

Williamson Valley Ranch Road Association
September 10, 2004 at 7 PM

Sara Lienau, Treasurer, called the meeting to order at 7:10.

Attendees: Jim & Doris Pool, Joe & Jan Macis, BW & Carol Zimmer, Mark & Janet Chiesna, Mark Frasier (*Secretary*), Tom Boelts (*Member at Large*), Jack Dulgerian, Curtis & Julia Bluth, Mark & Sara Lienau (*Treasurer*).

Review of Minutes from last meeting

The last meeting was May 13, 2004 and no written notes were taken. Recollection of that meeting is as follows:

Mark Lienau reported that his recollection was that the County was invited to present the steps and costs necessary to have the roads taken over by the county at this meeting. In general the county required an engineering and feasibility study first that could cost as much as \$250,000. Once completed the county may elect to accept the roads for maintenance or require that the association improve the roads first to bring them up to county standards. If the latter was required the costs could run over a wide range from a few hundred thousand dollars to a few million depending on the study findings. The county was reluctant to be pinned down further on potential cost at this time. The general mood of the attendees (approximately 30) was that we could not afford to start this process due to the costs. Then Denny Craven reported that he had received an independent quote to repair the current roads for about \$72,000. The attendees were much more receptive to this proposal. When completed the repair process would put our roads in good enough shape to last for about 8 to 10 years if properly maintained. We also spent much time discussing how the needed money would be assessed. The general consensus seemed to be that a \$64.00 per acre special assessment would be charged to all the property owner of record. As the meeting was adjourned the need to fill out the board before this could be pursued further was discussed and Sara Lienau's name was offered up to take the treasurers position and Mark Lienau offered to help in any position needed. Tom Boelts who was also at the May meeting agreed that this was generally the flavor of the meeting.

Financial Review

6/15- Check to the Mahoney Group (Liability Insurance)

Deposits since 6/22/04- \$864.38

Bank Account Balance- \$11,752.49

Petty Cash- \$35.55

Accounts Receivable- \$1,324.95

The accounts receivable has 12 owners who are in arrears from 30 to greater than 90 days. Sara asked the question about when to file a lien. The recommendation from the attendees was to have 3 invoices go out. 1st invoice is due upon receipt, 2nd month is 2nd

invoice informing owner of pending action (lien). 3rd and last invoice states that if not paid immediately, a lien will be filed.

Discussion and Approval of position descriptions

Mark Lienau presented a proposal for new job descriptions for the board members. Covered were President, Vice President, Secretary and Treasurer and a new position, Road Manager. The descriptions gave a better definition of what each officer should be responsible for and reapportioned the Treasurer's job to the President, Vice President and Secretary leaving the Treasurer with a truly money function. The duties are as follows:

President

The duties of the President are typically:

1. Set meeting agenda, time, and place
2. Conduct meetings
3. Sends out welcome letters to all new property owners.
4. Confirm committee participants as necessary to accomplish specified tasks.
5. Legally represent the association in all matters pertaining to the business of the association.
6. Vote on new Directors or officers additions/replacements to the governing committee.
7. Vote in all issues coming to a vote in the governing committee.
8. Sends out semi-annual report to all home owners via mail or e-mail
9. Co-signs all checks over \$200

Vice President

The duties of the Vice President are typically:

1. Take over for the President at all meetings where the President is not present, and thereby assuming all the powers of the president for that meeting.
2. Succeeds to the Presidency should the current President resign, become incapacitated, or be removed by vote of the committee.
3. Send out all delinquency notices and files liens.
4. Provide to the Board all new owner data.
5. Vote on new Directors or officers additions/replacements to the governing committee.
6. Vote in all issues coming to a vote in the governing committee.
7. Sends out yearly owner update letter to all property owners by Oct 1.

Secretary

The duties of the Secretary are typically:

1. Record and publish all the minutes of every meeting
2. Maintain the web site.
3. Files all correspondence except financial records (E-Mails, legal documents, minutes, insurance policies, etc.)
4. Succeeds to the Presidency should the current President and Vice President resign, become incapacitated, or be removed by vote of the committee.

5. Vote on new Directors or officers additions/replacements to the governing committee.
6. Vote in all issues coming to a vote in the governing committee.

Treasurer

The duties of the Treasurer are typically:

1. Maintain the Association books
2. Pay all bills due
3. Deposit all incoming checks
4. Provide monthly financial report at meetings
5. Provide data to tax preparer yearly
6. Sends out yearly invoices and any special assessments.
7. Provide list of delinquent members of the Vice President after 45-day grace period.
8. Succeeds to the Presidency should the current President, Vice President, and Secretary resign, become incapacitated, or be removed by vote of the committee.
9. Vote on new Directors or officers additions/replacements to the governing committee.
10. Vote in all issues coming to a vote in the governing committee.

Roads Inspector

The duties of the Roads Inspector are typically:

1. Inspect the roads and signs once a month and prepare a report to the committee outlining repair and maintenance needs.
2. Manage all needed repairs and maintenance. (Obtain repair quotes and supervise chosen contractor when needed)
3. Vote on new Directors or officers additions/replacements to the governing committee.
4. Vote in all issues coming to a vote in the governing committee.

Mark Frasier voiced his desire to not be the Secretary.

The proposal for position descriptions was met with general agreement. The existing board must vote to accept this recommendation.

Filling in of missing board positions

Sara Lienau asked for nominations for the positions of President, Vice President, Secretary and Road Manager. Those nominations are as follows:

Mark Lienau- President

Mark Frasier- Vice President

Curtis Bluth- Roads Manager

No one came forward for Secretary. Tom Boelts offered to approach someone about this position. In addition, Jim Pool volunteered to resurrect the Ranch website before the end of the year. It is planned to put meeting announcements, copies of minutes and other business on that site.

The Member at Large expressed concern that since the President and Treasurer were husband and wife, both could not sign a check. There was general acceptance of this condition.

The existing board must vote to accept these nominations.

Discuss amendment of CC&Rs to expand voting

Sara stated that the Board currently has the only voting rights. It is being recommended to expand that voting to the total membership on special assessments and other large expenditure issues. There was general agreement. The existing board must vote to accept this change.

Tom Bolts also introduced a proposal to amend the CC&Rs to introduce several homeowner association-like changes. Mark and Sara agreed to scan and E-Mail to all owners currently on file who have E-Mail addresses. Tom also handed out copies at the meeting. Tom asked everyone to review and make comments before the next meeting so that voting can take place.

Any new business?

A question about meeting times; after some discussion it was decided that the WWRA will meet on the second Friday of each month, at 7 PM, at the Yavapai Central Firehouse on Outer Loop Road.

Tom Boelts voiced concern over a dangerous road situation at the Ranch. There are small, unlicensed motor vehicles that are low to the ground and come around a dangerous curve in Friendly Meadows Road. Something must be done before there is a serious accident. He believes that Denny Craven was going to get some signs and post them. Not sure what has happened. Curtis said that in his new position, he would look at this spot in the road and make a recommendation. Joe Macis thought that we should be able to call the police when these unlicensed vehicles are on the road. Tom states that it is private property and the Sheriff will not take any action. Mark Lienau spoke up that he would invite someone from the Sheriff's office for next meeting to help to get this issue resolved.

There being no further business, the meeting was adjourned at 8:25 PM.

Respectfully Submitted,

Sara J. Lienau,
Treasurer, WVRRA