



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

ATTENDANCE

Council members in attendance were Rosalie Naigle - Unit IV (Chairman), Russ Parker-Unit III (Vice-Chairman), Dick Tetreault - Unit VII (Secretary / Treasurer), Joan Petty – Unit I, Billie Powell – Unit II, Rich Muth - Unit VI, Dion Mannen – Unit VII and Scot Lee - Unit IX. Alternate Council Members in attendance included Vinny Clarke – Unit V and Amy Wilcox – Unit II. Also attending was Ruta Norkus, Association Manager and Donna Forster, Minute Taker. Attending from The Oaks were Jan Aldridge - President, James Kely - Treasurer, Phyllis Shanks, Darlene West and Ellie Laumark.

CALL TO ORDER

Chairman Rosalie Naigle - Unit IV called the meeting to order at 3:02 p.m. A quorum was established.

APPROVAL OF MINUTES

Motion: Russ Parker – Unit III moved to accept the February 25, 2010, Meeting Minutes. The motion was seconded by Dion Mannen - Unit VII and passed unanimously.

APPROVAL OF FINANCIALS

The Council reviewed the Financial Reports for the period ending February 28, 2010. February accounting is summarized as follows:

Operating Account CAB	\$ 98,650
MM Account (Operating)	\$ 74,447
CD Operating Accounts	\$ 127,449
Bank Reserve Account	\$ 28,856
Construction Deposit	\$ 16,005
Accounts Receivable Assessments	\$ 7,479

Motion: Dion Mannen – Unit VII moved to approve the February 28, 2010 Financial Report, reserving any contrary findings of the annual audit. The motion was seconded by Billie Powell - Unit II and passed unanimously.

PUBLIC COMMUNICATIONS

Jan Aldridge, President and Vice President from The Oaks, read a brief handout regarding the maintenance of the small culvert at the south end of Barcelona Way. Jan Aldridge reported that Phyllis Shanks had called Common Ground, who would view the culvert and submit an estimate to clean the debris from the culvert drainage, if requested, at no cost. Jan Aldridge loaned a plat map of The Oaks to Chairman, Rosalie Naigle.

OLD BUSINESS

a. Newsletter – Rosalie Naigle, Unit IV

Rosalie Naigle - Unit IV reported that the City of Prescott Annual Cleanup would be on June 28, 2010 and an article about it would be in the HOA Newsletter, under the HOAMCO report, and would go on the website.

b. Drainage Committee - Dick Tetreault, Unit VII

Dick Tetreault - Unit VII reported that the plugged drain near Mystic Canyon was resolved by the City of Prescott.

c. Website – Ruta Norkus, HOAMCO

Ruta Norkus reported that the password protected council only section of the website could be established by the web administrator for a cost of \$60, which would include instructions to Ruta on how to upload HOA documents to the website. **Motion:** Russ Parker – Unit III moved to recommend approval of the one time fee of \$60 for establishing the password protected council only section of the website. The motion was seconded by Dick Tetreault – Unit VII and passed unanimously.

d. Standing Committees – Rosalie Naigle, Unit IV

Rosalie Naigle – Unit IV distributed a handout to the Council, “Proposed Committees Structure” dated 1/24/06 for discussion. The Finance/Budget Committee members were established at the previous February 25, 2010 Council meeting. Rosalie Naigle recommended that fewer committees would serve the community better than many committees. **Motion:** Rosalie Naigle – Unit IV moved that the Council retain the structure/format that was in place in 2006, as presented in the handout, “Proposed Committees Structure” dated 1/24/06. Joan Petty seconded the motion which passed unanimously. A discussion followed regarding a maintenance committee, which is not currently in place, and trail maintenance. **Motion:** Rosalie Naigle – Unit IV moved to include, under “Maintenance Committee” of “Proposed Committees Structure” dated 1/24/06, a new sub-committee entitled “Trails”. The motion was seconded by Rich Muth – Unit VI and passed unanimously. **Motion:** Rosalie Naigle – Unit IV moved that the Council adopt the “Proposed Committees Structure”, and include a subcommittee entitled “Trails” under “Maintenance Committee” as the new Committee Structure. The motion was seconded by Joan Petty – Unit I and passed unanimously.

