



**The Ranch at Prescott
HOA Council Meeting Minutes
October 28, 2010**

ATTENDANCE

Council members in attendance were Scot Lee-Unit IX (Pro Tem Chairman for elections), Russ Parker-Unit III (Vice-Chairman), Dick Tetreault-Unit VII (Secretary/Treasurer), Joan Petty- Unit I, Billie Powell-Unit II, Kent Robinson–Unit V, Rich Muth-Unit VI, and Dion Mannen–Unit VII. Alternate Council Members in attendance included Mike Enders–Unit IV, 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

Pro Tem Chairman Scot Lee-Unit IX called the meeting to order at 3:03 p.m. A quorum was established.

ELECT OFFICERS

Motion: Kent Robinson–Unit V nominated Dick Tetreault-Unit VII as Chairman, who accepted the nomination. The motion passed unanimously.

Motion: Mike Enders–Unit IV nominated Kent Robinson–Unit V for Vice-Chairman, who accepted the nomination. The motion passed unanimously.

Motion: Kent Robinson–Unit V nominated Russ Parker-Unit III for Secretary-Treasurer, who accepted the nomination. The motion passed unanimously.

The new Council Members (M) and Alternates (A) are as follows:

Unit I-Joan Petty(M); Unit II-Billie Powell(M); Unit III-Russ Parker (Secretary-Treasurer); Unit IV-Mike Enders (M) with Rosalie Naigle as Alternate; Unit V-Kent Robinson, (Vice-Chairman); Unit-VI Rich Muth (M); Unit VII- Dick Tetreault (Chairman), Dion Mannen (M), with Michael Peters (A) and Maxine Tinney (A); Unit IX-Scot Lee (M).

At this point, Dick Tetreault-Unit VII resumed the meeting as Chairman.

APPROVAL OF MINUTES

Motion: Billie Powell-Unit II moved to accept the August 26, 2010 Meeting Minutes. The motion was seconded by Russ Parker-Unit III and passed unanimously.

APPROVAL OF FINANCIALS

The Council reviewed the Financial Reports for the periods ending August 31, 2010 and September 30, 2010. September accounting is summarized as follows:

Operating Account CAB

\$ 48,533

MM Account (Operating)	\$ 101,352
CD Operating Accounts	\$ 102,374
Bank Reserve Account	\$ 28,961
Construction Deposit	\$ 16,000
Accounts Receivable Assessments	\$ 4,400

Motion: Joan Petty-Unit I moved to approve the August 31, 2010 and September 30, 2010 Financial Reports, reserving any contrary findings of the annual audit. The motion was seconded by Dion Mannen–Unit VII and passed unanimously.

The Council requested that any significant financial changes in future reports be brought to the Council. Ruta Norkus agreed to note any changes and inform the Council.

PUBLIC COMMUNICATIONS

None

OLD BUSINESS

a. Newsletter – Maxine Tinney–Unit VII on behalf of Rosalie Naigle, Unit IV

Maxine Tinney–Unit VII reported the newsletter was published in a timely manner; however, two misspellings were overlooked. A “Thank You” letter to Prescott Councilwoman Suttles, who spoke at the Annual Meeting, was omitted; since that time, Maxine Tinney–Unit VII sent a “Thank You” letter on behalf of Rosalie Naigle, 2009-2010 Chairman and Scott Lee, Interim Chairman.

Maxine Tinney–Unit VII also reported the Council bios and photos will go out in the December newsletter, which will be distributed about January 15, 2011. Maxine Tinney–Unit VII also noted that she, Joan Petty- Unit I, Rosalie Naigle-Unit IV and Mike Enders–Unit IV have volunteered to be on the As Hoc Newsletter Committee.

b. Road Line of Site Clearing and Dead Brush Removal – Ruta Norkus

Ruta Norkus reported Jonny’s Landscaping had proposed \$900 for the road line of sight cutting, primarily on Lee Boulevard, which also includes the cutting back of some branches, dead wood pick up and supplying the chipper, pending Council approval. A concern was raised over large bushes at the curbs, blocking traffic views, and an example given was Rainbow Ridge. Also discussed was the financial burden to the Council. **Motion:** Kent Robinson–Unit V moved to carry out the brush cutting program as performed in the past and accept Jonny’s proposal for \$900. Mike Enders–Unit IV seconded the motion which passed unanimously. Also noted was a tree obstructing the line of sight at the corner of Sandpiper and Lee, Lot 31. Ruta Norkus will make sure it is included in the brush cutting.

c. 2011 Budget – Ruta Norkus

Ruta Norkus reported the draft budget for 2011 was sent to the Budget Committee for review. HOAMCO Management fees increased by 1.4%; there would be no homeowner dues increase and funds were still being contributed to the Reserve Fund. **Motion:** Kent Robinson–Unit V moved to approve the 2011 Budget. Russ Parker-Unit III seconded the motion which passed unanimously.

d. Updated Signage Guidelines– Maxine Tinney–Unit VII

Maxine Tinney–Unit VII reported she and Ruta Norkus worked together on the Legal Affairs Committee to revise the “Sign Policy & Application 03-16-2009” and provided the draft of “The Ranch at Prescott HOA Sign Guidelines and Policy 10-28-2010” for the Council’s review and comments. The Council made several suggestions including but not restricted to:

1. Include a statement that the Ranch HOA requires full compliance with AZ State Statutes and the City of Prescott Code;

2. Change the wording regarding the signposts to be more in keeping with the AZ State Statutes;
3. The AZ Revised Statutes and the City of Prescott Code, should be changed to the "Summary of AZ Revised Statutes-33-1808 F and the "Summary of City of Prescott Code- Chapter 8-6-2" in the Sign Guidelines and Policy.

