



Four Hills Ranch POA Board Meeting

March 12, 2022 – Via Zoom Meeting

ATTENDANCE:

THAD JOHNSON, PRESIDENT
KIM SHUEY, VICE PRESIDENT
DENNIS VAN ROEKEL, SECRETARY-TREASURER
ANNMARIE BICE, DIRECTOR
TOM MAKOFKSKE, DIRECTOR

ABSENT:

Call to Order

- Meeting was Called to Order at 9:15 a.m. by President Johnson. (Technical issues delayed Call to Order.)

Agenda Item: Adoption of Agenda

- **Motion: To Adopt the Agenda as presented.**
 - o Moved by Kim, Seconded by Tom. **Motion approved unanimously.**

Agenda Item: Approval of Minutes

- **MOTION: To Approve the Minutes of the January 12, 2022, and ratify actions taken without a meeting. (Bylaws Section 9)**
 - o Moved by Dennis, Seconded by Kim. **Motion approved unanimously.**

Agenda Item: Roads

- **2022 FHR/HMR Common Roads Update**
 - o The Board reviewed the 2021-2022 Common Roads Budget and Expense report. The report estimates expenses through April 30, 2022.
 - o HMR will be the Primarily Responsible Association from May 1, 2022 – April 30, 2025.
 - o The 2022-2023 Budget increased by 15% and the anticipated balance at the end of the fiscal year is estimated to be approximately \$1,500. The new hourly rate for blade work is not known at this time but an increase over the current \$145/hr. rate is anticipated.
 - o The Board received a draft 2022-2023 Common Roads Plan. Dennis will forward the draft to Cliff Hall as an informational item. HMR is responsible for the approval of the 2022-2023 Plan.
 - o The 4th blading of the Common Roads in the current fiscal year will begin next week.
- **2021 FHR Road Plan Quarterly Report**
 - o The Board received Budget/Expense report for 2022. The report states that \$16,290 was expended thus far in 2022 for road maintenance.
 - o Blading of the remaining sections of the Primary Roads will begin next week.
 - o By the end of March, the blading of all Primary Roads and Group 3 Secondary Roads will be complete.

Agenda Item: Financial Reports

- 2021 End of Year Financial Report
 - o The final draft of the 2021 End of Year Financial Report was distributed to the Board in the board materials sent to the Board prior to the meeting.
 - o The End of Year Report is distributed to attendees at the Annual Meeting each year.
 - o Following a discussion of the report, the Board took the following action:
 - **MOTION: To approve the 2021 End of Year Financial Report.**
 - Moved by Kim, Seconded by Tom. **Motion approved unanimously.**

- **2022 FHR Quarterly Report**
 - The Quarterly Financial Report Summary was distributed to the Board prior to the meeting stating the Income and Expenses through February 28, 2022.

- **Delinquent Accounts**
 - The 2021 Delinquent Accounts & Liens Report was distributed to the Board. The report lists the 23 delinquent accounts as of 12/31/2021, the year a lien was placed on the account, and the balance of each account.
 - The number of delinquent accounts in 2021 decreased from 26 to 23 and the delinquent account balances decreased from \$79,080 to \$68,144.

- **Lien Transfers to Private Parties**
 - In 2021, the Board was approached by an individual who was attempting to purchase a parcel from an owner who had both delinquent taxes and a lien from the FHR POA for unpaid dues plus late and collection fees. If a property is foreclosed, the POA rarely receives any of the money owed even though a lien has been placed on the property. The proposal action would allow the Association to recover all past dues and the late/collection fees would be waived.
 - The individual did in fact purchase the parcel and the Association collected the past dues that were owed on the parcel.
 - The same individual approached the POA with the possibility of doing the same transaction for three (3) additional properties on which the Association has liens.
 - In addition, the individual inquired whether there were any other properties with liens that could be addressed in the same manner. Following the discussion. The Board took the following action:
 - **MOTION: To provide the requested information on properties with liens and a delinquent balance of \$1,500 or more.**
 - Moved by Tom. Seconded by Dennis. **Motion approved unanimously.**
 - **ACTION: Dennis agreed to research current delinquent accounts to provide the requested information.**

Agenda Item: Old Business

- **Delinquent Dues Foreclosures**
 - In 2021, the Association began foreclosure proceedings on a property with a delinquent account dating back to 2006.
 - Thad provided a detailed update of the communications with the owner from September 2021 through March 2022 as well as the conversations held with the Association attorney. The Board reviewed the information and options on how to proceed forward.
 - Following the discussion, the Board determined to take no further legal action as long as the owner continues to pay according to the proposed repayment agreement.
 - **ACTION: Thad will work with the Association attorney to determine the next communication with the owner.**

- **CC&R Enforcements**
 - Thad provided an update on the lawsuit that was filed by the Association for non-compliance with the CC&Rs. The owner did not respond to the lawsuit by the required deadline and the Association will receive a default judgement.
 - As a result, the violations have been corrected, as of this time, and no further action is needed.
 - This was the first time the Association filed a lawsuit for con-compliance of the CC&Rs or began foreclosure proceedings for non-payment of dues and fees.
 - **ACTION: Thad agreed to develop a cost analysis of the legal expenses incurred for both the lawsuit and the foreclosure actions to use in determining future actions.**

- **Road Signs – Update**
 - Kim provided an update on the Association’s progress in updating all road signs on the ranch.
 - Kim drove the entire ranch and made a detailed list of missing signs and signs that still need to be replaced. In 2022, the plan calls for addressing all signs (replacement and missing) in Group 3. Kim also provided a cost list for all needed materials.
 - **MOTION: To approve the \$1,857.30 expenditure, plus tax and shipping, to purchase signs and materials required for roads in Group 3.**
 - Moved by Dennis, Seconded by Tom. **Motion approved unanimously.**
 - The list developed by Kim also listed the signs and materials needed for Group 1 & 2.
 - **ACTION: The Board agreed to include the signs and materials needed for Groups 1 & 2 in the proposed 2023 budget. Dennis agreed to include in the 2023 draft budget.**
 - The Board expressed it’s thanks and gratitude to Kim for all efforts in this project – job well done!

