

Cliff Rose Homeowners Association  
Board of Directors  
Meeting Minutes  
July 22, 2010

**Present:** Rusty Parker, Judy Shamitz, Charles Vismeg, Francis Joanes, Marilyn Hurst, Norm Scherer and Linda Wolf. **Committees:** John Newhall, Paddie Braden and Rich Strick.

**Call to Order:** The meeting was called to order at 1:30 pm by President, Rusty Parker.

**Review of Minutes:** The minutes for the May 20th meeting were reviewed by the members of the Board. Norm moved and Judy seconded to accept the May 20<sup>th</sup> minutes as presented. **Motion passed.**

**Treasurer's Report:** Francis Joanes presented the May and June, 2010 reports for review by the Board.

**Total Funds as of April 30, 2010** **\$58,704.82**

**Income – May, 2010**

Annual Dues	\$ 320.00
Transfer Fees	300.00
Interest received	35.19

**Total Income** **\$655.19**

**Expenses – May, 2010**

Common Area Maintenance	\$620.00
Utilities	14.60
Website Maintenance	30.00

**Total Expenses** **\$664.60**

**Total funds as of May 31, 2010**

Shares savings	\$ 1,049.40
Money Market	10,820.82
CD (maturity 8/2/11)	20,303.69
CD (maturity 11/13/10)	10,147.95
CD (maturity 5/20/11)	10,000.00
Regular checking	6,373.55

**Total funds** **\$58,695.41**

**Total funds as of May 31, 2010** **\$58,695.41**

**Income – June, 2010**

Annual Dues	\$ 310.00
Transfer Fees	100.00
RV Lot Fees	240.00
Interest received	54.54

**Total Income** **\$704.54**

**Expenses – June, 2010**

Common Area Maintenance	\$1,492.27
Quail Trail Newsletter	113.99
Postage/Supplies	10.08
Annual Picnic Ramada Rental	193.75
Honorarium – Secretary/Treasurer	600.00
Stipend Maintenance	750.00
Legal Expenses	97.50

**Total Expenses** **\$3,257.59**

**Total funds as of June 30, 2010**

Shares Savings	\$ 1,049.75
Money Market	10,827.33
CD (maturity 8/2/11)	20,329.40
CD (maturity 11/13/10)	10,158.64
CD (maturity 5/20/11)	10,010.54
Regular checking	3,766.70

**Total funds** **\$56,142.36**

Francis noted that the June report is almost identical to the May report. Norm Scherer moved that the May and June Treasurer’s reports be approved as presented. Judy seconded the motion.

**Motion passed.**

**Secretary’s Report: Complaints:** 3 homes out-of-compliance. Letters were sent to the 1) home on Rosser that had a sign in the front yard, 2) owner of the house on Atlantic that was repainted without going through ACC approval 3) owner of house on Baltic who had pavers installed on the front/side of the house without ACC approval. The sign has been removed. I am still receiving phone calls from owner of home on Mediterranean complaining about renters. Letters about the tenants were sent to the owner and copy to the Maintenance Co. The secretary has made a point to both drive and walk past the rental whenever she is in the area, still have not seen anything out-of-compliance.

Two 2 letters were given to Rusty to sign at the July meeting re: homes out-of-compliance. One home is on Marvin Gardens, and is a rental. The tenants have 2 vehicles parked on the side of the house. The other is a house for sale on Pacific; the weeds in the yard are quite tall.

**Escrows:** Two escrows have closed since our last meeting. The homes are at: 1802 Shortline Dr. The home was in foreclosure and 1724 Baltic Ave. The 2010 homeowners’ dues and a late fee were received when escrow closed on the home that was foreclosed on. We have three open escrows.

**Nominating Committee:** The committee met twice last month to discuss who to ask and strategy on how to proceed. The committee is currently calling homeowners to ascertain who would like to run for office. Terms of three of our current board members whose terms expire December, 2010 have said they will run again. Rusty has declined to run for a 3<sup>rd</sup> term. We of course will need to fill Audrey Formosa's office. Her term runs until December, 2011.

**Notice of Trustee Sale:** Lot 219 1965 Boardwalk. Sale is to take place 7/19/2010 at the East entrance of the Yavapai County Courthouse.

#### **COMMITTEE REPORTS:**

**Architectural Control Committee:** Rich Strick reported that on 6/6 the ACC approved painting of a home at 1953 Putnam Place; on 6/12 approved painting of home at 1400 St. Charles Ave. and a home at 1539 Marvin Gardens; on 6/15 painting of a home at 1939 Atlantic Ave. was approved; on 6/18 solar panel installation was approved for home at 1444 St. Charles Ave; on 6/24 approval was given to painting a home at 1702 States. St. On 7/21 a letter was sent to Savage Construction re: the home at 1307 Raindagger which is being painted without ACC approval. The color is not a HOA Board approved color.

