**PRESCOTT SUMMIT PROPERTY OWNERS ASSOCIATION**

**BOARD MEETING July 5, 2023**

**Prescott Public Library**

**NOT APPROVED**

The meeting was called to order by President Jos Nikula at 4:00 pm.

Also present: Vice President Ken Dole, Treasurer Linda Wirtanen, Secretary Judy Rae Haley and Director Ron Norfleet. Present were the following member owners: Tom Watkins, Mike Wirtanen, Leigh Cosby, Penny Wills, John McMahon, Jack Haley and Suzanne Dyet.

Jos began by addressing the 7-2-23 email of John McMahon. His contention of when meeting agendas/minutes need to be posted on the website was addressed by Ken and he advised John that our documents only place time limits on posting of “notices”. In regard to other of John’s comments, Jos asked that in the future he provide sources for his facts or allegations. We can’t respond to him without having a basis for his opinions.

Jos also passed out a write-up on recent AZ legislation that outlines what HOAs can/can’t do in regard to restriction of parking on streets. This issue must be addressed fairly quickly since we

have to poll our owners on whether to keep restrictions, by 6/2025. More will come on this.

Secretary: The 6/7 minutes were posted and printed and Mr. McMahon advised that a change was needed to the Firewise report and that all the lots were mitigated in 2022. The minutes will be corrected and Jos made a motion to accept the minutes with the changes, seconded by Linda. **MOTION PASSED**.

Treasurer’s report: Linda went over the financials and advised she is closing in on working out all the issues of prior poor bookkeeping practices. She has to deal with the fact that the reports of the last 2 bookkeepers are wrong as they failed to interpret the needs of an accrual system. We can’t rely on just any bookkeeper, especially when they charge for work they don’t or should do. She found that we have around $8,000 to the positive. She wrote a check to Costco for $52 for checks. We have about $44,000 in the bank. If we do our own books, there will need to be oversight, such as by an audit committee. The issue then would be privacy, as “just anyone” can’t review our books. Also a budget will have to be prepared. After discussion, Ken made a motion, seconded by Jos, that we proceed, subject to contract parameters, to terminate the current bookkeeping contract. **MOTION PASSED.**

To do our own bookkeeping we will need to purchase QuickBooks and a laptop dedicated just to PSPOA and Linda will research the costs. Ken made a motion that we buy the equipment, seconded by Jos. **MOTION PASSED**.

Linda advised that she has collected 12 delinquent yearly dues payments leaving 7 unpaid.

She recently sent out a postcard to around 50+ owners advising them of our rules about lot clearing and they were given 30 days to clear lots and/or make arrangements, with our help. The HOA DOES NOT PAY FOR ANY OWNER’S LOT CLEARING, but we do facilitate getting the work done and keep track of each lot cleared. Linda will follow-up with the owner’s time limits and when time runs out, we will have the work done and bill the owners. Our landscaper, Vicente, advised they are willing to make contracts for landscaping work with individual owners. We are behind this year with our landscaping and we have about 4 more months of growing and the fire danger.

There has been ongoing discussions of the clearing of a 6-foot buffer zone on undeveloped lots and the idea was started, per Leigh Cosby, to widen lots for egress. We might establish a policy that we facilitate owners getting work done with a landscaper and Ken suggested a committee work on a policy. Maybe part of the landscape committee? As to our policies on lot clearing,

Ken has approval to run any potential legal issues by the HOA’s attorney.

Committees:

Firewise: Chair Tom Watkins states that the finish work on the Canyon by Arrow Fire could be done starting 6/29 and a check was drawn for the work in time and they are still working. The burn part of the job will be done in early 2024. Tom has learned of national efforts by firefighting entities to change the paradigm of fighting fires and he has obtained a movie showing recent progress/analysis of such a change.

Architectural: Ken presented the revised Design Guidelines for Prescott Summit for approval. We won’t be using any outside architects to review building plans and our fees have changed in some areas and specifically the fee to review new house builds is $2500. The fees should be posted on the website along with the Guidelines. The issue of handling compliance on extended building/jobs is tabled. The design guidelines go into effect on 8/1/23. Jos made a motion, seconded by Linda, that we accept the Design Guidelines revision. **MOTION PASSED.**

Mike W advised that the new owners of Lot #109 were given the okay to paint the home “rice bowl”, a white color. The owner/builder of Lot #89 has preliminary approvals by the committee to begin building. A compliance issue of building/projects extending beyond time limits needs an exact policy developed by the committee and presented to the Board.

After consultation with the HOA attorney, it’s determined that the Lot #81 driveway encroachment into the common area is covered by a general easement and doesn’t require any action by the HOA. It was suggested that the owner seek their own legal opinion.

The voluntary park bench addition to the common area by Mr. McMahon was reviewed by the committee and it is approved with conditions: John will need to attach it to a concrete pad, maintain the bench, repair any damages and place it in the approved spots. Ken made a motion, seconded by Jos, that we approve the bench with the conditions. **MOTION PASSED.**

The owner of Lot #81 has decided to build their stairway on their own property and will need to

submit plans for the Committee’s approval.

Landscaping: Tom advised that the issue of dying plants is a result of a nonworking drip system in the common area. He will get a bid(s) for replacing the system and then new plants will need to be planted next spring.

Compliance: Chair Penny Wills wants to have a job description before going further in the position and it was discussed that she would operate, in general, with non-compliance she observes and also take compliance issues form the Board. The Board will need to prepare a description/policy on compliance.

The Board meeting was adjourned without completion of the agenda at 5:30 pm.

The next Board meeting is August 2, 2023 at 4:00 pm at the Prescott Public Library

Respectfully submitted,

Judy Rae Haley, Secretary