



**The Ranch at Prescott
HOA Council Meeting Minutes
October 25, 2012**

ATTENDANCE

Council members in attendance were Dick Tetreault-Unit VII, Mike Enders-Unit IV, Billie Powell-Unit II, Russ Parker-Unit III, Will Hansen-Unit VI, Maxine Tinney-Unit VII and Scot Lee-Unit IX. Alternate Council Member in attendance was Rob Spencer-Unit VII. Also attending was homeowner Patty Holmes-Unit III, Rich Muth-Unit VI, Tim Graves, HOAMCO Association Manager and Donna Forster, Minutes Taker.

CALL TO ORDER/ESTABLISH A QUORUM

Tim Graves called the meeting to order at 3:06 pm. A quorum was established. Homeowner Patty Holmes was introduced.

ELECTION OF CHAIRMAN, VICE-CHAIRMAN, SECRETARY/TREASURER AND APPOINTMENT OF ALTERNATES

Motion: Maxine Tinney-Unit VII thanked Dick Tetreault-Unit VII for his support, valuable background, legal expertise and his two years as Council Chairman and then nominated Dick as Council Chairman for 2012-2013. Scot Lee-Unit IX seconded the motion which passed unanimously. **Motion:** Mike Enders-Unit IV nominated Kent Robinson-Unit V as Vice Chairman. The motion was seconded by Russ Parker-Unit III and passed unanimously. **Motion:** Maxine Tinney-Unit VII nominated Russ Parker-Unit III as Secretary/Treasurer. Mike Enders-Unit IV seconded the motion which passed unanimously. The two new Council members were recognized, Will Hansen-Unit VI and Rob Spencer-Unit VII (Alternate). **Motion:** Russ Parker-Unit III nominated Rich Muth as Alternate for Unit VI. Maxine Tinney-Unit VII seconded the motion which passed unanimously.

APPROVAL OF SUB-COMMITTEES

Motion: Maxine Tinney-Unit VII moved to approve the Architectural Review Committee (Scot Lee-Unit IX, Chairman), and three ad hoc committees: The Ranch Directory (Rosalie Naigle), the Newsletter (Tim Graves) and the Legislative (Dick Tetreault) committees. Russ Parker-Unit III seconded the motion which passed unanimously.

APPROVAL OF MINUTES

Motion: Maxine Tinney-Unit VII moved to accept the August 23, 2012 meeting minutes with the following amendments: **1.** Page 1, paragraph 1, ATTENDANCE, last sentence: 'Wayne Hunter' be changed to 'Wayne and Margianna Hunt' **2.** Page 2, paragraph 2, Public Communications, second to last sentence: 'Wayne Hunter' be changed to 'Wayne Hunt' **3.** Page 3, Assessment Research Review, paragraph 2, last sentence: Add to end of sentence: "or legally replatted prior or subsequent to the purchase." The motion was seconded by Russ Parker-Unit III and passed unanimously. It was noted that the information regarding the Assessment Research Review will be disseminated on the website.

APPROVAL OF FINANCIALS

The Council reviewed the Financial Reports for the periods ending 8/31/12 and 9/30/12. September accounting is summarized as follows:

Operating Account CAB	\$ 1,149
MM Account (Operating)	\$ 74,133
CD Operating Accounts	\$ 238,727
Bank Reserve Account	\$ 34,080
Construction Deposit	\$ 18,500
Accounts Receivable Assessments	\$ 4,358

Motion: Scot Lee-Unit IX moved to approve the 8/31/12 and 9/30/12 Financial Reports as presented, subject to audit. The motion was seconded by Mike Enders-Unit IV and passed unanimously. It was noted that a compilation was being performed on the financials this year.

PUBLIC COMMUNICATIONS

a. Maxine Tinney-Unit VII discussed The Ranch street maintenance and repair (chip sealing) and expressed concern that some of the work expected to be done by the City was not done nor was it included in the 2014-2015 budget. Maxine suggested that perhaps the activation of a Government Liaison Committee to meet with City officials about this issue in the Spring would be helpful. Mike Enders-Unit IV volunteered himself and Kent Robinson-Unit V to meet with the City. It was mentioned that anyone with ideas for the justification of this work, i.e., safety factors, heavy traffic on Lee Boulevard, Lee Boulevard a major evacuation road, etc., to communicate those ideas to Tim Graves. It was also suggested that the City be requested to state any road repair commitments in writing.

