

## Williamson Valley Ranch Road Association

Minutes for the Regular Board of Directors Meeting  
held on March 2, 2020

### **Meeting Called To Order:**

The regular Board of Directors meeting was called to order at 7:06 p.m. by Doug Langston.

### **Notice of Meeting:**

1. Sandwich Boards: Sandwich boards were placed at Cowboy Trail and Williamson Valley Ranch Road entrances on February 29, 2020.
2. Emails: Emails were sent to all known community members' email addresses on February 27, 2020
3. Website: Notice of the March 2, 2020 regular board meeting was posted on the WVRRA website on October 14, 2019.

### **Roll Call of Board Members:**

Erik Routh ✓     Dan Avilla ✓     Jim Copland ✓  
Sharon Fitch ✓     Doug Langston ✓     Kevin Schmidt ✗

Board Members Absent:

Quorum: 5 of the 6 serving board members were in attendance. Quorum confirmed.

### **Other Community Members Present:**

A sign-in sheet recorded 10 community members in attendance.

**Guests Present:** None

**Announcements:** None

### **Reports by Officers and Committees:**

1. Report By Road Repair Committee
  - (A) Road Walkthrough by 4 members of the Board of Directors was conducted on February 29, 2020. Based on this walkthrough, Jim Copland, Road Repair Committee Chairperson, reported that the Committee recommends that the remaining section of L Bar L Rd be scheduled for repair/crack seal this year. In addition, the Committee is also recommending that potholes at the intersection of Friendly Meadows Rd. And Williamson Valley Ranch Rd. be repaired/filled. Dan Avilla, Co-Chairperson of the Road Repair Committee, is contacting appropriate contractors in order to get bids on this repair work.
2. President's Report

A community member reported by email that significant amounts of mud were being transported onto Friendly Meadows Rd, west of the intersection of Friendly Meadows and Williamson Valley Ranch Rd, which apparently was coming from a construction

site. A board member contacted the contractor at that construction site about the situation. The contractor reported that the mud would be clean off as best as possible, that gravel would be placed at the construction entrance where the mud was coming from and that the contractor would repair any damages to the Association road caused by construction vehicles/equipment entering and exiting the site.

3. Treasurer's Report

A) February 2020

Previous Balance as of January 31, 2020 report:	\$ 82,977.75
Deposits made since February 1, 2020 report:	23,121.74
Withdrawals made since February 1, 2020 report:	( 39.90)
Current Balance as of February 29, 2020:	\$106,059.59

Assessments:

- 150 assessments for 2020 paid on or before February 29, 2020
- 46 assessments for 2020 delinquent as of February 29, 2020

Motion to Approve Treasurer's Report:

- Made by: Jim Copland
- Seconded by: Dan Avilla
- Motion carried by unanimous vote

Motion made by Sharon Fitch to send "reminder" letters to the community members who are delinquent in paying 2020 assessments. Motion seconded by Doug Langston. Motion carried by unanimous vote.

4. Secretary's Report

(A) Website Costs Savings Options

Sharon Fitch presented that there is an opportunity to save the Association some money by renewing WVRRA website hosting and domain registrations for multiple years instead of only on an annual basis. Based on current pricing, the Association could save approximately \$46/year (\$230 over 5 years) if the website costs are renewed for 5 years instead of 1 year at a time. The board decided to table this matter until the current period expires in September 2020.

(B) Automating Meeting Notices by using Website tools

Sharon Fitch reported that the Board has been looking for ways to streamline and automate the electronic Association meeting notifications which are required by Arizona law and the Association's governing documents. The current notification process is entirely manual. With the Board's consent, Sharon Fitch requested the Association's web manager to research what services are available to accomplish this. The web manager found the Mail Chimp offers a free service to accomplish the streamlining and automation desired. Essentially, Mail Chimp, once set up, allows that Board to set up the necessary meeting notifications and schedule (date and time) when the notices

were to be sent out all email addresses for community addresses that the Association has been provided. In addition, Mail Chimp has a procedure that will allow community members to both subscribe for the notification service and unsubscribe.

Motion was made by Sharon Fitch to proceed with setting up the Mail Chimp service at no cost to the Association. Motion was seconded by Doug Langston and the motion carried by unanimous vote.

(C) Seminar on Vendor Contracts With Associations

Sharon Fitch attended a free seminar hosted by the Association's attorney firm regarding the legal parameters and requirements for contracts the Association enters with its vendors, such as contracts for road repair/maintenance work. Based on the information presented at this seminary, the Association has been meeting all necessary parameters and requirements in its contracts with vendors. Also, the seminar presented information on an Association using volunteers for Association work, allowing community members with the necessary expertise and skills to bid on Association work, and how to avoid real or perceived conflicts of interest in contracting with vendors for Association work.

**Old Business:**

1. Illumination of Entrance Poles to Williamson Valley Ranch at Williamson Valley Rd. and Outer Loop Rd.

The Road Repair Committee researched options for increasing the illumination of the entrance poles to Williamson Valley Ranch at both Williamson Valley Rd. and Outer Loop Rd., particularly after dark. The Committee reported that the most cost effective method to increase illumination is to install new and more reflector tape on the poles. Board members Jim Copland and Dan Avilla volunteered to install the reflector tape which will require reflector tape materials and the rental of a lift. As volunteers, Jim Copland and Dan Avilla will need to sign a Waiver and Release of Liability Agreement prior to commencing work. Sharon Fitch will contact the Association's attorney to obtain the necessary paperwork.

Motion made by Sharon Fitch to approve the work to install reflector tape on the entrance poles with volunteer labor and the not-to-exceed cost of materials of \$500.00. Motion was seconded by Erik Routh and carried by unanimous vote.

**New Business:**

1. Board members will provide short bios to post on the Association's website.
2. Increasing in the amount of the transfer fees for real estate purchases within the Association. Doug Langston volunteered to research the amount of transfer fees charged by other Associations in the Quad City area and report back to the Board at a later date. A determination whether to increase or not increase the transfer fees will be made at a later date.

**Open Forum:**

1. A community member inquired about install “speed humps” on certain Association roads to slow traffic down. The Board reported that it would need to seek legal advice on the issue but agreed to ask road contractors for unit cost bids for speed humps.

**Next Meeting:**

The next regular meeting of the Board of Directors is Monday, April 6, 2020 at 7 pm at Yavapai County Fire and Medical Station #57, 4125 Outer Loop Rd., Prescott, AZ 86305.

**Adjournment:**

Motion to adjourn the BOD’s meeting was made at 7:53 p.m. by Dan Avilla. The motion was seconded by Jim Copland. Motion carried by unanimous vote.