Maxine Tinney–Unit VII will make the changes the Council suggested and email the revised policy to the Council.

Motion: Kent Robinson–Unit V moved to approve the "Signage Guidelines and Policy" subject to approval of the changes discussed. Joan Petty- Unit I seconded the motion which passed unanimously.

e. Standing Committees– Maxine Tinney–Unit VII

Maxine Tinney–Unit VII discussed the need to appoint people to the Ad Hoc committees. The Council decided to appoint people as the need arose but did agree that the Newsletter and Directory Committees needed to be populated immediately. **Motion:** Kent Robinson–Unit V moved to populate the Newsletter and Directory Committees. The motion was seconded by Rich Muth-Unit VI and passed unanimously. A discussion followed regarding the other Ad Hoc committees, whether or not they were necessary and what to do if a problem arose. The motion was amended as follows: **Amended Motion:** Mike Enders–Unit IV moved to keep the Ad Hoc Committee format and populate them on an as needed basis. Billie Powell-Unit II seconded the motion which passed unanimously.

NEW BUSINESS

a. HOAMCO Management Report – Ruta Norkus

Ruta Norkus presented the HOAMCO Monthly Management Report dated August 18, 2010 through October 22, 2010, as provided in the Council packets. Ruta Norkus also requested that any comments on the September 22, 2010 Draft Annual Meeting Minutes (included in the Council packet) be sent to her by email.

b. Compliance Inspections - Dick Tetreault-Unit VII

Dick Tetreault-Unit VII reported that anyone could participate in the compliance process and suggested a policy that everyone participates in the inspections. Ruta Norkus noted the inspections are held one Wednesday per month during the winter and suggested that inspections occasionally be held at night, to check the lights. Kent Robinson–Unit V requested it be noted in the minutes that everyone is encouraged to participate and all have the opportunity to participate in compliance inspections. Ruta Norkus will send an email notifying the Council of each upcoming inspection.

c. Meeting Schedule and Board Packet – Ruta Norkus

Ruta Norkus requested that the Council "downgrade" the meeting packets, i.e., not have them printed and bound, but emailed instead, to reduce costs. The Council agreed to the email process for Council packets on a trial basis. Ruta Norkus also suggested the 2011 Council Meeting Schedule, found in the Council packet as follows: January 27, 2011; March 24, 2011; May 26, 2011; August 25, 2011; September 15, 2011 (if she can reserve the room at the Hassayampa Inn, if not, then the 14th); and October 27, 2011.

Motion: Mike Enders–Unit IV moved to approve the 2011 Council Meeting Schedule as set forth by Ruta Norkus. Motion was seconded by Joan Petty- Unit I and passed unanimously.

d. Hiking Trail - Mike Enders–Unit IV

As the result of comments from a homeowner during the Annual Meeting regarding the poor condition of the walking trails in The Ranch, Mike Enders–Unit IV walked the trails with three concerns in mind: health, safety and welfare of hikers.

He reported that, in the past, the Council had agreed to keep the trails in a natural state. Mike Enders–Unit IV reported he found the lower portion of the trail very easy to navigate but further on the trail, somewhat more difficult. He expressed concern regarding the culvert areas, some of which were clogged. He suggested signage, i.e., “Natural trail, proceed at your own risk.” It was also noted that the trail was not a public trail but was on private Ranch property and the sign could reflect that as well. It was decided legal advice was needed on the signage.

Motion: Billie Powell-Unit II moved to have signs installed, ex., “Proceed at your own risk” and that Ruta Norkus seek legal counsel from Jim Atkinson for appropriate verbiage. Motion was seconded by Russ Parker-Unit III and passed unanimously. Scot Lee-Unit IX agreed to walk the trails with Mike Enders–Unit IV to look at the culverts to determine what needed to be repaired or cleared and an article will be put in the next newsletter regarding signage, conditions of the trail, private property, etc. Since HOAMCO is also the property manager for Yavapai Hills HOA (which has hiking trails), a suggestion was made to seek their advice on signage before incurring legal fees. Ruta Norkus will discuss the matter with Yavapai Hills Association Manager.

FUTURE AGENDA ITEMS

None suggested.

ADJOURNMENT

Since there was no further business to come before the Council, a motion was made to adjourn the meeting. **Motion:** Kent Robinson–Unit V moved to adjourn the Council meeting at 4:33 p.m. The motion was seconded by Russ Parker-Unit III and passed unanimously.

Respectfully submitted,

Russ Parker, Secretary/Treasurer