



**The Ranch at Prescott
HOA Council Meeting Minutes
July 23, 2009**

ATTENDANCE

Council members in attendance were: Joan Petty-Unit I, Amy Wilcox (for Billie Powell-Unit II), Russ Parker-Unit III, Rosalie Naigle-Unit IV (Vice-Chairman), Kent Robinson-Unit V (Chairman), Doug MacArthur-Unit VI, Maxine Tinney (for Dick Tetreault) and Hank Lenhart-Unit VII and Scott Lee-Unit IX. Alternate Council Members in attendance included Bud Brown, Mike Enders, and Dion Mannen.. Also attending were Richard Aldridge, Engineer from SWI, Gaye Morgan, Association Manager, Michael Allen Peters and Donna Forster, Minute Taker.

CALL TO ORDER

Chairman Kent Robinson called the meeting to order at 2:57 p.m. A quorum was established.

APPROVAL OF MINUTES

Chairman Robinson called for a motion to approve the June 25, 2009 Meeting Minutes. **Motion:** Hank Lenhart, Unit VII, moved to approve the June 25, 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 June 30, 2009 was reviewed by the Council.

Operating Account CAB	\$ 47,898
CD Account (Operating)	\$ 77,602
Bank Reserve Account	\$ 18,444
Construction Deposit	\$ 6,006
Accounts Receivable Assessments	\$ 3,606

Gaye Morgan noted that there were only three CDs showing on the balance sheet because one had been rolled over to the Money Market account as it was providing a higher interest rate. Chairman Robinson called for a motion to approve the June 30, 2009 Financial

Report. **Motion:** Maxine Tinney, Unit VII, moved to approve the report, reserving any contrary findings of the annual audit. The motion was seconded by Doug MacArthur, Unit VI, and passed unanimously.

PUBLIC COMMUNICATIONS

There were no Members present to address the Council.

OLD BUSINESS

a. HOA Audit Recommendation Review – Gaye Morgan began a discussion concerning the recommendation by the auditor that the Treasurer approve payment for all Association bills. The Board decided that the invoices and corresponding checks will be scanned and e-mailed to the Treasurer for his approval before payments are mailed. The approved invoices will be included in the Council packets.

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

Maxine Tinney reported that Gaye Morgan and Rosalie Naigle are still monitoring “For Sale” signs posting and have been getting improved compliance of Property Owners to the City of Prescott Code 8-6-6. An Enforcement Code Officer indicated that the City of Prescott's Community Development Office would be sending some letters to Realtors or Homeowners who are not in compliance with City Code. Maxine will follow up with a confirmation email.

c. Drainage Committee - Dick Tetreault, Unit II Deferred to later in the meeting.

d. Defensible Space – Hank Lenhart, Unit VII - Nothing to report.

e. Newsletter Update – Rosalie Naigle, Unit IV

Rosalie Naigle stated that, thanks to Maxine Tinney, the Newsletter was delivered on July 15, 2009. Rosalie reported that the next Newsletter will cover the election results, the HR2034 on-street parking issue, which was resolved on June 30, 2009, and that more members are requesting their newsletters be delivered by email. Rosalie reaffirmed that any newsworthy articles are welcome.

f. Annual Meeting/Election – Gaye Morgan encouraged each Board member interested in becoming a candidate for Council Member to fill out the information form in the Board packets and submit it to her by August 11, 2009. The information forms and ballots will be mailed to the membership on Monday, July 27, 2009. Dion Mannen complimented the Board on its accomplishments and encouraged them to seek re-election for another year.

NEW BUSINESS

a. Draft Budget 2010 – Gaye Morgan reported that a draft 2010 budget had been prepared as a starting point for the Council's review and discussion. She suggested a budget committee review the draft budget and finalize it for approval at the August 27, 2009 Board meeting. It is planned that the approved Budget will be distributed at the Annual Meeting on September 17, 2009.

As part of the draft budget, the continuance of the HOAMCO's contract was also discussed. The Board agreed that the contract did not need to be put out for bids, based on previous years' experience. **Motion:** Maxine Tinney, Unit VII, moved that the HOAMCO contract not be sent out for bids, but there would be a discussion about HOAMCO's management fee rates. Russ Parker, Unit III, seconded the motion, which passed unanimously.

b. Web Site – Maxine Tinney recommended that scanned images of the CC&Rs, as posted on the Association web-site, be converted to word searchable files. It was suggested that it would be easier to have someone re-type the document than convert the current images to word searchable files. The website documents will be discussed at the next Board meeting. A disclaimer will have to be added to the new file since it will not be the actual document recorded with Yavapai County.

c. Owner Communication – A letter from William and Joan Preston dated July 13, 2009, regarding Kent Robinson's letter of July 11, 2009, Property Owners, was discussed by the Board. It was concluded that, while the Council does not *endorse* any candidate for any public office, it does have the responsibility to provide pertinent information to members of our community. The newsletter is the forum for this distribution of information. The main purpose of the memorandum of July 11, 2009 was to address the numerous calls received about the posting of political signs and to let members know that they are allowed protected speech under the law.

d. HOAMCO Managers Report - Association Manager Gaye Morgan reviewed the Management Report dated July 16, 2009, as provided in the Council packets.

Gaye reported that during the last Property inspection it was noted that the catch basin at southeast corner of Rainbow Ridge has high weeds and grasses. This area was cut about 2.5 years ago. There is a bid from Jonny's for \$590 to re-cut this area. It was also noted that the corner of Lee Boulevard and Liese had vegetation that was obstructing vehicle drivers view and needed to be trimmed.

It was reported that people have been littering the common area behind The Oaks. After discussion, it was suggested that a No Trespassing sign be posted between the Oaks and the tennis courts to curtail the activities. Gaye will see that a sign is installed.

Gaye then introduced the engineer from SWI, Richard Aldridge. Mr. Aldridge has reviewed the drainage project in Unit II and is recommending no further work need be done at this time. Mr. Aldridge further suggested that routine maintenance of the culverts should be sufficient.

Ms. Morgan then presented an additional bid to clean out the small drain at the end of Barcelona Way. A motion was made to approve the Conner Construction bid for \$1,489 to clean out the small culvert. It was also agreed by the Board that the cleaning of the small culvert should be a one time effort and thereafter ongoing maintenance should be the responsibility of the Oakes HOA. The motion was then amended as follows: **Motion:** Russ Parker, Unit III, moved that the Board approve the bid for \$1,489 to clean out the culvert one time only. Motion was seconded by Hank Lenhart, Unit VII, and passed unanimously.

FUTURE AGENDA ITEMS

Final resolution on HOAMCO contract

Website: convert photo images to word searchable images

ADJOURNMENT

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

Respectfully submitted,

Russell Parker, Secretary