



**The Ranch at Prescott  
January 22, 2009  
HOA Council Meeting Minutes**

**ATTENDANCE**

Council Members in attendance were: Kent Robinson – Unit V, Scot Lee – Unit IX, Doug MacArthur – Unit VI, Amy Wilcox, Alternate Unit II, Rosalie Naigle – Unit IV, Russ Parker – Unit III, Joan Petty – Unit I, Dick Tetreault – Unit VII and Henry Lenhart – Unit VII. Unable to attend was Billie Powell – Unit II. Seven alternate members/homeowners were also in attendance. Also attending was Gaye Morgan, Association Manager, and Dawn Stoner, Recording Secretary.

**CALL TO ORDER**

Council Chairman Kent Robinson called the meeting to order at 2:58 p.m. A quorum was established.

**APPROVAL OF MINUTES**

Mr. Robinson called for a motion to approve the November 20, 2008 meeting minutes. Doug MacArthur (Unit VI) moved to approve the November 20, 2008 meeting minutes. The motion was seconded by Henry Lenhart (Unit VII). Corrections were noted on pages 2 & 3, and the minutes were unanimously approved as corrected.

**APPROVAL OF FINANCIALS**

The Financial Report for the period ending November and December was reviewed by the Council. The summary of these Financial Reports are as follows:

December 31, 2008

Operating Account CAB	\$ 157,537
CD Account (Operating)	\$ 102,514
Bank reserve Account	\$ 29,699
Construction Deposit	\$ 18,038
Accounts Receivable Assessments	\$ 1,538

The Chairman called for a motion to approve the December 31, 2008 Financial Report. Rosalie Naigle (Unit V) moved to approve the December 31, 2008 Financial Report, reserving any contrary findings of the annual audit. The motion was seconded by Joan Petty (Unit I) and unanimously approved.

## **PUBLIC COMMUNICATIONS**

The meeting was then opened to comments from non-council members. No Homeowners requested to speak.

## **OLD BUSINESS**

### **a. Member Directory**

Council Vice Chair Rosalie Naigle announced the completion of the community directory and thanked Maxine Tinney for all of her assistance with the project. The new directory has better clarity of the community maps, as well as all lots listed. Homeowners are welcomed to call in corrections if needed. Those who returned the permission slip are in the directory and have been provided a copy. All others will need to obtain a copy at the HOAMCO office.

### **b. City of Prescott Street Maintenance Issues**

Chairman Kent Robinson advised that the Council was attempting to enlist the City Council's assistance with the Street Maintenance problems. Kent reported that he, Scott Lee (Unit IX), Mike Enders (Unit IV), Rosalie Naigle (Unit IV) and Gaye Morgan met with Councilwoman Suttles in December to express concerns about when the city plans to complete the crack seal and maintenance of the roads in The Ranch at Prescott. The City of Prescott's annual budget for street repairs, pavement rehabilitation and pavement preservation is only \$3.02 million, which is inadequate to deal with the backlog of needed street and pavement repairs throughout the City. Also, there are no federal funds received for city street repairs. There was discussion about the City's tax and bonding capabilities as it relates to creating a special district tax to fund the road repair project, which needs to happen this year for bonding purposes. Gaye, Kent, and Rosalie will be meeting with the Public Works Department next week to discuss the future of the road repairs within the community.

### **c. Drainage in Unit II – The Oaks**

Council member Dick Tetreault reported that an engineer was retained to review and make recommendations for the improvement of the Barcelona Way culvert crossing and channel in The Oaks at The Ranch at Prescott. The project entails removing debris, silt, and rock accumulation from 2 out of the 3 clogged drainage pipes, as well as shoring up exposed retaining wall footers. The next step is to get bids from earth moving contractors per the engineer's report. It was also suggested the engineer oversee the project. Association Manager Gaye Morgan advised that this project should be done as an improvement project to the existing drainage channel. **Motion:** Council member Doug MacArthur (Unit VI) moved to proceed with the drainage project in Unit II as soon as a complete report is received by the engineer. Three estimates from earth-moving contractors will be obtained, and the retained engineer will oversee the drainage project. Council member Joan Petty (Unit I) seconded the motion. Motion passed unanimously.

