**PRESCOTT SUMMIT PROPERTY OWNERS ASSOCIATION**

**SPECIAL BOARD MEETING AUGUST 18, 2023**

**Prescott Public Library at 1:00 P.M**

The meeting was called to order by President Jos Nikula at 1:00 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 and Leigh Cosby.

Jos advised we were meeting on the issues of setting policies and compliance for weed abatement and firewise protocols, as the summer is ending and landscaping details need to be set quickly. We need a plan for contracting with a management company to handle the details of running the association, with Board oversight, inasmuch as we don’t have the manpower to do all the work.

Treasurer: Linda was able to collect enough records from the former bookkeeper and she prepared a Balance Sheet as of 7-31-23 and a Profit and Loss Statement. These will be updated, as needed, for the 9-6-23 Board meeting. Jos thanked Linda for all her outstanding work on the financials. She covered all areas and has everything detailed and balanced. All liabilities are now accounted for. (Wasn’t me?) asked about an “income” item of $172.00 and that is the ongoing issue from the last Board that improperly paid reimbursement not owed to an owner who hasn’t returned the money. Late fees have been charged for non compliant yearly owner dues at 12% per annum and

we may have to write off some previous unpaid dues/fees. Every owner should know they owe dues every year and there’s no good excuse for us to write-off any. Linda says one owner for this year only partially paid and one who never paid.

Jos thanked Tom Watkins, Firewise Chair, for his continued contributions to the HOA when he keeps watch on almost a daily basis by observing what’s being done with landscaping issues like sprinklers not working and weeds out of control.

WEED ABATEMENT DISCUSSION

Points mentioned by the Board members and contributions also by Watkins and Cosby:

-There is continued contention regarding how owner’s can be made responsible and how to finance the work and then attach liability for non-compliance.

-We need a policy for establishing owner responsibility for clearing a set area of lot frontage of 6 feet, 10 feet, etc. A change to the CC&Rs may be needed with specificity but the rules for changes require a % of owner approval by vote.

- We know we can’t charge owners directly for landscaping, but any policy will require some way for the HOA to keep track of who is doing their lot clearing. In the past there has been a plan of doing work and billing the owners, but that is apparently not legal.

- It may be best to fine for non-compliance vs. paying for the work and then trying to collect from the owners. The latter is not a good way to do this.

--A recent landscaper did work for an owner that was very reasonable, so we need a way to let owners know who might be good to do the work they would contract for. We would just facilitate with a list of people to contact.

-The lot frontage needs weed clearing to prevent possible fire issues with such as a lit cigarette thrown by a passing car and for keeping up the appearance of the development. Owners have been complaining about certain weeds that permeate the properties and cause issues with pets.

-- Compliance issues are 99% firewise.

-We need a policy for exact dates of compliance such as 3//1 or 4/1 and 10/1 yearly for clearing the frontage and July 1 for clearing total lots.

-Firewise protocols will follow the state/county legal requirements and restrictions.

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Legal opinion is needed on:

 How to and who can be recommended as landscapers to the association members.

 Can we set exact dates for firewise clearing of frontage and lots.

 Do we need to change our CC&Rs to formulate a policy

 Can we organize landscaping jobs by having owners send checks to us made out to their

 landscaper of choice. Or do we just have to let them do all arranging on their own. How

 can we legally make sure they comply and make sure non-compliance is fined.

 Do we have a duty to facilitate easing the compliance, particularly with those who live

 far away from their land, by making things easy for them and us.

Old Business: Jos feels that we must have at a minimum 2 people who know exactly how to run the website and she requested that Ron, who’s in charge of the website, write up a description

of how to log-in to the website in order to post items, etc.

Bookkeeping tools: If we were to go to a management company would we want to keep the laptop Linda purchased ($600) for accounting? After discussion it appears we would want to keep our records so that the laptop information would pass from board to board. She will continue to use the QuickBooks. We will want to have any bids from a management company to quote with and without the accounting being done.

New Business:

Interest on fines: We discussed if interest has been charged in the past on unpaid fines and we need to determine a course of action to make certain that escrow agents are informed to enter the fines and interest on Settlement Agreements when properties are being sold.

Management Company: Jos made a motion, seconded by Judy Rae, that we approach HOAMCO

(HOMEOWNERS ASSOCIATION MANAGEMENT COMPANY) for information on the costs of contracting with them for managing our HOA. MOTION PASSED with 4 YES and 1 NO votes.

**FOLLOW-UP ACTIONS TO BE TAKEN:**

1. Jos will contact AACM (AZ Association of Community Managers) to see if there are other management companies that would fit our parameters. (I thought this was the motion and not the paragraph above. I could have remembered this incorrectly)

 2. Jos will approach HOAMCO to find out if they might be a company we could contract with.

 3. Ken will write a letter to Jason Miller, attorney with Carpenter Hazelwood, outlining our issues with weeds/firewise and set up an appointment for him and Jos to have a face-to-face meeting with Jason.

 4. Judy Rae has to send a final fine payment due letter to the owner of Lot #60, with the basic

 fine being $380. Linda will prepare an invoice to go with it.

 5. (I don’t believe Ron agreed to do this. He was going to provide the procedures for only logging into the website in order for administrative tasks to be accomplished – not how to actually perform those tasks).

The meeting adjourned at 2:40 pm.

The next meeting is scheduled for 9/6/23 at the Prescott Library at 4 pm.

Respectfully submitted,

Judy Rae Haley, Secretary,