



**The Ranch at Prescott
May 28, 2009
HOA Council Meeting Minutes**

ATTENDANCE

Council Representatives in attendance were: Joan Petty-Unit I, Russ Parker-Unit III, Rosalie Naigle-Unit IV (Vice-Chairman), Kent Robinson-Unit V (Chairman), Doug MacArthur-Unit VI, Dick Tetreault-Unit VII, Alternate Representative Maxine Tinney-Unit VII, and Scott Lee-Unit IX. Alternate Council Representatives in attendance included Bud Brown, Peggy Clark, Mike Enders, and Dion Mannen. Also attending was Richard Aldridge, Gaye Morgan, Association Manager and Donna Forster, Minute Taker.

CALL TO ORDER

Chairman Kent Robinson called the meeting to order at 3:00 p.m. A quorum was established.

APPROVAL OF MINUTES

Chairman Robinson called for a motion to approve the April 23,, 2009 Executive Session Minutes. **Motion:** Russ Parker, Unit III, moved to approve the April 23, 2009 Executive Session Minutes. The motion was seconded by Doug MacArthur (Unit VI). The minutes were approved unanimously.

Chairman Robinson called for a motion to approve the April 23, 2009 Meeting Minutes. **Motion:** Rosalie Naigle, Unit IV, moved to approve the April 23, 2009 Meeting Minutes. The motion was seconded by Joan Petty, Unit I. The minutes were approved unanimously.

APPROVAL OF FINANCIALS

The Financial Report for the period ending April 30, 2009 was reviewed by the Council.

Operating Account CAB	\$ 184,603
CD Account (Operating)	\$ 103,076
Bank Reserve Account	\$ 28,674
Construction Deposit	\$ 12,003
Accounts Receivable Assessments	\$ 4,078

Chairman Robinson called for a motion to approve the April 30, 2009 Financial Report. **Motion:** Doug MacArthur (Unit VI) moved to approve the report, reserving any contrary findings of the annual audit. The motion was seconded by Maxine Tinney, Unit VII, and passed unanimously.

PUBLIC COMMUNICATIONS

Chairman Kent Robinson introduced Peggy Clark, sitting in for Alternate Vinny Clark.

OLD BUSINESS

a. Drainage Committee - Dick Tetreault, Unit II

Council Representative Tetreault reported that the Committee has received the construction permit approved by the City of Prescott for the remediation of The Oaks culverts and that three bids were received, ranging from \$79K to \$17K. (Reference handout at meeting "Bid Schedule- Barcelona Way Culvert Crossing and Channel Improvements: Ranch at Prescott HOA.) Richard Aldridge, engineer, discussed the bids and stated that he had previous experience with the work of the lowest bidder, CLM Earthmovers, LLC, and expressed confidence in their work. Richard reported that the low bid was in-line with his estimate for the proposed work. Russ Parker questioned how long the work would take to complete and Richard replied that, dependent upon weather, less than sixty (60) days. Kent Robinson stated that the requirement had been met for obtaining three competitive bids. **Motion:** Doug MacArthur, Unit VI, moved to accept the CLM bid, contingent on CLM being properly licensed and bonded. Russ Parker, Unit III, seconded the motion, which passed unanimously. It was discussed that The Oaks must be notified and that CLM's name should be added to the permit. Scott Lee, Unit IX, stated that certain items needed to be included in the contract. Gaye stated that the contract wouldn't be completed until the bid was awarded by Council and all of the information regarding the proposed work was received. Doug MacArthur reminded the Council that, with the motion, the Council was only accepting the bid, not approving the contract. Gaye Morgan stated she would work to complete the contract and then would send it out by email to the Council for their comments. At this time, Richard Aldridge left the meeting.

Dick Tetreault reported that the Drainage Committee had met at two locations. Lot 363: Review indicated this was a City of Prescott issue and Gaye Morgan contacted the City. The City has responded and will take care of the drainage culvert clean out. Lot 281: Dick reported that the homeowner was concerned about erosion under his driveway. Dick took photos and walked the area. After review of the photographs and discussion, **Motion:** Dick Tetreault moved that the Committee send a letter to the homeowner, stating that there is no imminent danger, that photos were taken as a record of the baseline condition and that is was not necessary to do anything at this time. Scott Lee seconded the motion, which passed unanimously. Doug MacArthur stated that our policy requires that we look at it every year.

