



# Four Hills Ranch POA Board Meeting

June 13, 2020

10:00AM - 12:00PM

Virtual Meeting – Microsoft Teams

## ATTENDANCE:

THAD JOHNSON, PRESIDENT

DENNIS VAN ROEKEL, SECRETARY-TREASURER

TOM MAKOFKSKE, DIRECTOR

KIM SHUEY, VICE PRESIDENT

ANNMARIE BICE, DIRECTOR

## ABSENT:

SHERRIAN BLOOMQUIST, DIRECTOR

## Call to Order

- Meeting Called to Order at 10:10a.m. by President Johnson
- This was the first virtual board meeting held with Microsoft Teams. The Board spent a few minutes making sure all board members could be heard and meeting documents could be placed on the screen and viewed by all board members.

## Agenda Items: Adoption of Agenda

- **Motion: To Adopt the Agenda**
  - o Moved by Dennis Van Roekel, Seconded by AnnMarie Bice
    - **Motion approved unanimously.**

## Agenda Items: Review March 7 Meeting Ratings

- The Board tabled this agenda item.

## Agenda Item: Old Business Action Items / Updates

- **Road Signs Update**
  - o New signs have been ordered and will be installed as soon as they arrive.
  - o Vice President Shuey has the sign and post for Pipe Creek Loop & Red Bluff Road but was unable to install due to rocky ground. Director Bice responded that she has a jackhammer that could be used for installation of the sign.
    - **ACTION:** When Kim receives the signs, Ken Bice, Thad Johnson and possibly Todd Shuey will install them.
  - o No signs were found or reported to have sustained damage from recent high winds.
- **Mailbox Update**
  - o Vice President Shuey reported that less than half of the mailboxes remain unused in the new additional bank of mailboxes. Any new requests received are processed according to the guidelines.
  - o Thad moved the last remaining single mailbox to the owner's property. No single mailboxes are allowed moving forward and none currently exist.
- **Website & Online Payments Update**
  - o At the last Board meeting on March 7, 2020, the Board took action to institute a \$3.50 processing fee for online payments to split the \$7.14 transaction fee between the owner and the Association.
  - o Subsequent to the meeting, it was determined that only whole dollar amounts could be added as a processing fee. Discussion followed considering whether \$3.00, \$4.00, or the full amount of the

processing fee should be paid by the owner. Also considered was splitting the fee for the remainder of the year and instituting a \$7.00 fee in 2021.

- Since late fees cannot be paid online, owners can no longer pay 2020 dues online. Late fees were assessed on all unpaid dues beginning on April 1, 2020.
- Following the discussion, the following actions were taken:
  - **Motion: Move to cancel the previously approved \$3.50 processing fee for dues paid after March 31, 2020.**
    - Moved by Dennis Van Roekel, Seconded by AnnMarie Bice
      - **Motion approved unanimously.**
  - **Motion: Move to increase the online payment fee in 2021 and beyond to cover the full processing fee, rounded to the nearest dollar.**
    - Moved by Dennis Van Roekel, Seconded by Kim Shuey
      - **Motion approved unanimously.**
- **ACTION:** Thad will update the website to reflect the Board's action.
- **ACTION:** Dennis will work with Bill Weiss to ensure 2021 billing statements include a statement informing owners of the processing fee for online payments.

#### - **Updating Member List for POA & Accountant**

- Vice President Shuey provided an update on efforts to maintain an accurate list of owner addresses, emails, and phone numbers. All errors discovered by Savannah in Bill Wiess' office are shared with Kim and she then ensures Four Hills Ranch records coincide with Coconino County records. Kim also maintains the white pages to update any changes in owner addresses.
- President Johnson expressed kudos to both Kim and Savannah for their excellent work in maintaining and increasing the accuracy of our lists.

#### - **Draft Bylaw Amendments**

- The Board had previously received a draft of proposed amendments to the Bylaws.
- Secretary-Treasurer Van Roekel briefly explained the proposed changes and responded to questions posed.
- The current Bylaws refer to the Corporate Seal of the Association and a question was raised whether the POA is required to have an official seal.
  - **ACTION:** Thad will ask the POA attorney for determination of any requirement of an official seal for the POA.
- Board members were asked to further review the draft amendments and send any suggested changes to Dennis.
  - **ACTION:** The deadline for submission of comments is **August 10, 2020.**
  - **ACTION:** Based on suggestions submitted by Board members, Dennis will develop a new draft of Bylaw Amendments for the September 12, 2020 Board Meeting.

#### **Agenda Item: Roads**

##### - **2019-2020 Common Roads Annual Report**

- The Board reviewed the 2019-2020 Budget/Expense Report.
- The fiscal year ended on April 30, 2020 with a balance of \$112 in the Joint Common Roads Account.
- The Common Roads Reserve Account end-of-year balance was \$7,216.31.
- The 2020-2021 Fiscal Year began on May 1, 2020.
- Blading in the new fiscal year will begin in late June.

##### - **2020-2021 Annual Common Roads Plan**

- The Board reviewed the 2020-2021 Annual Common Roads Plan.
- President Johnson informed the Board that the Howard Mesa Ranch Board approved a 10% Common Roads Fund contribution increase. Since the Four Hills Ranch Board had previously approved a 10-15%

increase for the Common Roads Budget, the increase will be effective in the 2020-2021 Fiscal Year and increases the Common Roads budget to \$18,260 from the previous budget of \$16,600.

