



**The Ranch at Prescott  
HOA Council Meeting Minutes  
February 25, 2010  
DRAFT**

**ATTENDANCE**

Council members in attendance were Rosalie Naigle - Unit IV (Chairman), Russ Parker-Unit III (Vice-Chairman), Dick Tetreault - Unit VII (Secretary / Treasurer), Kent Robinson - Unit V, Rich Muth - Unit VI, Dion Mannen – Unit VII and Scot Lee - Unit IX. Alternate Council Members in attendance included Mike Enders - Unit IV and Maxine Tinney - Unit VII. Also attending was Ann Horvath, member, Unit IV, Ruta Norkus, Association Manager and Donna Forster, Minute Taker.

**CALL TO ORDER**

Chairman Rosalie Naigle - Unit IV called the meeting to order at 3:00 p.m. A quorum was established. Chairman Naigle – Unit IV requested that, in the future, alternates be seated at the same table as the Council members during the Council meetings and requested that they work closely with their representatives. Chairman Naigle also requested that any time an email was sent to her or to Ruta Norkus, a copy be sent to the Vice Chairman and the Secretary/Treasurer, to improve the lines of communication.

**APPROVAL OF MINUTES**

**Motion:** Kent Robinson - Unit V moved to accept the January 28, 2010, Meeting Minutes. The motion was seconded by Russ Parker - Unit III and passed unanimously.

**APPROVAL OF FINANCIALS**

The Council reviewed the Financial Reports for the period ending January 31, 2010. January accounting is summarized as follows:

Operating Account CAB	\$ 100,406
MM Account (Operating)	\$ 74,391
CD Operating Accounts	\$ 127,362
Bank Reserve Account	\$ 28,836
Construction Deposit	\$ 16,004
Accounts Receivable Assessments	\$ 10,978

**Motion:** Dion Mannen – Unit VII moved to approve the January 31, 2010 financial report, reserving any contrary findings of the annual audit. The motion was seconded by Russ Parker - Unit III and passed unanimously.

**PUBLIC COMMUNICATIONS**

No presentations

## **OLD BUSINESS**

### **a. Newsletter – Rosalie Naigle, Unit IV**

Rosalie Naigle - Unit IV requested that all articles for the next newsletter be received by her, Mike Enders – Unit IV or Maxine Tinney – Unit VII by March 5, 2010. Rosalie Naigle, Unit IV reported on the upcoming articles and that the directory information forms will be included in the March, June and September newsletters. The new directory will go out before year end. Rosalie Naigle – Unit IV agreed to chair 2011 - 2012 Directory Committee. **Motion:** Russ Parker – Unit III moved to nominate Rosalie Naigle – Unit IV as Chair of the Directory Committee. The motion was seconded by Dion Mannen – Unit VII and passed unanimously.

### **b. Oaks Annual Meeting – Rosalie Naigle, Unit IV**

Rosalie Naigle – Unit IV reported that she, Ruta Norkus and Russ Parker – Unit III would attend the Oaks Annual Meeting on March 6, 2010 and would address the small culvert drainage cost sharing issue. It was reported that the plan was to go to the meeting, present the Ranch position and bring the Oaks' position to the Ranch Council for discussion. Kent Robinson – Unit V also agreed to attend the Oaks Annual Meeting.

### **c. Drainage Committee - Dick Tetreault, Unit VII**

Dick Tetreault - Unit VII requested that an engineer look at the drainage culvert in the Oaks on Barcelona Street and determine if the flow of water is adequate or not, then submit a written report. It was suggested that the report go to the Oaks and a copy to the Ranch. This issue will be discussed further at the next council meeting once Rosalie Naigle – Unit IV presents the results of the discussion held with the Oaks at their annual meeting. Dick Tetreault – Unit VII also reported that a resident had reported a plugged drain and that water was pouring over Mystic Canyon, creating an ice hazard. Ruta Norkus reported that she has called the City of Prescott four times about the matter and will continue to call.

### **d. Website – Maxine Tinney, Unit VII**

Maxine Tinney – Unit VII reported that the eight changes to the website requested at the last Council meeting had been accomplished. Maxine Tinney – Unit VII requested that, as standing committees are appointed, the information is put on the website. Dick Tetreault – Unit VII requested that a section of the website be assigned solely for the use of the Council. Ruta Norkus will contact the webmaster and investigate if this is possible and report back at the next council meeting.