b. For Sale Sign Policy Procedure – Maxine Tinney, Unit VII

Maxine Tinney reported to the Council that she had found 104 for sale signs in the City of Prescott's street right-of-way and reported this to George Worley, Assistant Community Development Director for the City of Prescott. Mr Worley stated that the City would enforce the existing code regarding the posting of signs in City streets right-of-ways, but do so for

one street at a time. Maxine also reported that about 50% of the signs in The Ranch violate code (not parallel to the street, in the City right-of-way or not to the correct dimensions). Maxine reported some realtors are starting to comply with code and state law. Gaye Morgan is sending letters to homeowners not in compliance. The second letter to homeowners encompasses a fine. Maxine further reported that realtors who placed signs in the City right-of-way could apply to the City for a permit to do so for a \$200 fee. **Motion:** Rosalie Naigle, Unit IV, moved that the Council create a Sign Compliance Committee. Joan Petty, Unit I, seconded the motion and it passed unanimously. **Motion:** Maxine Tinney moved that the HOA Council share information, through the June 30 HOA Newsletter and communication with realtors and property owners that: The City of Prescott Code 8-6-2 states that "Signs located in, on or across the city right of way are hereby prohibited" and Code 8-6-6 "Violation of any provision of this chapter shall be a civil violation...". The City of Prescott may send letters to property owners, who have non-compliant For Sale Signs, that these signs be removed from the City right-of-way, and if compliance is not met, the City may issue citations for hearings, possible fines and removal of signs. The HOA Council suggests that **property owners who display For Sale Signs insure that their signs are on private property, not on the City right-of-way, by using property pins and white utility tube conduits as a guide.** Based on The Ranch's 28-foot-wide roads, the City right-of-way within The Ranch averages **11 feet from the curb.** A discussion followed regarding making the motion complete, i.e., including the entire code provision and the amount of any applicable fines. Maxine then **amended her motion** to include the entire code provision relating to the signs. Dick Tetreault seconded the motion, as amended, and it passed unanimously. Maxine also stated that homeowners could report non-compliance and remain anonymous by going to the City of Prescott, City Services-Code Enforcement web-site. Rosalie Naigle stated she would include this information in the Newsletter. Joan Petty requested that letters be sent again to the companies who install the signs, notifying them of the City of Prescott Code 8-6-2 and insure that signs are placed on private property, not on the City right-of-way, by using property pins and white utility tube conduits as a guide. Based on The Ranch's 28-foot-wide roads, the City right-of-way within The Ranch averages 11 feet from the curb. Kent Robinson then appointed Maxine Tinney as Chair of the Sign Compliance Committee. A brief discussion followed regarding language in the State of Arizona statute with regard to sign riders. Gaye Morgan will check the interpretation and report at the next meeting.

c. Defensible Space – Hank Lenhart, Unit VII

No report, Council member absent

d. Newsletter Update – Rosalie Naigle, Unit IV

Rosalie Naigle stated that the deadline for all articles for the Newsletter was June 15, 2009, although the preferred date was June 10. Rosalie stated that the next Newsletter would contain articles about on-street parking, finances, unlawful feeding of wildlife, trails, block watch, streets and drainage, defensible space, no solicitation signs, rabies and bobcat alert, chip seal, and election of board members.

e. Cul de Sac Island Landscape – Doug MacArthur, Unit VI

Doug MacArthur reported that there were still three areas that needed maintenance. He advised holding off at the Echo Hills location and proceeding with Woodridge and Equestrian.

NEW BUSINESS

a. Trails Committee appointment – Gaye Morgan spoke with a resident, Mrs. Cox, who agreed to be on the Trails Committee, (not as committee chair) to walk the trails and report to the Council, informing them of maintenance needs on the trails. A discussion followed regarding trail direction signs near Donny Brook Circle where the culverts have washed out. **Motion:** Dick Tetreault moved that trail direction signs be installed. Rosalie Naigle seconded the motion, which passed unanimously.

b. Block Watch – Gaye Morgan provided information from the City of Prescott to try to reignite interest in a community block watch program and information for the upcoming newsletter.

c. HOAMCO Managers Report - Association Manager Gaye Morgan reviewed the Management report dated May 20, 2009, as provided in the Council packets. Gaye reported the independent auditor may have the audit report ready by June and suggested that the auditor make a presentation to the Council, who agreed it was a good idea. Gaye reported on a House bill that is now before the Senate, HB 2034, which would prevent the HOA from enforcing a “no on- street parking” policy. Kent Robinson suggested sending emails to the state representatives and Dick Tetreault suggested attending hearings whenever possible. Dion Mannen noted that parking in the streets was a fire department issue. Gaye Morgan stated that we could still call the police but if the new bill passes, the HOA can't enforce the policy. Gaye Morgan also questioned the possibility of a problem with access across common area near the Liese Well. Scott Lee stated that the well was on land belonging to the HOA. The well maintenance, if needed could be accomplished using a boom truck.

FUTURE AGENDA ITEMS

a. Scott Lee handed out map to the Council showing which streets would be chip sealed this summer. He stated that a contract for the work will be approved by City Council by June 1, 2009 and that the contractor would provide a schedule at that time as to the actual dates the work would be done. The City of Prescott FY2010, including the budget for the chip seal work, has already been approved by City Council.

b. Kent Robinson reported that the annual HOA Council Representatives election process begins in late August to be completed before the Annual Meeting in September. He expressed a need to elect Representatives from each Unit. He noted that no candidates were elected from two Units in 2008, necessitating the Council to appoint these Representatives. He requested that Council members encourage homeowners to consider running for election as Representative from their Unit.

ADJOURNMENT

There being no further business to come before the Council, Kent Robinson adjourned the meeting at 4:30 p.m. and immediately began the Executive Council Meeting.

Respectfully submitted,
Russell Parker, Secretary