meetings</b>																					
Board Meetings	\$ -																			\$ -	\$ -
Annual Meeting	\$ -																			\$ -	\$ -
Special Meetings	\$ -																			\$ -	\$ -
<b>Election Expense</b>																					
Postage	\$ -																			\$ -	\$ -
Supplies	\$ -																			\$ -	\$ -
Reproduction expense	\$ -																			\$ -	\$ -
<b>Taxes</b>																					
POA Property Taxes	\$ 5,000.00																			\$ -	\$ (5,000.00)
Runway	\$ -																			\$ -	\$ -
<b>Reserve Fund</b>																					
Annual Contribution	\$ -																			\$ -	\$ -
Misc Contributions	\$ -																			\$ -	\$ -
<b>Bank Fees</b>																					
Check Reorders	\$ 10.00																			\$ -	\$ (10.00)
Misc Fees	\$ -																			\$ -	\$ -
<b>Trash Removal</b>																					
Regular Contractor	\$ 1,500.00	\$ 123.00	\$ 209.27																	\$ 332.27	\$ (1,167.73)
Special Projects	\$ -																			\$ -	\$ -
<b>Airpark Promotion</b>																					
Special Events	\$ 475.00	\$ 73.07																		\$ 73.07	\$ (401.93)
Advertising	\$ -																			\$ -	\$ -
<b>Debt Service</b>																					
Fence Loan Interest Expense	\$ 2,000.00	\$ 283.56	\$ 1,500.00																	\$ 1,783.56	\$ (216.44)
Fence Loan Debt Reduction	\$ 5,000.00		\$ 5,000.00																	\$ 5,000.00	\$ -
Huey Loan Interest Expense	\$ 9,000.00																			\$ -	\$ (9,000.00)
Huey Loan Debt Reduction	\$ 10,000.00																			\$ -	\$ (10,000.00)
<b>Supplies</b>																					
Office Supplies	\$ 50.00																			\$ -	\$ (50.00)
<b>Fences</b>																					
Design/Engineering	\$ -																			\$ -	\$ -
Demo/Construction	\$ -																			\$ -	\$ -
<b>Hangars</b>																					
Design/Engineering	\$ -																			\$ -	\$ -
Demo/Construction	\$ -																			\$ -	\$ -
<b>Total Estimated EXPENSE</b>	\$ 63,000.00	\$ 2,688.67	\$ 8,657.70																	\$ 11,346.37	\$ (51,653.63)
<b>NET</b>	\$ -	\$ 22,936.33	\$ (1,332.70)																	\$ 21,603.63	\$ 21,603.63