



**The Ranch at Prescott  
HOA Council Meeting Minutes  
June 2, 2011**

**ATTENDANCE**

Council members in attendance were Dick Tetreault-Unit VII (Chairman), Kent Robinson-Unit V (Vice Chairman), Russ Parker-Unit III (Secretary-Treasurer), Joan Petty-Unit I, Rich Muth-Unit VI, and Scot Lee-Unit IX. Alternate Council Members in attendance included Vinny Clarke-Unit V, Michael Peters-Unit VII and Maxine Tinney-Unit VII. Also attending was Ruta Norkus, HOAMCO Association Manager and Donna Forster, Minute Taker.

**CALL TO ORDER**

Chairman Dick Tetreault-Unit VII called the meeting to order at 3:00 p.m. A quorum was established.

**APPROVAL OF MINUTES**

**Motion:** Kent Robinson-Unit V moved to accept the March 24, 2011 Meeting Minutes. The motion was seconded by Scot Lee-Unit IX and passed unanimously.

**APPROVAL OF FINANCIALS**

The Council reviewed the Financial Reports for the periods ending 3/31/2011 and 4/30/2011. April accounting is summarized as follows:

Operating Account CAB	\$ 31,686
MM Account (Operating)	\$ 66,670
CD Operating Accounts	\$ 237,375
Bank Reserve Account	\$ 29,048
Construction Deposit	\$ 22,001
Accounts Receivable Assessments	\$ 4,603

**Motion:** Joan Petty-Unit I moved to approve the 3/31/11 and 4/30/11 Financial Reports. The motion was seconded by Kent Robinson-Unit V and passed unanimously.

Russ Parker-Unit III requested that the Aged Owner Balances report be sorted by account number, instead of by the largest amount of money owed. **Action:** Ruta Norkus will have the report sorted by account number beginning the next council meeting.

**PUBLIC COMMUNICATIONS - none**

## **OLD BUSINESS**

### **a. Newsletter – Joan Petty-Unit I for Rosalie Naigle, Unit IV**

Joan Petty-Unit I reported, although the goal was to keep the newsletter page numbers down due to printing costs, there had been many homeowners who had requested the newsletter online; therefore, the newsletter for September/December will be 6-8 pages. July 1, 2011 is the deadline for articles for the next newsletter. An article about the upcoming election and the Annual meeting on September 15, 2011 will also be included in the newsletter.

### **b. Trail Maintenance Update- Scot Lee-Unit IX**

Scot Lee-Unit IX reported he updated/repainted the trails in two washed out areas. Scot presented pictures to the Council of the changes.

### **c. Government Liaison Committee-New Legislation - Dick Tetreault-Unit VII**

Dick Tetreault-Unit VII reported the committee met and had reviewed the "Implementation Manual Arizona Community Association Legislative Changes dated May 16, 2011" by Scott Carpenter, which outlines the amendments to existing rules and provides suggestions to HOA's for amending or implementing new guidelines. The new changes to the AZ State statutes will go into effect on July 20, 2011 with the exception of SB1149, which will go into effect in January 2012.

### **d. Proposed New Rules and Regulations Review-Amended Rules & Compliance with New Statutes - Dick Tetreault-Unit VII and Maxine Tinney–Unit VII**

1. Maxine Tinney–Unit VII distributed and discussed the recommended changes in the "Proposed Changes to The Ranch at Prescott HOA's Rules and Regulations" for HB1326 (flagpoles) and SB2609 (signage). To the already suggested flag policy changes, the Council added the inclusion of all official state flags. **Motion:** Joan Petty-Unit I moved to accept the changes as discussed for HB1326 and SB2609. Russ Parker-Unit III seconded the motion which passed unanimously.

