

Cliff Rose HOA Board of Directors Meeting Minutes

August 19, 2021

The meeting was held at HOAMCO

Board Members Present: Peggy Walker, Marty Zwilling, Libby Zwilling, Bill Colwell

Board Members Absent: Olivia Lee, Chris Lewis, Catherine Craig

HOAMCO Manager Present: Ashley Beumer

Residents Present: Chris Colwell

Call to Order: The meeting was called to order at 2:30 p.m. by President, Peggy Walker. A Board packet was delivered to all Board members in advance of the meeting.

Approval of July 15, 2021 Regular and Executive Board Minutes: The Board voted unanimously to approve both the Executive and Regular minutes.

HOAMCO Management Report: Ashley's report included approximately 35 calls and emails from residents and realtors. These included matters relating to ARC questions, tree removal, a rental home, landscaping of the CR140 area, RV lot inquiries, pet owners not cleaning up after their dog and HOA statements.

Ashley reported that she is still awaiting the bills from our landscaper, Rodney of Your Own Retreat. We discussed having our current landscaper and any future landscapers have a contract drawn up with specific work to be completed and a completion date. that we do a Request for Proposal; and that we may want to do a "90-day net" proposal going forward.

Bill asked Marty if there was an open fund for landscaping in our budget. As our Maintenance Director, he would like to be able to make quick decisions for emergency purposes on spending money for certain landscaping issues. Marty said that a small amount (\$100 to \$200) would be acceptable. Large amounts need to go through the Board and Treasurer.

The RV lot has 10 spots vacant and 30 spots occupied.

Treasurer's Report: Marty gave his monthly report, with the finals for July: income of \$485.42 and expenses of \$673.88. Expenses of note included only the HOAMCO fees this month of \$544.54.

The reserve fund CDs now total \$55,648.21. When combined with the Operating Account ending balance of \$20,259.26, this gives us a current healthy cash position of \$77,016.56. We are still operating very close to budget.

Bill motioned to approve the Treasurer's report and Peggy seconded.

Architectural Review Committee Report: Olivia emailed her ARC report noting that the committee approved ten requests, including repainting and landscaping, retaining wall, garage door replacement, one new build plan and irrigation replacement.

Social Report: Peggy reported that the Ice Cream Social held on August 12, was very successful with many of our residents attending and thanked Chris for doing a great job on that.

Peggy advised that the Annual Garage Sale is approaching and Chris will be handling that. The dates set for the garage sale are Friday and Saturday, September 10 and 11, 2021 and Peggy will be sending out an eblast on this to remind our residents.

Also approaching is the Cliff Rose Food Drive to be held on August 28, 2021. Mary Downey will be managing this event.

The Board members present discussed the importance of all Board members either wearing a mask to our meetings or be vaccinated.

Maintenance Report: Bill gave his report that we need to be more succinct with our current landscaper, Rodney. Bill will be speaking directly to Rodney regarding work not yet completed and to clear up any issues.

Bill advised the Board that he had met with some City of Prescott maintenance engineers with regard to our access road that starts from St. Charles and runs parallel to Ventnor on the South / West side of Ventnor (IS THAT CORRECT – SOUTH AND WEST?) Because of the heavy rains we have experienced, the road is washing out and could cause potential damage to some of our homeowners' properties. Bill received information from the City Maintenance Director to help us better understand the issues. This area must be fixed and stabilized. During some of the heaviest rains, Bill took it upon himself to fill up sandbags and purchase waddles which he placed in strategic areas of this access road. We will need to find a Civil Engineer to properly instruct us on exactly what we need to do to permanently fix this road. Ashley will look into finding a Civil Engineer and will work with Bill on this. We will have to hold meetings with the residents in the nearby homes so they, too, will know what they need to do for their own properties to make sure whatever fix we have will work for everyone. This must be a joint effort.

Bill also told the Board that a homeowner on Ventnor Circle whose back yard goes all the way down to St. Charles will need to fix his property. He has a lot of land in the back that is unfinished. With the heavy rains, his property has been flooding the roads on St. Charles and Bloomingdale.

Web Site Report: Marty reported that he has updated the website with all recent news and minutes.

On-going Business: Peggy submitted a draft she has worked up on the responsibilities of the offices of all Board members. She would like the Board position duties spelled out and defined more clearly so that everyone will know exactly what they should be working on. Ashley advised us that we are not using HOAMCO to the extent that is defined in our contract. An updated list of responsibilities will include a list of services HOAMCO provides. We discussed including board approval for large projects submitted to the ARC. -Libby asked when the last time the ARC/Board updated the paint colors for our homes.

Peggy suggested that the website and newsletter (Quail Trail) function under the direction of Communications.

The Board discussed at length the upcoming Cliff Rose Annual meeting. With COVID still with us and more people coming down with the Delta variant, we are concerned with holding the Annual Meeting as we have always done. The past Annual Meeting format was to have a "pot luck" event with all those attending bringing a dish to share. This was enjoyed by everyone in attendance. However, this year is different and everyone is concerned with having a "super-spreader" meeting. We came up with several ideas and settled on one. We need to be respectful of our residents, thus, we will be omitting the pot luck portion of the meeting. Instead we will have individual bagged cookies placed on every table. Coffee and drinks will be available. The packaging of the cookies will be done by Board members wearing gloves and masks. Attendees should consider wearing a mask. An eblast will go out to inform our residents of the change.

Previous to the meeting, Peggy sent out an email to all Board members requesting unanimous approval to use written consent by members to approve the amended and restated CC&Rs. All members responded in the affirmative by 11:00 Saturday, August 14th, 2021. This method allows us to collect written consents beyond the 60-day time period if needed.

There being no further business, the meeting was adjourned at 4:05 p.m.

The next Cliff Rose Board meeting will be held on September 16, 2021, at 2:30 p.m. The meeting will be held at the HOAMCO conference room, 3205 Lakeside Village, Prescott.

Submitted by Libby Zwilling, Secretary