OLD BUSINESS

a. Assessment Collections Notification – Tim Graves: Tim stated that the draft letter had been completed and the language would be finalized during the Executive Session today.

b. Newsletter – Tim Graves: Tim Graves, the new editor of the newsletter, thanked Maxine Tinney-Unit VII for her assistance and reported the newsletter went out earlier in October and the next newsletter will go out in January. The cost for mailing the newsletters is approximately \$600 and it was suggested that a survey be included in the next newsletter to ask if homeowners would like the newsletter emailed.

c. 2013 Budget/Draft Review: Tim Graves distributed a draft 2013 Budget as of 8/10/12 showing there were 933 lots with homeowner assessments of \$125 each, totaling \$116,625. "Other Expenses" were at \$2,500 and increases to the Reserves were up about \$13,000.

d. Newsletter Schedule and Content for 2012-2013: Maxine Tinney-Unit VII presented the schedule and contents of the upcoming newsletters.

e. State Trust Land – Badger Peak: Dick Tetreault-Unit VII wanted to make everyone aware that up for vote this year on Propositions 119 and 120 is that the State be allowed to exchange trust lands and that, for The Ranch, it is an aesthetic issue.

f. Real Estate Sign Inspection: Dick Tetreault-Unit VII discussed the real estate signs. It was suggested that the Council become pro-active in enforcing the sign policy, since homeowners/realtors had all of 2012 to bring signs into compliance. Tim Graves and Dick Tetreault-Unit VII will draft a courtesy reminder letter that as of January 1, 2013, non-compliant signs are not allowed. Also recommended was a compliance drive in January and a follow-up with violation letters, if required.

NEW BUSINESS

a. Approve 2013 Budget: Motion: Russ Parker-Unit III moved to approve the 2013 Budget. Mike Enders-Unit IV seconded the motion which passed unanimously.

b. Firewise Update: Dick Tetreault-Unit VII discussed the positive results of becoming a Firewise community. It was noted that homeowners are not required to participate in Firewise activities/lot clearing. The Fire Department only makes recommendations when the lots are reviewed/assessed. A benefit may also include an insurance credit if one lives in a Firewise community. **Motion:** Mike Enders-Unit IV moved to authorize submitting an application/plan for becoming a Firewise Community with a not-to-exceed amount of \$2,000. The motion was seconded by Scot Lee-Unit IX and passed unanimously. Dick Tetreault-Unit VII, Scot Lee-Unit IX and Rob Spencer-Unit VII agreed to be on the Firewise committee. Dick will look into having the lots assessed.

c. 2013 Council Meeting Schedule: Tim Graves presented the Council meeting schedule for 2013 as follows: 1/24/13, 3/28/13, 5/23/13, 8/22/13, Annual meeting on 9/12/13 and final meeting in 2013 on 10/24/13.

d. Electronics-Scanning Project: It was suggested that personal Council member records regarding Council business be scanned into the database. Mike Enders-Unit IV recommended that the subject be placed under "Old Business" on the next agenda and that the Council defers the discussion until Kent Robinson-Unit V can attend the meeting. The council agreed by consensus.

e. Membership Questionnaire: Dick Tetreault-Unit VII will begin a draft questionnaire to go out with the next newsletter and requested council members submit ideas to him.

f. Legislature-Lobbyist: Dick Tetreault-Unit VII noted that realtors have lobbyists, however, there are no lobbyists for HOAs. It was decided that Tim Graves will contact the Community Association Institute to get a better understanding of CAI's role and their accessibility to lobbyists.

HOAMCO MANAGERS REPORT

Tim Graves presented the HOAMCO Monthly Management Report dated August 24, 2012 through October 18, 2012, as provided in the Council packets. Tim noted that three AmTrust CDs will need to be renewed, rolled over or changed before the next Council meeting in January. Since CD rates are extremely low, Tim recommended moving all CDs into Metro Phoenix Bank HOA Money Market at a .65% interest rate. It was questioned whether or not the money market was insured. Tim will check and seek approval of the CD transfers from the Council by email.

FUTURE AGENDA ITEMS

Maxine Tinney-Unit VII requested that Tim Graves supply her with the following information: 1. Total number of The Ranch at Prescott Assessment Statements sent by HOAMCO as of 12/31/12.

2. Total number of properties listed on HOAMCO's Standard Homeowners Report-Owner/Resident Listing as of 12/31/12. 3. Total number of properties which have paid assessment of \$125 as of 1/23/13. Tim agreed to give Maxine the requested information.

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 4:44 PM. The motion was seconded by Scot Lee-Unit IX and passed unanimously. The Council then moved into Executive session.

Respectfully submitted,

Russ Parker, Secretary/Treasurer