

**Cliff Rose HOA Board of Directors Meeting Minutes**  
**March 19, 2020**  
**Meeting held via conference call**

**Board Members Present:** Catherine Craig, Robert Sledge, Marty Zwilling, Olivia Lee, Libby Zwilling  
**HOAMCO Manager:** Ashley Beumer  
**Resident Guest:** Peggy Walker

Catherine Craig called the meeting to order at 2:01 p.m.

**Violations/Guest Speakers:** There were no violations to discuss and no guest speakers.

**February Minutes:** Marty made a motion to approve the minutes from the February 2020 meeting; Robert seconded and the minutes were approved.

**Management Report:** Catherine commented that our manager, Ashley Beumer, has been providing us with excellent, detailed reports. Ashley reported multiple residents had called her regarding their January statements; some statements were lost by the homeowners; some were late in paying and some were sent email rather than US Mail. Ashley handled over 25 phone calls and emails.

An RV owner had a question regarding the bill for his RV. This was settled.

The HOA collected over \$650 in fines, assessments and late fees. One homeowner will be moved into collections for failing to pay dues and fines. After a dozen attempts to contact the resident, her account will be going into collections.

To date, there are many residents who have not paid their annual dues.

**Treasurer's Report:** Marty Zwilling gave his report. He advised that there were no unusual transactions, and the period ended with \$39,356.73 in checking and \$44,553.18 in Reserve CDs, for a healthy available balance of \$83,914.91.

New income this period was \$8,091.10, with expenses of \$6,017.00. Amounts of note included \$4,950 for the Fire Mitigation project final payment, and accounts receivable late fees and fines now totaling \$4,990, which was discussed in more detail earlier. YTD expenses are in line with our forecast and extra budgeting for fire mitigation efforts in the common areas this year.

Marty has now moved an additional \$10K to a new Reserve CD, as well as reinvested another \$10K CD that has matured. This brings our reserve fund to a healthy 130%, in anticipation of dipping into the reserve to handle more fire mitigation efforts late this year or next.

**ARC Report:** Olivia reported that she received 10 requests for the ARC's consideration; shed installation; repainting; roof/glass replacement; dog run, security door, fencing, solar panel installation, concrete pad and landscape changes. One request is still pending.

Some residents have commented that they are not sure whether their request for changes was received. Effective immediately, residents submitting an on-line request for ARC changes, will receive an 'auto-response' advising them that their request has been received. Olivia will receive all requests and forward to the members on the committee. If Olivia is unavailable, she will designate an alternate to receive the requests. Ashley will receive a copy for her file. In the unlikely event you should fail to hear anything, call or email Olivia at [cliffroseARC@gmail.com](mailto:cliffroseARC@gmail.com).

**Social Report:** Libby advised that she delivered one basket to a new resident and has been in contact with four other new residents who have yet to move into their new home.

**Maintenance Report:** Robert advised the board that a portion of the split rail fence along Blooming Hills Drive is broken and will need maintenance. Robert will be meeting with the residents who back up to Blooming Hills Drive to discuss what the plan is going forward with this

fence. Those residents will all have to agree to maintain the fence themselves or the fence will be removed.

Robert reported that the lighting in the RV lot is broken and he is waiting on a quote for the fix. He also discussed the defensible space for the RV lot. The entire RV lot needs landscape maintenance. Ashley has received a few quotes for the clearing of the outside of the lot. We still need quotes for the inside. The cost of this work will go into our Fire Mitigation budget. It was suggested that we maintain only the inside of the lot and wait until next year to do the outside.

The contractor we hired to clear the CR140 common space did a great job; however, their equipment has left deep ruts on the service road which may need to be fixed. One board member suggested that the company who caused the damage should be contacted and made to fix the problem they caused. Robert and Ashley will check to see what liability the contractor has as well as get an estimate to fill in the ruts.

**Compliance Report:** There are currently 15 open issues. With the recent rains, we are starting to see weeds pop up. There were several garbage can issues as well. Overall, Cliff Rose is looking good.

Several residents have complained about residents' outside lighting fixtures. This issue is not an easy problem to solve. Our rules give guidelines on the house lights. We have a light meter, but, in order to use it, we must be on the resident's property to measure their light output. In-depth discussion ensued regarding this subject – it is a work in progress.

One resident has had their front yard dug up because of a water main break. Because the homeowner is in litigation with the City, there is no timeframe yet as to when this will be fixed.

**Communications:** Olivia is keeping up with Nextdoor postings. Peggy Walker asked what exactly is involved in communications.

**Website:** Marty advised that he has added several links to the website, i.e., an overview map of our lots and streets, a link to the Yavapai website for further lot details, new pictures, changes to all forms so that residents will receive an auto response to any forms they submit, etc.

**RV Lot:** Rudy Duarte submitted his report that there are 27 spaces occupied and 13 spaces vacant.

The subject of all residents paying for pest control arose from a resident. He suggested that every RV owner should purchase a 'Rid-a-Rat' machine (or equivalent) and handle the rat problem that way. Robert will reach out to the RV owners to get their input.

**Old Business:**

Robert will get a schedule for maintenance from our landscaper, Rodney.

**Firewise:** Linda Jones has put together a committee to work on this issue. They wanted to have residents volunteer to help those residents who are unable to maintain their lots but because of insurance issues, we would need to have a waiver or HOA liability insurance for homeowners to be able to do this. To get insurance would be a minimum of \$300 a year, and Linda does not believe the expense would be worth it at this point since there are other qualifying actions the committee can take. Linda Jones will have an article in April's Quail Trail

The next HOA board meeting will be held on April 16, 2020 at 2:00 p.m. Because of the Coronavirus, the location is to be determined (teleconference or HOAMCO). There will be a notice on our website.

There being no further business, the meeting was adjourned at 3:05 p.m.

Submitted by Libby Zwilling, Secretary