

**Cliff Rose HOA Board of Directors Meeting Minutes  
July 16, 2020  
Meeting held via Zoom conference call**

**Board Members Present:**

**Catherine Craig, Robert Sledge, Marty Zwilling, Peggy Walker, Olivia Lee, Libby Zwilling**

**Residents Present: William Colwell and Chris Lewis**

**Call to Order: The meeting was called to order at 2:01 p.m. by President, Catherine Craig.**

**Guest Speaker: Mr. William Colwell**

**Mr. Colwell wanted to be heard by the board with concerns about a violation notice he received from HOAMCO. After stating his position, Catherine responded with multiple questions. It was agreed that the board would discuss the situation in the Executive Session.**

**Guest speaker: Chris Lewis**

**Chris Lewis noted that her home is directly in front of the Savage lot at the end of Boardwalk Avenue and that the trucks and other equipment is being stored in the large lot. She said that the company that owns the trucks is leaving large amounts of trash behind. As well, it is becoming awfully noisy. Catherine sent an email to City of Prescott – Capital Project Manager – detailing the complaints. He said that he would address the issues.**

**June 18, 2020 Minutes: Peggy made a motion to approve the June 18, 2020 minutes and Catherine seconded. The minutes were approved.**

**HOAMCO Management Report: Ashley submitted her report on the previous month's activities. She had received approximately 20 calls and emails with questions:**

**Cleaning up of CR140 (Ashley has asked our landscaper, Rodney, to put this on the top of his list); missing cat signs posted on all the mailboxes (this is not allowed); sewage plans; a potential buyer calling to get information on Cliff Rose (Ashley answered his questions then referred him to our website); three residents complained about the weeds on a home on States Street; calls about a weed violation; calls regarding political signs being posted in yards before the allowable date and political flags being flown; calls about the RV lot; she has been receiving multiple Tenant Forms from residents and management companies renting out their property. Our landscaper, Rodney, is working on the June/July landscaping schedule.**

**RV Report: Everything is in good order on the RV lot. The entrance chain has been removed. Also, there has been a trailer parked in the lot and we have no idea to whom it belongs. Ashley sent out a notice to all the owners currently renting a spot in the RV lot asking if it belonged to any of them. To date, she has not heard from anyone. It appears that someone entered the property without permission. There was discussion on putting a "boot" on the trailer. The lawyer said that using a boot would not be authorized under our RV rental agreement. We decided to pay for a License Plate lookup to determine the owner. Once we have this information we can find where our process broke down and make corrections.**

**Treasurer's Report: Marty gave his report. Income from annual dues, RV Lot contracts and penalties totaled \$975.03 for the month. Expenses for the month were \$2,899.23. Individual expenses of note included \$1,730.00 for landscaping, \$300.00 for legal fees, and monthly HOAMCO charges of \$627.37.**

**We are tracking very close to budget overall, with one major Fire Mitigation project completed so far for \$16,100.00 in CR140. A second one is still being contemplated for our other large common area, CR294, which could cost about the same amount. We planned late last year to do both of these this year, which would require dipping into our Reserves for about \$33,000. Marty recommends that a decision be made on this move in the 4<sup>th</sup> Quarter.**

**The reserve fund is holding at \$54,756.40. When combined with the Operating Account balance of \$19,813.30, this gives us a current cash position of \$75,197.18.**

Marty noted that we are spending a lot of money on attorneys and suggested that it would be good if we could get a lawyer on our Board. It would be helpful to be able to take our minor questions to a board member rather than hire an attorney to ask these questions.

Our HOA Liability Insurance policy rewrite is now complete, leaving us with Commercial General Liability aggregate coverage of \$2 million, and HOA Officers Professional coverage of \$1 million, per our CC&Rs legal requirements.

He has also conducted an RV Lot fee mid-year review, per an earlier commitment, and recommends no change up or down to the \$20-\$40 fees charged at this time. Our expenses for the RV lot are down this year, but still show a \$30 thousand negative accumulation since 2012 for road maintenance, lot upkeep, pest control and improvements over the years.

Robert motioned to approve the Treasurer's report and Peggy seconded. The Treasurer's report was approved.

**Architectural Review Committee Report:** Olivia reported on the past month's requests. It was a light month for requests. Requests were for repainting a home, installing a shed in the back yard, repairing the concrete on a patio and a questions about changing lights to be compliant with HOA rules. One new lot owner contacted Olivia regarding clarification on what type of house she could have designed for her.

**Social Report:** Libby reported that she delivered four welcome baskets to new Cliff Rose residents. Welcome to all our new neighbors, Maritza Sanchez-Salazar and her son, Andrew Grumbine and Vanessa Serrano, Tim and Heather Owens and Rosemary Self.

Libby mailed out about 30 rental forms to homeowners asking them for information on their renters. She is also continuing her work on the Cliff Rose directory. Please let her know if you have changed your email or phone number or have rented out your home. We have not received many of the forms back. Since it is a CC&R rule, we will be sending out fine notices to those homeowners who refuse to give us the information that is required. Marty and Libby will coordinate with Ashley on this work.