e. Proposed Rule for Tree and Brush Density – Legal Feedback – Ruta Norkus, HOAMCO

Ruta Norkus received a response regarding the dead brush verbiage submitted to Jim Atkinson for his review and comment. Jim Atkinson recommended removing the word “accumulated” before “dead brush”. **Motion:** Russ Parker – Unit III moved to accept the newly revised paragraph by removing “accumulated” in “i. Weed Abatement and Dead Tree Removal” of the Use Restrictions and Rules Adopted by the Governing Council on March 27, 2008. Joan Petty – Unit I seconded the motion which passed unanimously. Ruta Norkus will put the updated rule on the website.

f. Finances – Update on Community Association Bank (CAB) Deposit Insurance and CD Discussion – Ruta Norkus, HOAMCO

Ruta Norkus reported that the money market account is treated like a checking account and is fully insured. The CD that expired on February 28, 2010 for about \$27K was transferred to the Money Market Account at CAB. Ruta reported that CAB has excess deposit coverage through 6/2010, there is a possibility this date will further be extended. The details of this additional coverage were included in the January 2010 meeting packet.

g. Oaks Annual Meeting – Rosalie Naigle, Unit IV

Motion: Russ Parker – Unit III moved that an amount not to exceed \$50 be approved to have a copy made of the plat map of The Oaks, on loan from Jan Aldridge, President of The Oaks. Billie Powell – Unit II seconded the motion which passed unanimously. A brief discussion followed regarding the cost sharing for the small culvert drainage. **Motion:** Rosalie Naigle – Unit IV moved to table the discussion until the next monthly meeting. The motion was seconded by Joan Petty – Unit I and passed unanimously.

NEW BUSINESS

a. Fruit Trees – Scot Lee, Unit IX

Scot Lee – Unit IX reported that four fruit trees have been planted: two apple trees, a pear and a cherry.

b. Landscaping and Weed Abatement – Ruta Norkus

Ruta Norkus reported she has drafted the Annual Road “Right-of-Way” weed abatement letter, which was included in the Council meeting packet. Ruta also presented the proposals (included in the Council packet) from Jonny’s Tree & Landscaping: The price of \$4,475 per cutting is for twenty miles of road, 5 feet to 15 feet as the terrain allows and is based on the weeds not exceeding fourteen (14) inches tall. This price is the same as the 2009 cutting season. The monthly maintenance from April through November is \$975 per month; this is for the 3 monuments, area by the guardrail to the bridge and from the traffic light to the decomposed granite on the other side of the road. The quarterly maintenance for the tennis courts and walking trails is \$500; weedwacking around the court and road and all of the walking trail, trimming back trees and brush off the trail, this cost is also based on weeds not exceeding fourteen (14) inches tall. The cost of Jonny’s service was estimated to be about \$25K per year. After a brief discussion of an alternate solution for the service, (hiring a maintenance man to perform the work) it was suggested that the solution be discussed and considered again in the late fall. **Motion:** Russ Parker – Unit III moved to approve the proposals from Jonny’s. Dick Tetreault – Unit VII seconded the motion which passed unanimously.

c. Rental Policy – Vacation Rentals – Ruta Norkus

Ruta Norkus received two calls from realtors regarding using properties as vacation rentals. The current HOA policy does not have a minimum lease requirement for rentals. After a brief discussion, the Council agreed that the matter would be tabled until next spring.

d. HOAMCO Management Report – Ruta Norkus

Ruta Norkus presented the HOAMCO Monthly Management Report dated February 18, 2010 through March 15, 2010, as provided in the Council packets. Ruta reported that the Compliance inspection will take place at 9:30 a.m. on March 31, 2010. Joan Petty - Unit I volunteered to go along. Rich Muth – Unit VI agreed to be on stand by.

FUTURE AGENDA ITEMS

Ruta Norkus requested that she receive any new agenda items at least one week before the next Council meeting.

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 4:10 p.m. The motion was seconded by Joan Petty – Unit I and passed unanimously.

Respectfully submitted, _____ Dick Tetreault, Secretary / Treasurer