Gaye will discuss with the Engineer the oversight of the project and any additional information required before sending the project out to bid.

Mr. Tetreault then reported on drainage running off of Windmere Circle Lots. Heavy rains come over the swale onto lower lots. No property damage has been noted. It was determined that the area could be cleared of built up debris. **Motion:** Council member Russell Parker (Unit III) motioned to approve to have the swale cleared out for a cost not to exceed \$500.00. Motion was seconded by Doug MacArthur (Unit VI). Motion passed unanimously.

Mr. Tetreault further reported that the committee visited 621 Donny Brook Circle regarding a concern about the responsibility to maintain the outer channel - outlet side, which travels out to a common area. There are two culverts, one completely clogged. A letter provided from the Council stating the HOA is responsible for the "outlet" side of the culvert will be sent to the owner pursuant to the Drainage Policy.

**d. Cul de Sac Restoration**

Council member Doug MacArthur (Unit VI) reported the largest island located on Sunny Cove Circle is a mess and should be improved. Basic landscape improvement is needed with boulders and gravel. There are other smaller islands that should also be improved sometime in the future. Community Manager Gaye Morgan suggested that an overall plan be created to care for unimproved islands, subject to the owners in the cul de sac's agreement to maintain the improvements. This plan would be implemented as funds are available.

**Motion:** Council member Doug MacArthur (Unit VI) motioned to proceed with a beautification plan for the unimproved islands, and create a landscape design and obtain bids for the Sunny Cove Circle island. Motion seconded by Council member Dick Tetreault (Unit VII). Motion passed unanimously.

**e. Firewise Committee**

Henry Lenhart (Unit VII) reported that Firewise has federal grants available. He will be attending a meeting next month to obtain information about the program. Homeowners can contact Ted Ralston, Prescott Wildland Code Enforcement Officer, to schedule fire remediation for a cost of \$100.00. This should be done prior to the fire season beginning.

**f. Newsletter Update**

Council Vice Chair Rosalie Naigle – (Unit IV) stated that the December HOA Newsletter was completed and distributed. Articles for the next newsletter are welcome; deadline March 1<sup>st</sup>. Dick Tetreault (Unit VII) will provide details on the drainage issue. Corrections to the member directory will be posted in the next issue.

**NEW BUSINESS**

**a. Reserve Fund Contribution**

Council member Russell Parker (Unit III) reported that there was a Council decision made in the past to cap reserve fund contributions. A discussion ensued over the use of the reserve fund in conjunction with the drainage improvements anticipated for the Barcelona culvert crossing. **Motion:** Russell Parker moved to replenish funds taken from the reserves, on a quarterly basis; subject to review from the accountant and funds available. Motion seconded by Council Vice Chair Rosalie Naigle – (Unit IV). Motion passed unanimously.

**a. HOAMCO Management Report**

Association Manager Gaye Morgan reviewed the Management report as provided in the Council packets.

Gaye reported she received a letter from a homeowner informing the association that the pipes located in the City right-of-way in front of two of his lots were removed, thus denying him access to his property. The City of Prescott removed the pipes during their cleaning out of the drainage rights-of-way. The City has told the owner they were instructed to remove the pipes by Mr. Lee. The owner is requesting the association have the pipes re-installed so that he can again utilize the area for parking and property access. Kent Robinson (Unit V) stated the pipes are in the City right-of-way, not on HOA property. The City needs to provide proof that the Ranch instructed the City to remove the pipes. Kent will then draft a letter to the homeowner.

There was discussion regarding the HOA's sign policy. It was suggested that the sign policy be forwarded to the sign companies who install the signs. This may result in more cooperation in the placement of For Sale signs. Joan Petty will provide Gaye Morgan with the addresses of the sign companies and she will send out the policy.

The appreciation plaques will be distributed at the next meeting.

The owner of 522 Lark Haven was granted a street parking variance for his daughter who can not safely access the driveway due to a disability.

**FUTURE AGENDA ITEMS**

The following future agenda items were suggested: The Ranch Newsletter update, No Soliciting signs, drainage, and Defensible space.

**ADJOURNMENT**

There being no further business to come before the Council the meeting adjourned at 4:30 PM.

Respectfully submitted,

Russell Parker, Secretary