

**Cliff Rose HOA Board of Directors Meeting Minutes  
November 19, 2020  
Meeting held via Zoom conference call & in-person at HOAMCO**

**Board Members Present In Person: Peggy Walker, Marty Zwilling, Bill Colwell, Libby Zwilling  
Board Members Present Via Zoom: Catherine Craig, Olivia Lee, Chris Lewis, Kamie Cismoski  
HOAMCO Manager Present: Ashley Beumer**

**Call to Order: The meeting was called to order at 3:01 p.m. by President, Peggy Walker. Peggy announced that Ashley would now be sending out to all Board members ahead of every meeting a "Board Packet" giving each board member a chance to review beforehand what we would be discussing in the meetings.**

**October 15, 2020 Regular Minutes: Peggy made a motion to approve the Regular minutes and Bill seconded. Discussion ensued regarding when the "approved" minutes were being posted. Traditionally, a draft of the minutes are sent to Board members within one week of the meeting prior to being posted. After all Board members emailed their changes/corrections back to the Secretary, the Final Minutes are sent out to Board members and subsequently emailed and posted on the Cliff Rose website and Next Door for our residents to read. A question was raised about the process and timing of approving our minutes. Peggy recommended that Board members request any changes to the minutes within a week after receiving them and before the final version of the minutes are posted. We will seek to more clearly define our process and timeline in our next meeting.**

**HOAMCO Management Report: Ashley said that she had met with the owner of Arrow Fire Mitigation (Carl) at the RV lot to discuss the clearing of CR 294. She had sent out a note in advance to all Board members advising of the meeting and inviting anyone wanting to attend that meeting of the time and date. Libby and Peggy met Ashley at the RV lot to discuss the fire mitigation matter with Arrow. One Board member asked if the Maintenance Director was invited. Ashley said that all Board members were invited. Our Maintenance Director was unable to attend due to personal reasons.**

There was a question to Ashley as to why she had marked the landscaping task at the end of Short Line as 'completed.' The Board member who raised the issue said she had noticed that the area looked like it had not been taken care of. Ashley will again look into this property.

Since the October meeting, Ashley had received calls from several realtors; a few calls and emails from residents complaining about their neighbors' properties; RV lot questions; painting requests; the City of Prescott work on Marvin Gardens; updates to emails; the possibility of a speed bump placement on Oriental; residents not picking up after their dog(s); street parking; and landscaping.

The RV lot has 10 spots available and 30 spots occupied. One owner has still not paid the fee for her use of the RV lot. The rental charges for that lot remain on the books.

Ashley discussed with Peggy the need to change to a new lock for the RV lot gate. Libby will purchase a new lock and Ashley will advise the current users of the lot. Ashley advised that we look into the possibility of changing the lock/code annually.

**Treasurer's Report: Marty gave his monthly report, showing income of \$726.54 for the past month, and expenses of \$634.19. Activity for the month was low, and there were no expenses of special note. The reserve fund has two CDs, now totaling \$55,331.06. When combined with the Operating Account balance of \$10,235.05, this gives us a current healthy cash position of \$66,545.86. Revenue should start to flow in next period from annual assessments to be billed in December.**

Olivia requested that Marty send her the Treasurer's report in a PDF so she can post on the website. Catherine made a motion to approve the Treasurer's report and Libby seconded.

Libby made a motion to approve the Treasurer's report and Catherine seconded.

**Architectural Review Committee Report:** Kamie reported on the past month's requests. She had received only one request for painting and it was approved.

Peggy brought up an issue on the ARC's procedures. Currently, the ARC written approvals are held on record by the ARC Director and the homeowner through email record communication. HOAMCO receives no notification of any ARC requests or approvals. Sending a record of the actual request and the formal approval to HOAMCO for their records would protect the committee members and provide verification in the future to verify whether an existing modification had been approved. As board positions change, having a recorded log of approvals provides much needed documentation and consistency in record keeping. Our ARC director, Kamie, will work with Ashley on getting a procedure in place.

**Social Report:** Libby had earlier asked the Board President about having Holiday/Christmas decorating contest. That was approved. Libby created a flyer and she and Chris placed a flyer in all the notification boxes. Libby asked the Board for permission to give three prizes -- \$100 for the first prize winner; \$50 for the second prize winner and \$25 for the third prize winner. No one has to "enter" the contest -- just decorate. We will have four or five judges who will drive the neighborhood towards the middle to latter part of December. The prizes will be either cash or gift cards. Bill Colwell approved the money for the prizes and Marty seconded.

Libby reported that she has delivered two welcome baskets to new Cliff Rose residents. Welcome to our new neighbors, Frederic Appel who moved to his new home on St. James Street and Brent and Pamela Wayland who moved to Baltic Street.