- HMR will pay an additional \$644 and FHR will pay an additional \$996 bringing the total contributions to \$7,304 and \$10,956, respectively.
- The Common Roads maintenance costs are split between Four Hills and Howard Mesa 60%/40% as per the Road Maintenance Agreement adopted in 2015.

- **2020 Four Hills Ranch Road Budget**

- The Board reviewed the Quarterly FHR Road Budget/Expense Report.
- The only expense thus far in the 2<sup>nd</sup> Quarter is the invoice for the completion of the two crossings.
- Blading on the FHR roads is expected to continue in late June.

- **Four Hills Ranch 2020 Road Plan**

- The Board reviewed the 2020 Road Plan for Quarters 2 – 4.
- The goal of the plan is to complete the blading of all secondary roads in Groups 1 and 3 as well as least one (1) more blading of the Primary Roads and two (2) if possible.
  - **ACTION:** The Board determined to designate the FHR Roads as “Primary” and “Secondary” moving forward.
- Dennis reported that he had met with Nancy and Richard to present the plan to them as well as a map indicating the three (3) road groups and the primary roads.
- Dennis expressed thanks to Thad for the incredible work he did in calculating the lengths of each primary and secondary road that were used to determine the three (3) groups as well as developing the maps.

**Agenda Item: Financial Reports**

- **2020 Four Hills Ranch Quarterly Report**

- The Board reviewed the Four Hills Ranch Quarterly Financial Report.
- As of 5/31/20, the POA has received 88% of the projected revenue and expended 90% of the budgeted expenses.
- A full report will be provided to the Board at the end of the 2<sup>nd</sup> Quarter on June 30, 2020.

- **Delinquent Accounts Report**

- Secretary-Treasurer reported the as of 5/31/20, there are 77 delinquent accounts, down from 83 at the same time last year. The total balance of delinquent accounts is \$110,469.72, down from \$128,285.25 at the same time last year.
- Of the 77 delinquent accounts, 43 are delinquent for 2020 dues only.
- Delinquent accounts will continue to be monitored monthly.

- **2019 Compilation Letter**

- The engagement agreement was signed by Secretary-Treasurer Van Roekel, on behalf of the POA, for the development of the 2019 Compilation Letter. The firm providing the letter is Craig Caprichio, CPA.
- The POA will receive the letter in June for presentation to owners at the 2020 Annual Meeting.
- The Board discussed the purpose and cost of obtaining a Compilation Letter.
  - **ACTION:** Thad will contact the POA attorney to inquire about legal requirements of the POA to annually engage an outside accounting firm for the creation of a compilation letter.

- **Dues Billing Update**

- The **2nd Late Notice** was sent to owners on June 9, 2020.
  - **ACTION:** Dennis will request Bill Weiss to send him a copy of one of the late notices to review how the notices reflect the new Collections Policy adopted by the Board in 2019.
- The **Demand Letter** will be sent to owners with delinquent accounts on or about August 1, 2020.

- **2020 Financial Projections**
  - o The Board reviewed the report on the **Reserves – 2020 Year-End Estimates**. The purpose of the report is to monthly track the expenditures of the Association to reach the Board’s goal of ending the year with a net income of (\$40,000).
  - o Based on the estimates in the report, the Board intends to spend an additional \$33,263 for road maintenance and improvements during the 2020 fiscal year.
  - o The goal is to end the year with \$134,226 in Reserves, representing 120% of the annual budget.

**Agenda Item: New Business**

- **2020 Annual Meeting RESCHEDULE Planning**
  - o Director Bice has made the arrangements with the hotel for September 12, 2020 for the room and refreshments.
    - **ACTION:** AnnMarie will check with the hotel regarding any regulations they have in place for meetings at the hotel based on Covid-19.
  - o AnnMarie is responsible for the folders to be provided to owners at the meeting.
    - **ACTION:** Deadline for any materials to be included in the folder are due to AnnMarie no later than **August 10, 2020**.
  - o The 2<sup>nd</sup> Meeting Notice needs to be mailed on or about **August 12, 2020**.
    - **ACTION:** Thad will check to see if pre-stamped envelopes can be purchased online from the Post Office. He will also look into obtaining a stamp so the return address can be printed on the envelopes.
    - **ACTION:** AnnMarie will purchase address labels for the 2<sup>nd</sup> mailing. AnnMarie and Kim agreed to fold and stuff the envelopes.
    - **ACTION:** Dennis will send a new draft of the 2<sup>nd</sup> notice to Thad for review, look into shortening it if possible. If approved, Thad is responsible for the printing.
    - AnnMarie has a phone hotspot and quality microphone so the meeting can be streamed. Suggestion was made that someone in the room be connected to the streaming so participants would be able to submit questions by computer.
    - **ACTION:** Dennis will send out a draft Power Point within two weeks for the meeting. (Deadline **June 27, 2020**.)
    - **ACTION:** All board members will submit their PPT slides to Dennis by **August 10, 2020** so he can complete the consolidated PPT presentation for the annual meeting.

**Agenda Item: Board Administration**

- **Future Meeting Date**
  - o September 12, 2020
- **Collection Fees & Potential Foreclosures**
  - o No additional actions have been taken, will continue to review options.

**Agenda Item: Meeting Rating**

- President Johnson requested each board member to rate the meeting on a 1 (Low) to 7 (High) scale.
- Responses ranged from 5.5 to 6.
- Comments:
  - o Good meeting, some technical problems: Good meeting, liked seeing all documents shown on the screen, would have liked to see folks; Technology issue was a problem, Thad’s voice went in/out; Good meeting, even with technical problems, finished on time; Went well – still need better technology.

**Meeting Adjourned at 12:10p.m.**