**PRESCOTT SUMMIT PROPERTY OWNERS ASSOCIATION**

**BOARD MEETING May 10, 2023**

**Prescott Public Library**

The meeting was called to order by President Jos Nikula at 3:02 pm.

Also present: Vice President Ken Dole, Treasurer Linda Wirtanen and Secretary Judy Rae Haley

Excused: Director Ron Norfleet. Present were the following member owners: John Plait, Sharon Duffey, Tom Watkins, Mike Wirtanen, Krista Scott, Leigh Cosby and Penny Wills.

Jos advised the 5/3 Annual Meeting minutes and the new Board minutes of 5/3 are ready for approval and Linda made a motion to accept the minutes as printed, seconded by Ken Dole,

MOTION PASSED.

Treasurers report: Linda has reviewed recent reports from the bookkeeper and the documents are confusing and she will have to do a more thorough review of the overall accounting and will report back. Jos advised that she thinks we need a Finance Committee meeting in the near future because there are notable errors in last year’s returns, and possibly errors this year so far; and to discuss the pros and cons of in-house bookkeeping and whether to buy new bookkeeping software.

Jos wants to run some things by a CPA she’s known for over a decade. Linda advised

we were charged $350 for the bookkeeper to use QuickBooks and we can purchase it for about that amount (Jos and Tom W said they would contribute to the cost of buying our own software) Ken asked for a copy of the tax returns, inasmuch as there are as many ways of doing the books as there are bookkeepers. Linda said there is an outstanding issue of the bookkeeper being instructed to reimburse the wrong owner for $206.40.

Jos and Linda met with the accountant/bookkeeper 5/9 and as a result Jos feels the accounting needs redone from January 2023, possibly the tax return needs amending and the way the cash and accrual was combined, was not done correctly.

Jos advised she wanted to take some of the agenda items out of order and asked whether there were any additions to the agenda.

1. Bat house: John Plait was asked why the pole for the house couldn’t be put on his property and he said that the pole will be inserted into a concrete sheath and he couldn’t do that on his property. A discussion ensued and John said the bats are only here for a few months each year. AZ Fish and Wildlife states we should never feed wild animals and the bats would have to be on their own. It is important that the nearby neighbors agree to having the bat house in their areas. There is nothing in the CC&R’s or By-Laws prohibiting such an installation. It was decided that John could put up the bat house in the common area “for us” as long as there are no complaints and he maintains it. Linda made a motion that John could install a bat house, donated to the HOA, and seconded by Ken,

MOTION PASSED. A caveat is that if neighbors complained it might have to be removed

and there needs to be a letter in the files with signed authorization from the closest owners.

 2. The driveway encroachment onto common property: Krista Scott advised they bought their

 home not knowing that the builder put part of their driveway on HOAcommoground. They

 wish to have this corrected so that the disputed area is deeded to them. The issue is

 whether the HOA Board can give them an easement. If they receive the property they

 want to move a retaining wall. After discussion it was decided we need some legal advice

 and if it’s doable, the Board would recommend that the Architectural Committee approve it.

Old Business:

 1. Overnight street parking: There has been some miscommunication among owners and it

 was reiterated that there’s no issue with a guest parking for a night or 72 hours to

 load/unload, such as a motor home. People cannot park a work truck, a trailer or motor

 home in their driveway as a common daily habit.

 2. Keys to our PO box: The box has been rekeyed and Tom has a set, but after discussion it

 was decided to have only Linda and Judy Rae have keys. A motion was made by Ken,

 seconded by Linda, to spend $50 to have the box rekeyed for the treasurer and secretary .

 MOTION PASSED

 3. Banking protocol: Jos advised authorized check signatures will need to changed at the

 bank and old ones rescinded. Jos advised we need 2 representatives to go to the bank

 and have an approved copy of minutes showing that, probably Linda and Jos, are the only

 persons authorized to sign checks for the HOA. A motion was made by Ken Dole,

 seconded by Jos, to have the bank change over check writing authority to Jos Nikula and

 Linda Wirtanen, MOTION PASSED. An appointment will be made for the changeover at

 Wells Fargo Bank.

 4. Meeting schedules: A discussion was held regarding when and how many meetings

 should be scheduled. It was decided that we would meet the first Wednesday of the

 month from June through October at 4 to 5:30 pm. We will need to send out a postcard to

 all owners and post the dates on the website. Linda made a motion, seconded by Jos, to

 meet monthly until October, 2023 at the Prescott Public Library from 4 to 5:30 p.m.

 MOTION PASSED. Tom W. volunteered to get the schedule set up with the Library.

As an aside, Jos would like to put out a request, with some type of future mailing, that all owners respond by giving us their current address, telephone number, email address and any other pertinent contact information along with their choice of how to receive HOA messages. We will table this until the next meeting.

5. We have to file with the Corporate Commission yearly and it is due on 6/28/23. Jos

 advised it is $10 and she will do the filing, After discussion as who should be the

 statutory agent, a motion was made by Ken, seconded by Linda, that secretary

 Judy Rae Haley will be the agent. MOTION PASSED

 6. Who should be designated as the person who posts to our website? After discussion,

Ken volunteered to handle the website. Sharon Duffey and Tom Watkins volunteered to help with the website. An owner named Royce helped Ron Norfleet in the past.

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New Business:

 1. Landscapers need new bids/get other bids: Ken advised that he feels that we can’t pay

 for owners’ 6 foot set back to be cleared, however the owners paid directly for the

 service but the Board collected the fees. He feels we should get a better idea of our

 liabilities and only proceed right now to get estimates on the common areas and the

 swale at Newport and Robinson.

1. Do we need an architect to approve home plans? After discussion we determined that

we don’t need to pay an architect to just follow our CC&Rs and our architectural guidelines. It was discussed that these issues need to be resolved quickly and Ken volunteered to be the chair of the committee and Ron will be a committee member. Jos

felt that the committee should have a secretary appointed. Linda made a motion, seconded by Ken, that the Architectural Committee will revise the guidelines to go along with the CC&Rs and come back to the Board for approval and final decision on continuing to hire an architect. MOTION PASSED

1. It comes up every year, owners don’t receive their dues letter: Bookkeepers have been

sending out the letters and it’s not been handled well. After discussion it was decided Linda will do follow-up with owners after the letters go out.

1. Do we need new legal counsel? During past issues and obtaining counsel many have

been unhappy with the advice given. After discussion it was decided that we should try and locate someone outside of Carpenter and Hazelwood and Ken made a motion to contact one Bill O’Leary, seconded by Linda, MOTION PASSED. Also we need to set out the requirements of who on the Board can contact our chosen counsel.

1. As the current bookkeeper was told to reimburse the wrong homeowner, with an overpayment of fees, a motion was made by Ken, seconded by Linda, to reimburse lot owner #109 in the amount of $206.40.

The meeting adjourned at 4:34.

Respectively submitted,

Judy Rae Haley

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