



**The Ranch at Prescott
HOA Council Meeting Minutes
October 24, 2013**

ATTENDANCE

Council Members in attendance were Kent Robinson-Unit V, Billie Powell-Unit II, Russ Parker-Unit III, Mike Enders-Unit IV, Will Hansen-Unit VI, Dick Tetreault-Unit VII and Terry Madeda-Unit IX. Alternate Council Member in attendance was Scot Lee-Unit IX. Also attending were Tim Graves, HOAMCO Association Manager and Donna Forster, Minutes Taker.

CALL TO ORDER/ESTABLISH A QUORUM

Tim Graves, HOAMCO Association Manager called the meeting to order at 3:05 pm. A quorum was established.

ELECTION OF OFFICERS

The Ranch Council election results were announced as follows:

- Unit I: Clark Moskop, Representative; no Alternate
- Unit II: Billie Powell, Representative; Jim Lundquist, Alternate
- Unit III: Russ Parker, Representative; Bill Hopper, Alternate
- Unit IV: Mike Enders, Representative; Rosalie Naigle, Alternate
- Unit V: Kent Robinson, Representative; no Alternate
- Unit VI: Will Hansen, Representative; Richard Muth, Alternate
- Unit VII: Dick Tetreault, Representative; Rob Spencer, Alternate
- Unit IX: Terry Madeda, Representative; Scot Lee, Alternate

Motion: Dick Tetreault-Unit VII moved that the Election of Officers for the Homeowner's Association of The Ranch at Prescott determined as of this date, October 24, 2013, be approved as a substitute for the Election of Officers that was not able to be conducted at the conclusion of the Annual Meeting held on September 12, 2013, as specified in the Bylaws of the Association. Mike Enders-Unit IV seconded the motion which passed unanimously.

Nominations for Chairs:

Mike Enders nominated Kent Robinson as Chairman of the Council, which was approved by all present.

Kent Robinson nominated Russ Parker as Vice Chairman, which was approved by all present.

Kent Robinson nominated Mike Enders as Secretary/Treasurer, which was approved by all present.

At this point, Kent Robinson-Unit V took over as Chairman of the Council and encouraged all members to become interested in volunteering for the Council, to maintain the viability.

APPROVAL OF MINUTES

Motion: Dick Tetreault-Unit VII moved to accept the August 22, 2013 meeting minutes as written. 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 8/31/13 and 9/30/13. September accounting is summarized as follows:

Operating Account AAFS	\$ 37,550
Metro Bank MM Account (Operating)	\$ 241,566
AAFS Reserve MM Account	\$ 51,560
AAFS Operating MM	\$ 54,249
Construction Deposit MM	\$ 22,000
Accounts Receivable Assessments	\$ 5,483

Motion: Mike Enders-Unit IV moved to approve the 8/31/13 and 9/30/13 Financial Reports as presented, subject to audit. The motion was seconded by Billie Powell-Unit II and passed unanimously.

PUBLIC COMMUNICATIONS: none

OLD BUSINESS

a. Newsletter: Tim Graves reported the September 2013 newsletter has been distributed to all HOA members and included information about the 2013 Annual Meeting. Tim welcomed any articles for the newsletter from the Council and will send the draft copy of the newsletters to the Council members for their review prior to publication.

NEW BUSINESS

a. Assessments/Number of Lots to be Determined: Discussion was tabled

b. Firewise Estimate Approval: Tim Graves received three comparable estimates by Firewise certified vendors to do the clearing on Lee Boulevard: KENCO, Jonny’s and Smokey Pine. It was decided that two vendors would share the work which would result in less time on The Ranch property and less traffic disruption. Dick Tetreault-Unit VII and Tim Graves agreed to be on site every day of the clearing. The Firewise grant will pay for half of the work, which is expected to be about \$30K. **Motion:** Mike Enders-Unit IV moved to authorize expending not-to-exceed (NTE) funds of \$30K for the Lee Boulevard clearing with two crews, Jonny’s and KENCO, with implementation of the details delegated to Tim Graves. Russ Parker-Unit III seconded the motion which passed unanimously. Tim Graves will check on the property lines and their markings with the assistance of Scot Lee-Unit IX and Terry Madedda-Unit IX. Tim Graves will also discuss the clearing with Firewise Coordinator Gary Roysdon (PAWUIC) and get his final approval. Dick Tetreault-Unit VII noted a Firewise Committee was needed which could include all Council members as well as any homeowners interested.

