

Cliff Rose Homeowners Association
Open Board of Directors Meeting Minutes
October 19, 2023

- I. **Call to Order:** Donna called the meeting to order at 11:02 am. Quorum was established with Donna Whitmore, Dale Gustofson, Tom Wilhelm, and David Clark (phoned in) each present.
- II. **Appointment of Officers:** Donna first made a motion to appoint Conrad Hearse to the Board of Directors and to serve as the Architectural Chair, David seconded, and all were in favor. Donna made a motion to appoint Tom Wilhelm as the Vice President, Dale seconded the motion, and all were in favor. Donna motioned to have the remaining Board members to keep their previous roles which included Donna Whitmore as President, David Clark as treasurer, and Dale Gustafson as the maintenance director. David seconded the motion, and all were in favor.
- III. **Approval of August 17, 2023, minutes:** Donna asked for any discussion on the last meeting minutes. There was none. Donna mentioned that moving forward she would like to continue the past project of updating the association CC&Rs. Donna also wants to have the Board work on updating the assessment policy and the compliance policy. Donna discussed the need for two policies separate policies as collection efforts are different depending on if money owed is assessment or violation fines. Donna motioned to approve the August minutes, Dale seconded, and all were in favor.
- IV. **Management Report:** Lynessa reported that the Alliance Reserve CD would be maturing next month on the 21st of November and that insurance was set to be renewed at the end of May 2024. HOAMCO has received multiple calls regarding mailbox replacement due to the time taken for replacement. There was a call inquiring how to submit a painting request and another call asking to pick up a hard copy of an architectural form at the office. The next RV lot audit is scheduled for 10/23/23 at 1:00 pm and Lynessa needs to coordinate with David to update the quarterly combo at the gate. The next Quail Trail newsletter will be going out mid-November. Lynessa also reported that the mailbox kiosks have been replaced as of 10/11 and keys have been provided to the residents. There are 19 active compliance violations within the community and as of September 30th there have been 21 sales to date for 2023.
- V. **Treasurer's Report:** Lynessa reported that since Dave was participating over the phone she would go over the financial report for September. Lynessa reported that the operating checking account had \$36,941.41, the debit account has \$1,000, the reserve account has \$43,257.39 and the reserve CD account has \$12,228.36 for a total of \$93,427.16. Prepaid owner assessments accounted for \$2,702.52. The expenses included \$1,844.83 in administrative expenses and \$800.00 in common area.
- VI. **Board Committee:**
 1. **Architectural Report:** Conrad reported there were 13 open requests, and all have been approved. One request regarding a shed installation that has been completed but Conrad mentioned needing to confirm ARC approval, if not Lynessa will reach out asking owners to resubmit their request for approval. Conrad also mentioned the ARC Committee worked on scrubbing color pallets to allow for the colors to be more consistent and added new color files to the website. There are now three-color categories online which include trim colors, garage colors, and home colors. Finding approved colors should now be easier to navigate for owners and future architectural committee members.

2. **Maintenance Committee:** Dale reported that the association has common areas that are unbuildable as shown on the association maps. Twice a year two different landscape companies come in to weed whack at approximately \$8,000 due to the size of the areas needing maintenance. Dale discussed that two individuals came out to look at fire hazards at the common area. Dale wants to determine the priority areas according to the Firewise inspection. Having a 3–5-year plan to keep fire hazard down is very important. Drainage is another issue in the community. There are two areas that are having issues due to drainage and standing water. Dale also discussed that the utility road has sewer lines running under them. Dale met with Cody, a heavy machinery operator who is willing to work with the HOA to improve drainage concerns. There are two new builds on Ventnor that are close to having a wall completed as part of the drainage plan approved by the city. Donna mentioned she wants to meet with the association lawyer as the developer wants to share the cost of drainage improvements. City engineers will only maintain utility roads if they cannot get their equipment in to complete work. Dale also spoke with a county employee who recommended a landscaper who will come out and provide an estimate on drainage areas and to clear some of the brush at the swamp area. Dale’s goal is to address standing water issues in the community. Dale also discussed that there is grant money to Firewise and prior to Covid there used to be a committee that has not been active for 3 years. Donna mentioned the importance of creating a Firewise committee. Individual owners can get a Firewise inspection for free and felt this would be beneficial to the community and owners alike.

VII. New Business:

- **Budget** – Donna discussed wanting to see a budgeted amount regarding lien fees. Donna also asked that the garage sale budgeted amount be moved to the social committee GL. Donna discussed wanting to increase the reserve money that is transferred as well. Lynessa also discussed that any funds not used for operating expenses can be rolled into the reserve at year end.
- **Social Committee activities** – Donna reported that community members Ann, Sharron, Sue, Chris, and Sara have volunteered to run the social committee. Donna would like to institute a hot chocolate social in December to compliment the Christmas Decorating contest . This would create a twice a year social event to get neighbors together.
- **APS proposed powerline** – Michael Byrd with Prescott Creeks contacted Cliff Rose regarding a proposed power line. Donna mentioned the proposed powerline will block the Cliff Rose sign. Donna mentioned that Michael has proposed an alternate to the 4 poles that APS wants to install. APS seemed willing to work with the HOA. Donna asked the Board to decide how they wanted to handle, and that Michael had asked for a letter from the HOA stating that the HOA supports the alternative that Prescott Creeks has proposed. Donna felt it would be beneficial to have a letter from the Board and to have Lynessa email a copy of the alternate proposal to the community. Donna felt it would be important for the community to know what is going to be happening near the community. Donna proposed to send out an email blast regarding the proposed power line route and ask that members email the city asking that they hold off on the proposed and look at alternative routes. Tom seconded the motion. All in favor and motion carried.
- **2024 Meeting Schedule:** Donna motioned to keep the third Thursday of the month at 11 am for the 2024 schedule with the exception of the month of December when there is no meeting. Tom seconded the motion, and all were in favor.

VIII. Old Business

- Firewise – Discussed during maintenance.

IX. Open Forum – No discussion.

X. Adjournment: Donna adjourned the open meeting at 12:58 pm.

Next meeting: November 16, 2023, 11:00 am.