



**The Ranch at Prescott
HOA Council Meeting Minutes
August 25, 2011**

ATTENDANCE

Council members in attendance were Dick Tetreault-Unit VII (Chairman), Kent Robinson-Unit V (Vice Chairman), Russ Parker-Unit III (Secretary-Treasurer), Billie Powell-Unit II, Mike Enders-Unit IV, Rich Muth-Unit VI, Dion Mannen-Unit VII, and Scot Lee-Unit IX. Alternate Council Member in attendance was Rosalie Naigle-Unit IV. Also attending was Ruta Norkus, HOAMCO Association Manager and Donna Forster, Minute Taker.

CALL TO ORDER

Chairman Dick Tetreault-Unit VII called the meeting to order at 3:07 p.m. A quorum was established.

APPROVAL OF MINUTES

Motion: Kent Robinson-Unit V moved to accept the June 2, 2011 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 5/31/2011, 6/30/2011 and 7/31/2011. July accounting is summarized as follows:

Operating Account CAB	\$ 3,438
MM Account (Operating)	\$ 148,872
CD Operating Accounts	\$ 161,247
Bank Reserve Account	\$ 29,081
Construction Deposit	\$ 19,502
Accounts Receivable Assessments	\$ 3,992

Motion: Mike Enders-Unit IV moved to approve the 5/31/2011, 6/30/2011 and 7/31/2011 Financial Reports. The motion was seconded by Kent Robinson-Unit V and passed unanimously.

PUBLIC COMMUNICATIONS - none

OLD BUSINESS

a. Newsletter – Rosalie Naigle, Unit IV

Rosalie Naigle-Unit IV reported the June newsletter was sent out and the email distribution doubled since the previous newsletter, partially because the emailed newsletter is in color and the printed one is black and white. The September newsletter will be 6-8 pages and will cover the annual meeting, with photos. The deadline for articles for the next newsletter is October 5, 2011. Rosalie Naigle-Unit IV reported there is some confusion between the Social Club Directory and the HOA Directory, since many don't realize there are two separate directories and she will include an article about the directories in the next newsletter.

b. Real Estate Sign Frame Standardization - Dick Tetreault-Unit VII

Dick Tetreault-Unit VII reported Joan Petty-Unit I attended a realtor meeting and presented the idea of a standardized sign frame and received no opposition from the realtors. In the letter included in the Council packet from James Atkinson, attorney, dated 8/2/11, James stated there was nothing in the Arizona State Statute that spoke to sign frames. Therefore, the Council proceeded to discuss what kind of sign frames were wanted, how many, how to dispense them to realtors and where they would be stored. Ruta Norkus reported HOAMCO had a storage area and ten (10) frames could be stored in the office; in addition she suggested that realtors email her when they needed a sign frame. The Council decided the heavier metal frames at \$14 each were preferred. **Motion:** Kent Robinson–Unit V moved that the Council require a standard realtors’ sign frame that will be paid for by the Association, at no cost to realtors, with the expectation that the signs be returned to the HOA; that existing signs would be “grandfathered” to the expiration of the listing and that 100 sign frames be purchased at a not-to-exceed purchase price of \$2,000. Russ Parker-Unit III seconded the motion which passed unanimously.

NEW BUSINESS

a. Rule and CC&R Enforcement - Dick Tetreault-Unit VII

Kent Robinson–Unit V reported on a dispute regarding signs for an Open House. A discussion followed on a proposed “Enforcement of Alleged Violations of HOA Rules, Regulations & CC&Rs” found in the Council packet. The Council agreed that violations should be reported to Ruta Norkus, who would see that the proper violation procedures are followed. **Motion:** Mike Enders-Unit IV moved that the policy, “Enforcement of Alleged Violations of HOA Rules, Regulations & CC&Rs” be accepted as written. Kent Robinson–Unit V seconded the motion which passed unanimously.

b. Annual Meeting – Ruta Norkus

Ruta Norkus reported she had received 209 ballots and called for volunteers to assist with the ballot count on 9/12 or 9/13/11. Rosalie Naigle-Unit IV and Russ Parker-Unit III volunteered to count ballots on 9/13/11 at 1:30 PM. Ruta Norkus also noted that last year the Association had “interim” Chairs and officers to the Council were elected at the October meeting; Ruta requested that the Council consider this same procedure for this year and all current officers would hold their positions until the October meeting. The Council agreed. Ruta also reported she will email the 2012 budget to the Council in early September and the budget will be approved at the October meeting.

c. Owner Emails – Ruta Norkus

1. Ruta Norkus noted a letter in the Council packet dated 7/27/11 from a new homeowner regarding trash cans left out as a result of a misunderstanding with the previous owner. The new homeowner requested that the fine be dismissed due to the misunderstanding. The Council agreed and Ruta will send a letter to the new homeowner.

