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PRESCOTT SUMMIT PROPERTY OWNER'S ASSOCIATION

BOARD MEETING June 7, 2023 Prescott Public Library

The meeting was called to order at 3:58 p.m by President Jos Nikula.

Board members present: VP Ken Dole, Treasurer Linda Wirtanen, Secretary Judy Rae Haley.

Director Ron Nor-fleet.

Owner's present: Sharon Duffey, Leigh Cosby, Tom Watkins, Jack Haley, John McMahon, Mike Wirtanen, Jim and Patty Kida and Penny Wills.

Jos advised that she has paid for our yearly dues to the AZ Corporation Commission, but we have been unable to facilitate making Judy Rae our statutory agent, as there are issues with the CC website.

Secretary: Judy Rae advised the minutes of the 5/10/23 meeting have been approved by the Board and with no other corrections provided, the minutes stand as printed. There has been no receipt of correspondence.

Treasurer: Linda says that she refunded the owner who paid twice and she has requested the return of $206.40 paid in error by last year's Board, to the former owner.

--She is working on the records that she has, to determine who owes money for maintenanc dues for 2023. Some who owned more than one lot paid for just one. Reconciling the accounts i sometimes difficult,

—Both Jos and Linda have communicated with last year's bookkeeper requesting all necessary documents/financials and she has failed to comply. Linda says that in general the books are a mess and entries are missing or incorrect and not properly kept. They just found out that the bookkeeper went on vacation until 6/12 and without the records and QuickBooks, Linda can't prepare financial statements. We've been paying close to $200 a month for the services and this is out of line, so finding a new bookkeeper is necessary.

--Linda paid the City of Prescott $174.64, the liability insurance and still needs the figure for E&O coverage. She received a $1 ,000 fee for plan reviews for a new house build --0ur checking account has $29,526 and savings has $15,136.

Jos made a motion, seconded by Linda, that we research new bookkeeping options MOTION PASSED.

Committee reports.

Landscaping- Tom Watkins reported that he physically walked the development with each of 5 landscaping companies who submitted bids to clear our common areas, and the one from Vicente Landscaping was the best and he recommends they be hired. We aren't entertaining bids for clearing of empty lot's 6-foot setbacks.

--lt was decided that Linda would prepare a communication (a postcard?) to the owners of empty lots, with some proposals to facilitate getting the work done, as long as the HOA contributes no monies.

--A discussion ensued about whether we should continue to facilitate having the 6-foot setback done, as it is the owner's responsibility both physically and monetarily, but it won't get done if the Board doesn't facilitate it. In past years we had a workable plan that had owner's pay the landscaper but the HOA collected the money to be sure who paid, This issue is tabled.

Architectural- Mike Wirtanen advised that the plans for the building on lot #89 have been reviewed and the owner is aware of all recommended changes and agreed to making them at the meeting on 6/2/23.

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The committee is also working on finalizing the revision of the Design Guidelines and that should be presented for Board approval at the July meeting.

The revision of the Contractor's Guidelines is tabled

-There has been some owner concerns about a new home's unpainted cinderblock and also some need for erosion controls, which the committee will look into. These items need handled within 6 month's of home completion. Ron will write to the owner of the home giving them a time to comply

Compliance- As this committee had been approved in past Boards, we can proceed with Penny Wills as chair. She has seen, and plans to contact realtors about replacing, unsightly "for sale' signs in the development. She will need to have Board advisement on what she is to do about other compliance issues

--lt was commented that as soon as we get our website straightened out, our compliance policies need to be posted on our website

Firewise- Tom advised that owners Sharon Duffey and Wendy Berns are on the committee he chairs. He plans to meet with Arrow Fire about finishing the common canyon west of Newport Ave in the next couple of months

--John McMahon advised that all but 6 owners mitigated their lots in 2022 and this needs to have a follow-up. The work needs to be done in the spring and grasses need done in the fall. Tom says the committee will make recommendations as to how to get more lots gettinq cleared.

Old Business:

1. The owner who wants to extend their property (the driveway) into the common area by purchasing land from the association, already has part of their property in the common easement by mistake from the builder of their home. This was done early in the developing of the subdivision and wasn't caught until recently. There appears to be no easy way to extend their property as it might involve the city, all of the owners of our association and probably more surveying of the property lines. It was decided that we would consult the HOA attorney for guidance and communicate our findings to the lot owner.
2. The owner who wants to build a bat house on the common area adjacent to his home was to get written authorizations from nearby neighbors, however at least 2 have already said they are opposed. After discussion it was decided that since there is opposition, we need to advise the owner he can't build a bat house. Since we'd told him he could proceed and get neighbor permission, Linda made a motion, seconded by Ken, that our earlier motion to allow the owner to proceed was rescinded and the owner is denied authorization. MOTION PASSED
3. The owner of the trailer parked on his vacant lot was placed on notice that he had to remove it in order to avoid compliance fines and we will advise him of his fines because he has not removed it. Since his home is for sale we would need to put a lien on his property if he refuses to pay.

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1. After investigating sources in our tri-city area, it's appears likely that we may be forced to continue using an attorney with Carpenter and Hazelwood, for our legal needs.
2. We still need to come up with a good plan to get all association members full addresses, emails and telephone numbers
3. A long discussion ensued regarding what to do with our "dysfunctional website", and it resulted in Ken saying he'll follow through on coming up with a course of action. Sharon Duffey volunteered to help with the website. There was also discussion of going back to owner Royce Springer, who voluntarily worked on the site before.

--lt was also mentioned that we have a Facebook page, and it was decided to close that.

1. We need to follow-up and decide how to approach a revision of our documents. Several years ago the CC&Rs were completely redone, Board approved and sent out to owners; but because of the need for a certain number of votes, apathy and a change of Board members, the project failed. Several members have copies of those changes that could be used to pursue it again. Any committee wouldn't need a Board member on it, plus Carpenter and Hazelwood legally approved the revisions at the earlier date.

New Business:

1. The easement access road owned by Lots 89-99 (except 96) which has been torn up by construction still needs to be repaired or whatever is going to be done and the question remains "what role does the HOA play"? Several owners knew from contact with the city, that the access was never up to code as a fire road and was poorly built by one of the developers. After a long discussion, this issue is tabled. It may require a legal opinion.
2. Benches in the common area at Jordan and Newport: John McMahon had offered to buy and set up 2 of them. Some discussion brought out that all owners would have to approve, others thought there could be liability issues, and the Architectural Committee might need to weigh in. Linda made a motion, seconded by Ken, that John McMahon should prepare a presentation to the Architectural Committee with all aspects of installation and liability outlined. MOTION PASSED.
3. It was explained that under no circumstances is anyone other than the Board members allowed to vote at Board meetings.

Inasmuch as the meeting had to end suddenly, the following issues are tabled

President Jos wants to move the annual meeting to the fall, in Nov/Dec.

- Judy Rae wants to make a motion to develop a policy on how to publicize outside correspondence, including emails.

-Ken Dole wants a discussion of a policy to create a "Board packet" for the Board members to receive prior to meetings. What should be in it? Who will prepare it?

Meeting adjourned at 5:30 pm.  
Respectfully submitted.  
Judy Rae Haley, Secretary   
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