#### **2020 Annual Meeting / When and Where**

Due to the Covid 19 virus, we have to do something different this year. One option is to delay the meeting, but rules specify that it must be held within 15 months of the prior annual meeting. This meant that we could only delay to December in hopes that the virus would be gone and we could meet in person. However, weather could be an impediment and if things with the Coronavirus-19 remain unchanged, that won't work. After discussion, we agreed that the best way to handle the meeting safely is to have an electronic (ZOOM-LIKE) meeting - providing all our residents with the website link to use to join the meeting.

#### **NOTIFICATION OF THE ANNUAL MEETING:**

Each year the Board has to announce to the Cliff Rose community the place, date and time of the annual meeting. How this is done at the "direction of the Board Secretary."

Catherine had sent an email to Libby (HOA Secretary) with options for how notify the community for this year's meeting.

*One option is First Class Mail.* The cost of HOAMCO doing U.S. First Class mail notifications would be about \$1,200. Typically, we send out over 400 annual meeting notices via U.S. mail. However, we get only about 80 responses.

*Another option is to email everyone – reduce costs.* In order to save the HOA money, we decide the best way is to use an email blast. In order for that to work, we would need an email address representing each lot. We currently only have about 75% of the addresses we need. This makes it even more important that we have an email address for everyone. Libby will contact and ask for email addresses for all lot owners for whom we have none (approx. 75).

The decision was made that we would use a hybrid method: send an email to all members for whom we have an email address. The remainder will get notification via USPS.

### **Voting:**

Instead of mailing our paper voting ballots and candidate bios (\$\$), we looked at a few electronic voting applications: "Vote HOA" charges \$775; "Election Buddy" charges \$89. Catherine created a test ballot using Election Buddy to familiarize herself with it. The Election Buddy application would have all the Bios for candidates and voting capabilities. Members would be emailed the Election Buddy website link and a Ballot Identifier to allow members to log on and vote securely. For those who do not provide their email or do not have email, we will be forced to use the U.S. First Class mail to send them the Election Buddy website link and Ballot Identifier. The Board will keep the community informed by placing fliers in our 26 community mailboxes.

### **Agenda:**

We went on to decide the agenda for the Annual Meeting. Since it will be held via internet, we will only be doing the election of Board members and a financial report. If a resident has any questions, they will be asked to send their question to the Board in advance of the meeting. ([ContactCliffRose@gmail.com](mailto:ContactCliffRose@gmail.com)).

**Maintenance Report:** Robert reviewed Rodney's 2020 agenda--he is on track. We need to work on CR 407 (Blooming Hills) again. Robert will inspect the access road on CR140 (between Marvin Gardens and Savage Lane). Re the progress on Marvin Gardens, they are maybe two-thirds done.

**Compliance Report:** Robert did a lighting inspection and found that approximately 50 lights were out of compliance. If a resident receives a notice that their lights are too bright, they can request that Robert go out with the light meter. There are 58 violations that are "21-day" notices; 46 that are "closed." There is only one violation that is on a "monitor" status. Another lighting inspection will be held in the evening in about two weeks. Robert said that they have written a Quail Trail article on what kinds of bulbs should be used to be in compliance with the Cliff Rose rules.

**Weed Abatement on empty lots:** Robert sent an email to the vacant lot owners regarding the maintenance of their property. Only three people agreed to have Robert maintain their lots; the rest will handle it themselves. Should they fail to maintain their property, they will receive notices and fines accordingly. We are aware of one empty lot owner who habitually fails to clean up his many lots. He also refuses to respond to any communications.

**Erosion on Boardwalk:** Following up on the extreme erosion between two homes on Boardwalk near St. James...the homeowner has taken steps to address the problem. He has had a contractor bring in tons of rocks and a vinyl liner to fix this matter. There is still work to be done, but progress is being made.

**Communications Report:** Peggy continues to post Cliff Rose minutes and Board HOA meeting notices on the Nextdoor Site. She will be posting an announcement regarding the new proposed CC&Rs and information on the annual meeting.

**Web Site Report:** Marty continues to keep the web site updated. Catherine asked if Marty could use a separate "pull-down" section for the proposed CC&R's. We want the current CC&Rs to be in the same section as the newly revised CC&Rs (clean version), the red-lined version as well as Questions and Answers from the March 12<sup>th</sup> meeting. Marty may need to move or eliminate other entries to fit this CC&R section onto the website main page. See [CliffRoseHOA.org](http://CliffRoseHOA.org)

**Quail Trail:** Charlotte Anthony will be preparing the next Quail Trail newsletter which will be published at the beginning of August. Libby has written and submitted an article on the September annual garage sale for the upcoming Quail Trail. The dates are September 11 and 12. Catherine has written several articles for the Quail Trail (Lighting, ARC-Prior Approval, CC&Rs, Russian Sage & Annual Meeting). Marty has submitted an article regarding the new forms on the website. Charlotte will send us a draft of the Quail Trail to approve before publishing.

The next Cliff Rose Board meeting will be held on August 20, 2020 at 2:00 p.m. The meeting will be held via ZOOM conference call.

There being no further business, the meeting was adjourned at 3:24 p.m.

Submitted by Libby Zwilling, Secretary