2. Dick Tetreault-Unit VII discussed HB2245 (Audio and Videotaping), reported that HOAs could enact reasonable rules regarding the audio and videotaping of meetings and distributed the "Proposed Audio/Video Recording Rules, The Ranch at Prescott" to the Council members. The Council discussed the pros and cons of the rules. **Motion:** Russ Parker-Unit III moved to approve and disclose the rules in effect for Audio and Video Recording. Michael Peters-Unit VII seconded the motion which passed unanimously.

3. Dick Tetreault-Unit VII discussed SB1148 (Alternate Dispute Process) and reported, in this legislation, an Administrative Hearing would be used to resolve disputes instead of having a court hearing with a jury.

## **NEW BUSINESS**

### **a. Real Estate sign Frame Standardization – Dick Tetreault-Unit VII and Maxine Tinney–Unit VII**

Dick Tetreault-Unit VII and Maxine Tinney–Unit VII presented a draft discussion list of options to consider and a picture of a commercial real estate style frame from Russell Steel. The HOA would like the frames to be uniform for all realtors and homeowners, to improve the look of the community. Dick Tetreault-Unit VII recommended the HOA purchase the sign frames, about 200, for the homeowners' and realtors' use. It was suggested purchasing the frames locally instead of going through the website/Russell Steel. **Action:** Joan Petty-Unit I will investigate availability and prices of the frames locally. The item will be included on the agenda for the next Council meeting.

### **b. Parking – Michael Peters-Unit VII**

It was noted that homeowners have complained to the Association Manager about excessive cars parked at one location on Windmere for extended periods of time. Members questioned what could be done and was it possible that multiple families are occupying the home? It was also noted that cars have been observed parking on the street in front of the home and on the empty lot near the home. Ruta Norkus related that the suspected issue of multiple families living in the home could be

reported to the City Code Enforcement for investigation. Ruta was instructed to report the issue, on behalf of the HOA, since there is the possibility of several families living in a single family unit.

**c. Water on Lee Boulevard – City of Prescott - Scot Lee-Unit IX**

Scot Lee-Unit IX reported the issue with the City of Prescott shutting off the irrigation water on Lee Blvd had been taken care of and the area (median from Highway 69 to Gateway Mall) is now being watered. Scot reported that the city decided to honor the original development agreement. Scot Lee-Unit IX noted another area of concern and distributed photos of the Glassford Solar Panels which were creating a strong sun reflection into some homes. Scot Lee-Unit IX will write an article for the newsletter and the Council members will write letters to the Prescott Valley Police Department and other recipients TBD.

**d. Maintenance Items Between Meetings – Ruta Norkus**

Ruta Norkus noted that maintenance items need to be addressed between meetings and requested the Council approve a monetary limit so she could proceed with the maintenance by notifying the Council Officers of the reason for the expenditure and amount of expenditure via email. **Motion:** Scot Lee-Unit IX moved that Ruta Norkus have access to a reasonable discretionary fund of \$500 for maintenance issues. The motion was seconded by Russ Parker-Unit III and passed unanimously.

**e. Compliance – Lots which neighbors say are a “fire hazard” – Ruta Norkus**

Ruta Norkus receives complaints from homeowners requesting she take action about neighboring lots which appear to be fire hazards. Ruta noted that a large percentage of other empty lots in the Ranch are in a similar state as the lot in question. She is concerned about consistent enforcement. After some discussion, it was decided that, when a complaint is received, Ruta will call Prescott Area Wildland/Urban Interface Commission (PAWUIC), who will determine if the lot is a fire hazard; if so, Ruta will follow up with the appropriate compliance letter to the lot owner.

**f. HOAMCO Managers Report – Ruta Norkus**

Ruta Norkus presented the HOAMCO Monthly Management Report dated March 18, 2011, through May 27, 2011, as provided in the Council packets. There were no questions.

**FUTURE AGENDA ITEMS**

1. Fire hazard lots
2. Sign posts
3. Reflective solar panels

**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 5:00 p.m. The motion was seconded by Kent Robinson–Unit V and passed unanimously and the council moved into Executive Session.

Respectfully submitted,

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Russ Parker, Secretary/Treasurer