2. Ruta Norkus noted a letter dated 7/23/11 in the Council packet regarding concern over dead trees and brush stacked against his BLM fence, but on the property of the National Forest. The Council acknowledged it was a concern but related that the HOA had no control over the National Forest agency, although previous phone calls had been made. Ruta will send a letter to the homeowner that the area is out of the HOA's control.

3. Ruta Norkus also noted there were "landscapers" in the area seeking work but not performing the work after receiving payment. Ruta cautioned all homeowners to be aware of potential "scams". A notice regarding this matter will be written for the next newsletter.

4. Ruta Norkus reported bow hunters are crossing private property in The Ranch and arrows have been found on the property. Ruta will check with the City and Fish and Game Department to see what can be done.

d. Ponderosa Pine Health in Common Areas – Ruta Norkus and Scot Lee-Unit IX There was concern expressed regarding the health of about 20 Ponderosa Pines in the common areas along Lee Blvd. An arborist from Carescape looked at the trees and related that the trees are going through a natural process and do not appear to be a cause for concern; however, they will monitor the trees again next year. (Reference letter from Carescape dated 8/17/11 in the Council packet) Dick Tetreault-Unit VII mentioned that a homeowner spotted a dead tree and he is uncertain whether or not the tree is on his property. Dick Tetreault-Unit VII will give the information to Scot Lee-Unit IX, who will check on the tree.

e. Certificates of Deposit – Recently Matured – Ruta Norkus

Ruta Norkus discussed the two CDs that recently matured and were moved to the money market (about \$75K); another CD matures on 8/31/11 for about \$25K. Ruta presented rates and timeframes from various banks and the rates were included in the Council packet. **Motion:** Russ Parker-Unit III moved to have the approximately \$100K invested in a seven (7) month CD with AMTrust Bank at a 1.0% interest rate, after the \$25K CD matures on 8/31/11. Rich Muth-Unit VI seconded the motion which passed unanimously.

f. HOAMCO Managers Report – Ruta Norkus

Ruta Norkus presented the HOAMCO Monthly Management Report dated May 28, 2011 through August 19, 2011, as provided in the Council packets. Ruta Norkus noted Bullwhacker and Associates had transferred title of the \$50K bronze horse statue to the Association and the statue was added to the HOA insurance at a cost of \$232. A letter of thanks had been previously sent to Bullwhacker and Associates. Ruta also noted Jonny's Tree and Maintenance was not raising rates for 2012 and Ruta requested that the Council consider, for discussion at the January 2012 meeting, whether or not they wanted her to go out for new bids or remain with Jonny's.

g. Landscaping of Area Near Monument Sign - Scot Lee-Unit IX

Scot Lee-Unit IX noted that free dirt was available to use near the monument for landscaping purposes. **Motion:** Kent Robinson-Unit V moved to allow dirt to be dumped in the area of the monument sign for fill to make the area more suitable for landscaping. Dion Mannen-Unit VII seconded the motion which passed unanimously.

h. Sign for Curve on West Lee Blvd - Rich Muth-Unit VI

Rich Muth-Unit VI noted the curve on West Lee seemed dangerous and questioned whether or not a sign should be installed. Scot Lee-Unit IX will inspect the area and the subject will be on the agenda for the next meeting.

FUTURE AGENDA ITEMS

1. 2012 Budget
2. Contract with Jonny's Tree and Maintenance

3. Sign for curve on West Lee

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 4:25 p.m. The motion was seconded by Russ Parker-Unit III and passed unanimously and the Council moved into Executive Session.

Respectfully submitted,

Russ Parker, Secretary/Treasurer