**PRESCOTT SUMMIT PROPERTY OWNER’S ASSOCIATION**

**BOARD MEETING September 6, 2023**

**Prescott Public Library**

The meeting was called to order by President Jos Nikula at 3:55 p.m.

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, Leigh Cosby

and Jonathan Conant.

Jos began by making a motion to accept both the minutes of 7/5/23 and 8/18/23 “as approved”.

**MOTION PASSED.** They can now be posted on the website.

Additionally she was asking Ron to follow-up on her 8/16 request to remove any private financial materials previously posted by him, and he just recently did the same thing again and he is to remove them ASAP.

Treasurer: Linda previously sent the Board the Profit and Loss statement, the 8/31/23 Balance Sheet and Accounts Receivable as of 8/31/23. Copies of the P&L and Balance Sheet were available at this meeting.

-There were several owners who had overpaid dues and the total refunds equal $160.72.

Jos made a motion, seconded by Linda, that the amounts be refunded. **MOTION PASSED.**

COMMITTEES:

Landscaping: Letters of thanks were sent to owners by Tom Watkins, in regard to their good landscaping performance, and owner Jonathan Conant was pleased to receive his. Owner Gitlin had also expressed thanks for their letter.

-Lot #95 needs some further landscaping work done on the west side of the property.

-Lots #18 and 14 have been given notice of the need for landscaping work.

-Lot #57 has had trucks, cars with out-of-state licenses, and others, parked on the street. The owner will need to be put on notice. (Jos approached the owner the day after the meeting).

-Tom advised he had informally been assigned tasks related to Landscaping issues and has had minimal help except from Jos Nikula and Linda Wirtanen.  Currently he feels over loaded with Landscape Maintenance, Firewise, Canyon Mitigation, Title III request for Funding, Common area irrigation issues and wants to reduce the load in the coming year.

- Architecture Committee: Ken reported that the Contractor’s Guidelines are complete and they need to be given to the upcoming builders, especially Lots #89 and 3.

-The issue of Lot #57, with unpainted parts of the house, insists he got final approval from architect Stroh, thus we can’t dispute that as of now.

-The owner of Lot #63 has been pouring concrete for decks, etc.

Old Business:

1. After discussion, Ken made a motion, seconded by Jos, that we move the 2024 annual meeting to late summer so the incoming administration will have time to set up procedures for Firewise and landscaping for the 2024 winter and the 2025 spring, because, as happened this year, annual meeting in May, there’s not enough time to organize the necessary steps to prepare for the growing and fire seasons. Dates were discussed and Wednesday

 August 24, 2024 was selected. **MOTION PASSED**

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1. We discussed the ongoing need for policies/procedures/compliance before we can have

a contract with a management company. All Board members will review the issues and make comments ASAP as to how to prepare our policies. We can review the Compliance Policy on our website.

1. Jos and Ken met with AttorneyJason Miller to confirm and go over our issues with landscaping and lot clearing rules and we now have the legal basis to go ahead and prepare the policies and procedures for making rules and compliance protocols.

 In part, Jason advised:

 “…landscaping rules that include lot clearing and firewise principles are permissible….

There are provisions in the Declaration that would allow such rules… and the associ-

 ation could levy fines for violations…(but) it would require the Board to formally

adopt the rules….(and) they would be subject to revision or repeal by a future board.

 (As to a management company) your Bylaws specifically give the Board authority

 to hire (one) and any period of a contract binds future boards, …depending on the

 termination clause.”

New Business:

 1. Jos and Linda researched home owners management companies and decided that the best

one is Tri-City Property Management Services, Inc. The others, working in all/some respects, in Prescott, were Kachina and HOAMCO. A few home developments here that have been unhappy with HOAMCO have moved to Tri-City, so they have a track record with locals.

The best price we received was $1,000 per month from Tri-City and we still have a couple questions for them before we could commit. We have learned that they don’t include Firewise operations in their basic price. We need to check and see if the price is reduced if

we handle architecture commitments.

Jos advised we’ll still need a CPA to prepare our taxes, even with a management company, and Jos has knowledge of a local, downtown CPA, Sylvester Drury, whom she’s worked with before and knows his charges are reasonable and he knows property associations, so we can approach him.

The management company would do monthly drives through the community to check on whatever issues and attend quarterly meetings with us. They don’t meet on weekends or holidays.

The proposed contract is to be reviewed by all Board members to discuss and vote on as soon as possible, with the last possible decision date being at the October meeting.

 2. Linda agreed to take the lead on compiling our compliance policy/rules/procedures for

 Firewise and landscaping and all Board members are to contribute ideas and help.

The meeting adjourned at 5:30.

The next meeting is scheduled for October 4, 2023 at the library.

Respectfully submitted,

Judy Rae Haley