**PRESCOTT SUMMIT PROPERY OWNERS ASSOCIATION**

**BOD Minutes for September 13, 2019**

**Board of Directors Present**

Ron Norfleet – President

Tom Watkins – Vice President

Peri Shankar – Director

**Property owners present:**

Jos Nikula, Leigh Cosby, Judy Rae Haley, Nolan Fletcher, Penny Wills, Barbara Norfleet, Praveen Jain, Cindy & Ken Ivey, Bob & Barbra Gitlin, Liz & Greg King, Sharon Duffey.

1. **Call Meeting to order:** Meeting commenced by President Ron Norfleet at approximately 10:00 A.M.
2. **Roll Call:** Three current board members were present and accounted for.
3. **Approval of Minutes from 8-14-19 –** Minutes were not approved. Tom Watkins agreed to rewrite the minutes.

Following 7 items were requested to be included by Tom Watkins in the next board meeting.

1. Establishment of an annual budget.
2. Provide a list of owners behind in dues and how much Firerwise is in arrears. Copies of any letters/responses sent by President and Carpenter Hazelwood.
3. Insurance coverage and obtaining copy of insurance coverage.
4. Board has not selected new accounting firm. Board should interview 3 firms total.
5. Firewise Rebates per latest Account Quick Report is incorrect.
6. Writing own checks and send with letters stating an error was made in Firewise overcharging and undercharging, explaining why, and offering an apology.
7. Current status of tree Cut back on lot 3 at corner of Sheffield Drive and Newport Drive. (A definite safety hazard to traffic entering Newport from Sheffield Drive.)

Ron Norfleet added that when he sends out a proposed agenda to all board members, any comments / suggestions need to be received before the deadline of getting them mailed to the property owners as outlined in our Bylaws.

1. **New Business**
2. **Cease and Desist letter Vice President Watkins.**

President Norfleet informed the board of a potential lawsuit from Dallas Laone over Vice President’s Watkins’ wording on requests for data from the accountant and treasurer to determine scope of refund errors in all 41 PSPOA properties. Copy of Cease and Desist letter was handed out.

1. **Vote on Board Presidents recommendation to remove Tom Watkins from PSPOA’s Wells Fargo Account.**

It was agreed the newly appointed BOD, Leigh Cosby will replace Tom Watkins as a signatory for the Wells Fargo Checking account in addition to Ron Norfleet.

1. **Submit discuss and approve bid for road repair on common area.**

The board agreed to repair only the large pothole in the common area. Road Tech paving submitted the lowest bid for $2400.00 to do repair work. Ron will follow up and also find out about the warranty.

Other: A comment was made from the audience regarding need for street repair at the corner of Newport Drive and Newport Ridge and asked the board to follow through on this request. Tom Watkins agreed to follow up with the City of Prescott.

1. **Submit, discuss, approve on bids for accounting firm/services.**

Ron Norfleet handed out a package from SC Accounting firm as one of the proposed bids. There were no other bids. This item will be further addressed at the next board meeting.

1. **Update everyone on the finalized Firewise refunds.**

It was agreed to use the Spreadsheet provided by Dallas Laone even though there was a discrepancy of $0.16 compared to spreadsheet handed out by Tom Watkins.

All board members agreed time was of the essence and to get rebates out ASAP. Letters will also go out to those homeowners who received an overpayment rebate amount asking for monies to be returned.

1. **Jos Nikula to inform us what a financial committee is and their function. This will be taken into advisement for further study**

Ms. Nikula talked about her experience of being on various committees and expanded on her assessment of what was needed by the Association as follows:

1. The finance committee - The purpose of this committee is to establish a budget, investigate the necessity of a reserve fund, along with additional long-term financial needs.
2. Architectural committee. This is operational with members namely Norfleet, Watkins and Nikula. Watkins is the committee chair.
3. Landscape committee could be combined with a Compliance committee - to monitor home sites for CC&Rs compliance.
4. Web site committee
5. Firewise Committee to continue Firewise protection.

It was discussed that more volunteers are needed to work under these committees as currently Ron Norfleet had to assume a lot of responsibilities

1. **Board vote to fill two vacancies.**
2. Leigh Cosby - Treasurer.
3. Praveen Jain – Secretary, will record minutes of BOD meetings besides other responsibilities.

**Other Communications regarding the PSPOA board:**

Fire Lane sign is confusing on Rhonda Drive. Not enough space for fire trucks to turn around. Need to be addressed.

Penny Wills offered to hold a retreat for all board members to establish better ways of working with each other. The board agreed. A specific date was not established.

Praveen Jain provided input on using a management company based on his involvement with another HOA in Tempe. Several board members and lot owners showed interest in looking into a management company for the Prescott Summit Property Owners Association.

**Green Cards**

**Two green cards were read aloud by Leigh Cosby**

1. Anonymous note left in her mailbox several weeks ago that noted a dead tree in Norfleet’s yard, branches up on easement road along Gitlin Properties (Lots 12&13). Also said that PSPOA was not taking care of the trees and grounds.
2. Leigh Cosby read a letter from a property owner who could not attend BOD meeting.
3. Read board minutes before approval so that people present agree they are accurate.
4. Need 2 signatures. Now Ron Norfleet gets the bills, approves them and signs check. Not a good accounting practice.
5. Why do we pay someone when we have more than capable people in our membership?
6. Are we able to get back overpayments from Firewise homeowners?
7. Who is the secretary-not sure dual job-i.e. President/Secretary is legal?

**Next meeting date:**

The next meeting of the BOD was scheduled for October 19, 2019. This date depends on being able to schedule a conference room at the Public Library.

Meeting was adjourned By President Norfleet at 12:06 pm seconded by Peri Shankar and all in favor.