



**The Ranch at Prescott  
HOA Council Meeting Minutes  
August 28, 2014**

**ATTENDANCE**

Council Members in attendance were Billie Powell-Unit II, Russ Parker-Unit III, Mike Enders-Unit IV, Kent Robinson-Unit V, Will Hansen-Unit VI Will Hansen-Unit VI and Terry Madeda-Unit IX. Alternate Council Members in attendance were and Rosalie Naigle-Unit IV and Scot Lee-Unit IX. Also attending were Tim Graves, HOAMCO Association Manager and Donna Forster, Minutes Taker. Council members absent were Clark Moskop-Unit I. No guests were present.

**CALL TO ORDER/ESTABLISH A QUORUM**

Council Chairman Kent Robinson-Unit V called the meeting to order at 3:00 pm. A quorum was established.

**APPROVAL OF MINUTES**

The May 22, 2014 Meeting Minutes were approved as presented. **Motion:** Mike Enders-Unit IV moved to approve the minutes of May 22, 2014. The motion was seconded by Will Hansen-Unit VI and passed unanimously.

**APPROVAL OF FINANCIALS**

The Council reviewed the Financial Reports for the periods ending 5/31/14, 6/30/14 and 7/31/14. July accounting is summarized as follows:

Operating Account AAFS	\$ 59,310
Metro Bank MM Account (Operating)	\$ 242,438
AAFS Reserve MM Account	\$ 39,983
AAFS Operating MM	\$ 54,362
Construction Deposit MM	\$ 23,500
Accounts Receivable Assessments	\$ 3,225

**Motion:** Will Hansen-Unit VI moved to approve the 5/31/14, 6/30/14 and 7/31/14 Financial Reports as presented, subject to audit. The motion was seconded by Mike Enders-Unit IV and passed unanimously.

**PUBLIC COMMUNICATIONS:** none  
**OLD BUSINESS**

**a. June 2014 Newsletter:** Tim Graves reported the last newsletter went out in mid-July and is posted on the website.

**b. Mystic Heights Signage:** Terry Madeda–Unit IX reported Morgan Sign Company was delayed by the monsoons but would have the Mystic Heights sign logo and letters up within the next three weeks. Terry also noted the lot owner had questioned the placement of the sign but has not contacted Terry since the original discussion. It was also noted the neighboring property’s landscaping was about five feet over on the Ranch property but the Council decided to take no action.

**c. Streets Improvement Process:** Kent Robinson-Unit V remarked that Phase I roadwork has been completed on Lee Boulevard; Phase II will be chip seal and Phase III will be sweeping, repairs and the application of a ¾ inch sealant.

**d. CC&R Compliance Status:** Tim Graves reported the compliance status has been basically the same since 2005. Some lots are approaching the “self-help” stage, where-by the HOA has the lots cleared and bills the owners. There are debris piles that have been there for quite awhile on 5 to 7 lots in Unit IX. The Council agreed that Tim should get quotes for the lot clearings and try and get the owners to have their own lots cleared before moving on to “self-help”. Tim will have the estimates by the October meeting.

## **NEW BUSINESS**

**a. Entry Landscaping Improvements Project:** Kent Robinson-Unit V noted a homeowner had suggested improving the entrance at Gateway Boulevard. The Council discussed the matter and agreed. **Motion:** Mike Enders-Unit IV moved to authorize Tim Graves to pursue hiring a landscape architect to do a preliminary design for the Gateway entrance at an NTE price of \$5K. Russ Parker-Unit III seconded the motion which passed unanimously. Tim Graves will coordinate the areas needing improvement with Scot Lee-Unit IX and it was noted that irrigation is available.

**b. Appointment for Unit VII Council Member:** Since it was necessary for Dick Tetreault-Unit VII to resign from the Council, it was suggested that Scot Lee-Unit IX serve as Council member until the end of the term. **Motion:** Billie Powell-Unit II moved to appoint Scot Lee-Unit IX to represent Unit VII until the end of the term. Russ Parker-Unit III seconded the motion which passed unanimously.

**c. Firewise Update:** Tim Graves reported the HOA received a Title III, \$5K grant to clear property that had not been cleared previously in the common area along Lee Blvd. The HOA also applied for \$20K to complete the work on the remainder of the common area along Donny Brook and Heather Brook, continuing up to Rainbow Bridge. Terry Madeda–Unit IX noted he had Firewise flyers from the Alta Vista Garden Club and requested they be made available at the Annual Meeting on September 17, 2014. Tim Graves agreed.

**d. CC&R Compliance Staffing:** Tim Graves reported he currently surveys the area twice per month in the summer and once per month in the winter for compliance issues. Additional staffing would be beneficial in getting out compliance/violation letters in a timelier manner. The Council agreed to add funds to the FY2015 budget for compliance.

**e. 2015 Budget Discretionary Projects:** The council agreed that excess funds should not be accumulated and should be used for various necessary projects.

**f. Elections Report:** Tim Graves noted that candidates’ names had been submitted for all units and that another candidate and alternate was needed for Unit VII, since Scot Lee’s term would expire at the end of the year. Tim requested assistance in counting ballots on 9/15/14.

**g. Annual Meeting:** The Annual Meeting will not have a speaker this year. Check in time is 3:00 pm and the meeting begins at 3:30.

**h. Website Status/Estimate:** Tim Graves reported that updating the website accurately and promptly by an outside company has been an issue and an alternate solution is being researched. Tim will continue to seek alternatives to the current webmaster.

**i. Lot Maintenance:** Discussed earlier

**j. ARC Chairman:** Kent Robinson-Unit V noted that Scot Lee-Unit IX is a lot owner in the Ranch Unit VII and will continue as ARC Chairman.

**k. Trail Status:** Mike Enders-Unit IV reported he had received a letter from a homeowner concerned about the status of the trail, which has been eroded due to the heavy rains. Scot Lee-Unit VII agreed to hike the trail, take photos and bring back recommendations to the Council for the next meeting.

**l. Drainage:** Erosion from the top down of the creek through Unit II has been occurring. Scot Lee-Unit VII suggested boulders be added and Scot and Tim Graves will get bids for the October meeting. However, this repair work will be after the monsoon season is over. Scot Lee-Unit VII also agreed to put in large aggregate at the bottom of the creek.

**m. Directory:** Rosalie Naigle-Unit IV is in the process of updating the Directory and reported forms were included in the June newsletter and will be included in the September issue for homeowners to complete new information.

#### **HOAMCO MANAGERS REPORT**

Tim Graves presented and reviewed the HOAMCO Monthly Management Report dated May 14, 2014 through August 21, 2014, as provided in the Council packets.

#### **FUTURE AGENDA ITEMS**

- a. Lot Clearings Estimates
- b. Trail Maintenance
- c. Firewise Clearing in Mystic Heights
- d. Drainage in Unit II/Boulders Estimate

**NEXT COUNCIL MEETING:** Annual Meeting to be held on Wednesday, September 17, 2014, at Hassayampa Hotel, Marina Room, at 3:00 pm check-in for the 3:30 meeting. The next Council meeting is October 23, 2014, at 3:00 pm at HOAMCO.

**ADJOURNMENT: Motion:** Mike Enders-Unit IV moved to adjourn the meeting at 4:25pm. The motion was seconded by Russ Parker-Unit III, passed unanimously, and the Council moved into Executive Session.

Respectfully submitted,

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Mike Enders, Secretary/Treasurer