Libby is still trying to collect emails and phone numbers from several residents in order to have an up-to-date directory. Many residents have discontinued their land lines and are only using their cell phone numbers. If you have disconnected your home phone line, please contact Libby at libbyzw@cableone.net to update the list.

Peggy asked Libby to create a "contractor/vendor list" for Cliff Rose residents. The list would not be an "approved" or "recommended" list by the Board, but names that our residents have used and they would recommend. Libby will work up a list and, hopefully, have it ready by the January 2021 meeting. Catherine motioned to approve this and Marty seconded.

Chris presented the idea of having two or three Library Book Exchange boxes built and placed throughout the neighborhood. A discussion ensued as to how many of these boxes would be built, the color to be painted; where these boxes would be placed and what the budget would be to build the boxes. The Board approved a \$125.00 budget for each box. Catherine motioned to approve this and Bill seconded.

**Maintenance Report:** Bill advised that he reached out to the City of Prescott on the damage their trucks caused on the Rycosa Road leading to the RV lot. Bill also advised that he spoke to the City about the trash and screws that the City employees were leaving behind. He also said that several areas of the streets that had been redone by the crews were not of quality work. The City responded that they would repair any damaged pavement on Rycosa to our satisfaction. Bill will follow up on the repair work.

Ashley discussed the bid she had received from Arrow Fire Mitigation to do the work on the RV lot and CR 294. The bid came in at \$17,800.00 for the common area and \$5,850.00 for the RV lot. Marty noted that we had anticipated approximately \$18,000.00 for this project. Bill asked if the Board had looked into getting a Grant for this work. This has been looked into and is not feasible. After discussion and considering our budget, it was decided not to do the RV Lot. Catherine made a motion to approve the \$17,800.00 for area CR 294 and Bill seconded.

Our landscaper, Rodney, has placed a straw waddle to prevent erosion on a common area between Boardwalk and Ventnor.

**Compliance Report:** The Board had expressed concern about the language of our courtesy notice. We recognize the need for inclusion of specific language but would like the letter to be written in a kinder tone. Included in the meeting packet were two sample letters, one used by a neighboring association and one that Libby wrote.

We discussed revising the current copy of our "Courtesy Letter." Peggy and Libby will put together a letter and forward it to the rest of the Board for their approval, then forward it on to Ashley who will then run it by her legal department to make sure the wording is accurate. Marty motioned that we go ahead and write up a new letter. Catherine seconded.

The Board received a note from a homeowner who wanted to park his son's RV in front of their home for Christmas. This was discussed at length. We agreed that, upon signing a contract with us, a resident could park their RV temporarily (for a period of less than 2 weeks without charging rental fee during the Holiday) in our lot. We cannot change the City's street parking regulations.

Peggy then discussed a program called "Undeveloped Parcel Maintenance" (UPM). This program would offer all owners of property that has yet to be developed an opportunity to opt in to an annual cleanup that would bring the landscaping of their property into compliance. The work would be done by approved landscapers and verified by HOAMCO. This could be helpful for out-of-state homeowners who are not able to be present to oversee such work. This subject will be further discussed in the January meeting.

**Communications / Web Site Reports:** Olivia has made several updates to the web site, including new pet pictures, new Board member pictures, prior Board minutes, etc. She has also included archived copies of the Quail Trail from 2020 and posted links to the recent minutes on Next Door.

**Quail Trail Report:** Peggy complimented Olivia on her articles in the last Quail Trail and would like her to continue with those types of articles. She asked the Board to think of articles that would build community spirit. The Compliance Directors will include previews of upcoming inspections. For example, Sandy West, our HOAMCO Compliance Officer, will be looking more at painting in the Spring, when the weather is more conducive to painting; weeds will likely be the focus of inspection after the monsoons, etc. Letting our residents know when Sandy will be looking at certain violations will be helpful in anticipating repairs and maintenance.

**Old Business:** Firewise. Peggy asked if we still need this item on the agenda. Peggy will talk to Linda Jones, the Chairperson for Firewise, to discuss this matter. Chris advised the Board that she had called the City and asked if their Firewise crew would pick up any brush that a homeowner has removed from their property. She has done this twice. The City will come and collect the brush/shrubbery. The downside is that the brush/shrubbery could be in the street for up to two weeks. In Chris's case, the cuttings were collected within a couple of days.

**New Business:** Peggy asked about the voting procedure for Board members who are not up for elections. This item will be on the January agenda.

There will be no Board meeting in December. The next meeting will be held on January 21, 3:00 p.m. via ZOOM. All residents are invited to join the meeting via ZOOM conference call. Check the website for directions.

There being no further business, the meeting was adjourned at 4:28 p.m.

Submitted by Libby Zwilling, Secretary