Motion: Dick Tetreault-Unit VII moved that the Firewise Program for The Ranch at Prescott receive Logistical Support by the Homeowners Association of The Ranch at Prescott. This Logistical Support will include, but is not limited to, the following: Primary mail location –

HOAMCO; Primary meeting location – HOAMCO; Primary Fire Retention location – HOAMCO; Management Assistance by the Community Association Manager – HOAMCO; Primary repository and accounting for all Income-Expense received or paid on behalf of the Firewise Program for The Ranch at Prescott – HOAMCO. Russ Parker-Unit III seconded the motion which passed unanimously.

c. Street Evaluation Proposal Update: The Council is awaiting the final report from SWI Engineering regarding the evaluation and status of the streets in The Ranch. SWI is keeping Kent Robinson-Unit V and Tim Graves apprised of any activities; SWI has requested documents from the City of Prescott.

d. Bylaws-Election of Officers: Completed earlier in the meeting

e. Signage Guidelines and Policy Review: The Council reviewed CC&R 3.14 Sign Policy provided in the Board packet and noted the word “political” should be stricken. Also noted was that the Council will report signs that appear to be out of compliance with City Codes and the City will enforce the sign removal policy. Signs may not be on the City right-of-way. Political signs may only be on private property.

f. 2014 Budget Approval: Motion: Mike Enders-Unit IV moved to approve the budget as submitted. Russ Parker-Unit III seconded the motion which passed unanimously. **Motion:** Mike Enders-Unit IV moved to amend his motion to include, **if the number of lots assessed change, then figures within the budget will also have to change.** Russ Parker-Unit III seconded the amended motion which passed unanimously.

g. Firewise Priority List/Common Areas: The Council discussed the priority list for Firewise clearing and agreed that the two main areas of Lee Boulevard would be the first to be cleared and Mystic Heights would be done second, in 2014.

h. SB1454 Update: Tim Graves reported, as a result of lawsuits regarding SB1454, there will be no changes to the Lease Agreement and there are no outstanding HOA issues as related to any Legislative bills.

i. Unit VII Assessments: Kent Robinson-Unit V noted assessments for Unit VII will be collected. Unit VIII will not be included in The Ranch: Unit VIII could only be included if there was a request from the developer and with 67% of the voting members approval of including Unit VIII.

HOAMCO MANAGERS REPORT

Tim Graves presented the HOAMCO Monthly Management Report dated August 23 through October 18, 2013, as provided in the Council packets. Tim thanked the 2013 Council for their assistance and thanked Dick Tetreault-Unit VII for his dedicated efforts towards The Ranch becoming a Firewise Community and for his support of the Firewise Program. It was noted by Tim that HOAMCO Management fees increased 1.5% due to significant improvements to the website, computers, a new interface server and additional social media capabilities.

FUTURE AGENDA ITEMS

a. Trees: Who determines if a tree is dead or alive and what part does the Council have in the decision?

b. Self-help: Tim Graves will research and report the steps required at the next meeting.

c. Entrance Sign: Scot Lee-Unit IX will get prices for the entrance sign to the development but noted the old sign could be replaced, using the old letters, for about \$15K. **Motion:** Mike Enders-Unit IV moved to authorize Bullwhacker to take interim steps to remove the existing

wall with an NTE of \$1,200. Billie Powell-Unit II seconded the motion which passed unanimously.

d. Sign for Mystic Heights

ADJOURNMENT

Motion: Since there was no further business to come before the Council, Kent Robinson-Unit V adjourned the meeting at 4:16 PM and the Council moved into Executive Session.

Respectfully submitted,

Mike Enders, Secretary/Treasurer