**Maintenance:** Period 05/20/2010 – 07/21/2010 **Duties of the Maintenance Director:** After reviewing a copy of the "Duties of the Maintenance Director" it was tailored to changing maintenance needs. There will be a division of responsibilities between the Director and the Coordinator. The new document may undergo further update as required. I met with John Newhall to negotiate a new working arrangement that would streamline and clarify what role each of us will play in maintenance responsibilities. **Drainage:** "Drainage Damage" job. I met with Tropicare and conducted a review of the task ahead. After visiting the worksite on CR 407 I discovered that the workers didn't know that the job is to be done the full length of the damaged drainage area. Received fax of a \$1,800.00 quote for the rest of the waterways that needs to conform to a City mandated 25 year type of flood as a minimum requirement. Note: Tropicare was informed that this bid is nullified right now. Reported to the Board that job is unacceptable at the Drainage Repair site on CR407. I informed John Newhall of my disagreement with his assessment of the scope of the drainage job. The culvert area that is routed under Bloominghills Road and adjacent sidewalk are cleared of all dirt and fallen rocks. We will be forced to accept the second bid for further drainage work, but only if specific detailed task submittal is introduced. Fax sent to Frank Colona of Tropicare to reject payment of \$2,000.00 for the unfinished, unsatisfactory job and non-compliance of the existing contract. After drainage job was satisfactorily completed, informed Tropicare that the \$2,000.00 has been released. Walked the ditch/ravine that branches out from ditch "C", crosses Boardwalk, drops between Lots #53 & #54 into a natural gully, deep into a ravine between Marvin Gardens Lane homes and Reading Lane homes and joins Ditch "A" further downstream. This is definitely not a ditch that the homeowners should be charged with cleanup. It is currently not included in maintenance requirements. **Maintenance Contract:** Next year's Cliff Rose grounds maintenance will be reconsidered and revised on the contractual front. Not only new RFQs will be given out to potential landscaping contractors, but considering hiring independent contractor(s) for speedier response to weeding needs and other special tasks. To clarify legal aspects of this undertaking I sent a request to HOA Attorney Jim Atkinson for legal advice. **Common Areas:** CR407 de-weeding is complete; Atlantic Ave sidewalk cleanup was done by HOA over the Prescott Village residential section - a yearly tradition to help dog walkers. **Vacant Lots:** Letters were mailed to the owners re: yearly cleanup requirements. Worksheet to easily track vacant lots cleanup job was designed and emailed out. I approved a variation to our existing weed cutting rule. Instead of cutting the vegetation down to 4 inches on all areas where we trim, down to ground level trimming is ok where erosion forces do not apply. In these areas weed re-growth is further

inhibited. Vacant Lot permissions to perform cleanup are slowly trickling in and some of the vacant lots have been cleared. **Rosser Mirror:** No answer so far from 1800 Shortline homeowner re: her shrubs that impede traffic visibility on Rosser Street, but the shrubs have been trimmed to help see westbound traffic on Rosser. Rosser mirror issue is not yet resolved. Called Mr. Mark Murphy and discussed with him the shrub cutback for expected improved visibility on the property of 1800 Shortline Lane. It seems that the improvement is negligible and is an unacceptable solution. Board will have to decide what we can do to resolve the existing safety problem. Discussion ensued re: the mirror on Rosser Street. It was noted that the Board has assumed responsibility for the mirror in the past. We could question the residents in the Shortline area and ask if the mirror helps them when exiting Shortline onto Rosser Street. **Greg Toth:** Met with Greg Toth Drainage Engineer for Prescott Engineering Services. I asked for city guidelines on drainage. He gave me copies of our Subdivision's plans. Most importantly he a budget to improve some of our main drainage ditches, starting with Ditch "C", at the East end of City property down from the Adult Center. On behalf of CRHOA I invited Mr. Toth Prescott to participate in our Annual Meeting in September and asked him if he would be the guest speaker. He confirmed that he will address the City's plan to reengineer our main ditch system. **RV Lot:** Current Occupancy Summary was received from Henry Ebbets. There are 29 occupied and 12 vacant RV lots. **Removal of dying trees:** Homeowner of 1410 St. Charles asked if HOA would remove trees in common area behind her home. Tropicare will remove 3 dying trees. The three dying trees were planted by Savage Construction 9 years ago on Common area CR 407. The removal will be funded by CRHOA. Tropicare will remove and haul away the three diseased fir trees for \$225.00. I accepted and signed the bid and returned it to Tropicare so they could proceed. Norm Scherer moved that we approved the expenditure of \$225 to remove the 3 diseased fir trees in CR 407. Judy seconded the motion. **Motion passed.**

**Communication:** The April minutes have been posted.

**Social Committee:** Marilyn Hurst noted that she has visited 8 new residents to Cliff Rose. This includes new owners and new tenants.

**Legislative Liaison:** Paddie Braden attended a meeting re: Rosser Street. Things are looking very favorable for Cliff Rose re: Rosser Street. The job may go out to bid soon. We will probably get the medians we requested.

**Old Business: 1) Drainage problem:** Charles Vismeg moved that we approve \$1,800 to complete the drainage ditches in CR 407. Norm seconded the motion. **Motion passed. 2) RV Lot:** Removed obsolete security lights inside of CRHOA RV Lot. Work has begun preparing the new MAXSA solar motion sensing lights for installation on existing poles at the RV Lot. Hardware purchase required sheet metal, brackets, fasteners, etc. RV Lot security lights are now equipped with mounting bracket and fasteners. Next move is installation of the 4 units.

**New Business:** Francis Joanes asked the Board to take a moment of silence in remembrance of Audrey Formosa who passed away on July 5<sup>th</sup>.

Francis moved that we appoint Nancy Brown to fill Audrey's position. Judy seconded the motion. **Motion passed.** Linda Wolf noted that she will contact Nancy to see if she is willing to fill in for the next 17 months. She showed an interest in helping.

The next regularly scheduled meeting will be held on **Thursday, August 19th at 1:30 pm.** at Marilyn Hurst' house.

Respectfully submitted,

Linda Wolf, Secretary Cliff Rose HOA Secretary