- **Member List – Update**
 - In 2021, the Board increased its efforts to ensure the membership list was complete and accurate and was completely in sync with the accountant’s billing information as well as with the Coconino County Parcel Viewer. Note – this is no small task! Over 50 properties changed hands during 2021, and the rate of sales and new addresses for owners has not slowed thus far in 2022.
 - Kim took the lead on this project and in conjunction with the accountant’s office, developed a process to monthly update all of the information.
 - When notified of a sale or an owner’s updated information, the membership and billing lists are not updated until the county updates the Parcel Viewer. On property sales, the update may take 2-3 months, and for updated information provided by an owner, it may take closer to a month. The Parcel Viewer is the official address of record and requires the other two lists to be consistent with the information on the Parcel Viewer.

- **New FHR GIS Road Map**
 - Thad provided the Board with the new GIS Road Map that indicates each parcel by the APN and not by lot #. This is extremely helpful since the county does not use the lot number.
 - The Board expressed its thanks to Thad for all his efforts in leading this project.

- **Mailboxes – Update**
 - Kim reported that one additional mailbox was sold and only five (5) boxes remain empty.
 - FHR previously talked with HMR about the need, at some point in the future, to add an additional unit of boxes for FHR, and HMR indicated that they are also considering the addition of a new unit. HMR granted permission for the addition of additional units
 - **ACTION: Thad agreed to contact Cliff to determine, 1) Name of the contractor who precisely installed the pads , and 2) Determine HMR’s interest in adding a unit of boxes next year.**
 - The Board recognizes that the sale of individual mailboxes in a new unit will occur over time and that the addition of a new unit is a cost factor in the near term.
 - **ACTION: Dennis agreed to build in the cost of a new unit of mailboxes into the proposed 2023 Four Hills Ranch budget.**

- **Annexation Process**
 - The Association continues to receive inquiries about the annexation of land to the Four Hills Ranch.
 - The Board previously developed a policy that clearly defines what is needed to annex a property but does not provide a step-by-step process for completing the annexation.
 - An owner wants to proceed with an annexation.
 - **ACTION: Thad agreed to work with the Association attorney to develop a step-by-step process that includes estimated fees to the Association and county as well as how to contact owners to gain legal access through the current owner’s property.**

Agenda Item: New Business

- 2022 Annual Meeting Update

- **Location** – AnnMarie reported that we are all set with the reserved room at Miss Kitty's.
 - AnnMarie will contact Miss Kitty's about the need for a deposit.
- **Announcement Mailing (1 & 2) - Thad**
- **Food** – AnnMarie agreed to order finger food for sixty (60) attendees, plus water and tea.
- **Folders** – AnnMarie agreed to be responsible for putting together the folders for attendees.
 - **_Content:** Agenda, Financial, PowerPoint, Evaluation Form, Lifeline flyer, FAQ, Maps, owner correction sheet.
 - Agenda - Thad
 - Financial – Dennis (2021 End of Year Report)
 - PowerPoint Copies – AnnMarie
 - Evaluation Form – Dennis
 - Lifeline Flyer - Thad
 - FAQ – Kim
 - Maps – AnnMarie
 - Owner Information errata Sheet - Dennis
- **AV Equipment**
 - Screen – AnnMarie
 - Projector – Dennis & AnnMarie
 - Laptop – AnnMarie
- **PowerPoint Development – Dennis & Thad**
 - Roads Presentation – Dennis
 - Add section to place emphasis on cost and the Association's inability to frequently address individual needs on a road.
- **Election**
 - Ballots & Tally Sheet – Dennis
- **Sign -In Sheets – Kim**
- **Pens – Kim & AnnMarie**
- **Annual Meeting Signs for Door – AnnMarie**
- **Zoom Announcement for Website – Dennis**

- DEADLINE FOR SUBMISSION OF MATERIALS FOR FOLDER TO ANNMARIE – MAY 1, 2022
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- FHR Road Material

- Ground asphalt was recently advertised by Nancy Fuller for \$15/ton.
- The Board discussed whether this might be an appropriate substitute for cinder.
 - **ACTION: Dennis agreed to contact Richard for information and recommendation.**
- Pictures are posted on Facebook of where it has been used
 - **ACTION: Dennis agreed to contact Nancy for further information.**

- Business Cards

- Board Members often meet new owners and provide maps and information. Question was raised on whether it would be helpful to have business cards for use by Board members. Cost is minimal, \$8.50 per 500.
 - **ACTION: Thad agreed to develop a template for a general business card that could be used by Board members. Thad will send a template for editing and comment and once approved, order the business cards as part of the printing order for announcements.**
- Thad emailed FHR Logos to Board members for their use in Association work.

Agenda Item: Board Administration

- **Future Meeting Dates**
 - Next Board Meeting will be held on **June 11, 2022**, following the Annual Meeting.

Agenda Item: Adjournment

- **MOTION: To Adjourn**
 - Moved by Dennis, Seconded by AnnMarie. **Motion approved unanimously.**

Meeting Adjourned at 11:46 a.m.