### **e. Proposed Rule for Tree and Brush Density – Kent Robinson, Unit V**

Kent Robinson – Unit V submitted a proposed draft (dated February \_\_\_\_, 2010) to the Use Restrictions and Rules Adopted by the Governing Council on March 27, 2008, by adding paragraph "j. Density and Accumulation of Trees and Bushes on Properties". After much discussion, it was decided not to include the proposed paragraph "j." and to keep paragraph "i. Weed Abatement and Dead Tree Removal" of the document adopted on March 27, 2008 as is with one addition: change the first sentence to read "Weeds approximately 12 inches tall, **accumulated dead brush** and dead trees on properties will be considered a violation as they create a fire hazard." Ruta Norkus will finalize the document with the change, email the original wording and the proposed wording to Jim Atkinson, attorney, for his review and bring any recommendations to the Council.

### **f. D & O Liability Endorsement – Dick Tetreault, Unit VII**

Dick Tetreault – Unit VII reported that he had spoken to the insurance broker at House-Chilson, who was not aware that the Ranch had a Council instead of a Board of Directors. The insurance broker can change the language, for approximately \$20, to make the wording changes from Board of Directors to Council. Dick Tetreault – Unit VII reported that the Ranch had an "Occurrence" policy, which covered the Council members years after a claim, vs. a "Claims Made" policy, which only covered the tenancy of the Council members during their time in office. **Motion:** Russ Parker – Unit III moved to approve payment to the insurance broker for making the wording changes from "Board of Directors" to "Council." The motion was seconded by Dick Tetreault – Unit VII and passed unanimously.

## **NEW BUSINESS**

### **a. Standing Committees – Rosalie Naigle, Unit IV**

Rosalie Naigle – Unit IV recommended that all committees be reviewed and appointments made on an annual basis except for the Finance/Budget Committee. **Motion:** Rosalie Naigle – Unit IV moved that the Finance/Budget Committee, comprised of the Chairman, Treasurer and one member of the Council to be selected, will remain as the only standing committee with stated members. The other standing committees will be discussed at the March Council meeting. The motion was seconded by Dion Mannen – Unit VII and passed unanimously. The new standing committees (by appointment) will be addressed at the next Council meeting.

### **b. Finances Operating Account Review – Ruta Norkus**

Ruta Norkus reported that there was over \$100K in the Operating Account, about \$75K in the Money Market Account, two CDs for a total of about \$75K for renewal on June 2, 2010 and a CD for about \$27K that would be up for renewal on February 28, 2010. After discussions it was decided that the \$27K would be put in the Operating Account for now and that Ruta Norkus would investigate whether or not the Money Market fund is insured. The topic will be re-addressed at the next Council meeting.

### **c. Homeowner Email Regarding Parking - Ruta Norkus**

Ruta Norkus requested that the Council respond to a homeowner who requested that an amendment be made to the CC&Rs regarding parking in the street (reference email from Art Saboski dated January 27, 2010 to Ruta Norkus). The Council's decision, based on safety issues and what has been established, denied the homeowner's request. Ruta Norkus will draft a letter to the homeowner for council approval with the decision, explaining what is required for changes to the CC&Rs.

### **d. Graffiti on Echo Hills and Tennis Court Vandalism – Ruta Norkus**

Rosalie Naigle – Unit IV reported that an article will be included in the HOA newsletter regarding the graffiti. It was suggested that "No Trespassing" and "No Parking" signs be put up near the tennis courts. **Motion:** Russ Parker – Unit III moved that signs be purchased and installed that restrict parking and trespassing in areas that have encountered problems. The Motion was seconded by Dion Mannen – Unit VII and passed unanimously. **Motion:** Russ Parker – Unit III moved to amend the motion to: "signs be purchased and installed **for an authorized cost of up to \$250** that restrict parking and trespassing in areas that have encountered problems." The motion was seconded by Dion Mannen – Unit VII and passed unanimously.

### **e. HOAMCO Management Report – Ruta Norkus**

Ruta Norkus presented the HOAMCO Monthly Management Report dated January 21, 2010 through February 18, 2010, as provided in the Council packets.

## **FUTURE AGENDA ITEMS**

1. Oaks Annual Meeting
2. Standing Committees
3. Interest rates and CDs
4. Jim Atkinson's review regarding "accumulated dead brush"
5. Planting of fruit trees

## **ADJOURNMENT**

Since there was no further business to come before the Council, a motion was made to adjourn the meeting. **Motion:** Russ Parker – Unit III moved to adjourn the Council meeting at 4:37 p.m. and move to the Executive Session. The motion was seconded by Scot Lee – Unit IX and passed unanimously.

Respectfully submitted, \_\_\_\_\_ Dick Tetreault, Secretary / Treasurer