# Prescott Summit Property Owners Association

# Meeting Minutes

July 29, 2016

1. Call to order

Ron Norfleet called to order the regular meeting of the PSPOA at 9:00 AM on July 29, 2016 at 333 White Spar Road, Prescott, AZ 86303.

1. Roll call

Secretary Comstock conducted a roll call. The following persons were present: Ron Norfleet, President, Jos Nikula, Vice President, Delene Fletcher, Treasurer, JB Covey, Member (Excused Absence).

1. Approval of minutes from last meeting

Secretary Comstock read the minutes from the last meeting. The minutes were approved as read. Motion Comstock, Second Nikula. (4-0-1)

1. Open issues
2. Finance/Treasurer Report – Fletcher reported progress on moving and consolidating CD’s to one account under Wells Fargo Bank. Motion by Norfleet, Second by Comstock to do so. Motion carried (3-1-1). One no vote Nikula, One absent vote – Covey.
3. Landscaping Update – Mr. Cory Pratt (Aspen Landscaping) briefed the BOD on ongoing activities regarding the green belt and grass area. Discussion followed by the Board directing President Norfleet to discuss further options on greening the grass with Mr. Pratt. Motion by Comstock, Second by Fletcher approving expenditure of Associations funds for further work on the green belt and grass, not to exceed $300.00. Motion carried 4-0-1.
4. Violations of CCR’s/Letters to PSPOA property owners – BOD discussed the sending of 7 letters of concern to PSPOA property owners. Letters were to discuss items such as sub-leasing, landscaping/lot cleanliness, parking, and dead foliage. BOD will receive from Ms. Leigh Cosby, copies of past form letters sent by the Association. These form letters will be reviewed by the Association’s attorney for applicable language updates. BOD directed the President to send the letters of concern no later than 8-15-16.
5. New business
6. Zoning Update – BOD discussed the need to review the zoning for the subdivision and agreed to discuss the matter further with the Attorney for the Association. President Norfleet to schedule the meeting.
7. Website Update – BOD’s were briefed by President Norfleet regarding the progress of the new website development by Adriana Ahner -Bray. The site development is in the proofing stage, with a BOD update on the site scheduled for Thursday August 4th at 6:30 pm. Ms. Ahner-Bray will set up a “Go to Meeting” so all BOD my attend, as well as members of the association as they wish.
8. New Reports of CCR’s Violation – Discussion above covered regarding letters of concern addressed this new business item.
9. HOA Transfer Fee increase – Motion by Nikula, Second by Norfleet approving an increase of the HOA transfer fee from its current rate of $50.00 to $75.00, with the exception of the current property in escrow, which will still by the $50.00 transfer fee. Association Bylaws will need to be amended to show this current fee Motion carried (4-0-1).
10. Green Card – Member Issues – Ms. Andrea Banks submitted a list of issues regarding landscaping and the green belt area. Those items were discussed and President Norfleet will address them with the landscape contractor. Items submitted are on file with the Association’s Secretary.
11. Green Card – Member Issues – Ms. Leigh Cosby submitted a concern regarding property owners-property upkeep, stating a position that the Association may take on this effort, through the landscape contract, and being reimbursed by the property owner. The BOD agreed to continue to discuss this matter further at the next BOD meeting.
12. Next Meeting Agenda Items – Firewise Update/Ms. Leigh Cosby, Repair of Subdivision Entry Sign (the “U”), Review the Architectural Committee membership – Ms. Nikula.
13. Next Meeting – August 4th, 2016, Thursday 6:30 PM on the Website Update on a Go To Meeting platform
14. Next BOD Meeting – October 7th, 2016, Friday 8:30 AM at 333 White Spar Road, Prescott, AZ 86303
15. Adjournment

Ron Norfleet adjourned the meeting at 10:30 AM.

Minutes submitted by: Comstock

Minutes approved by: Norfleet