

Williamson Valley Ranch Road Association
Board of Directors Meeting
April 10, 2009

The meeting was held at the Pritts residence at 4140 Chuckwalla Road.
In the absence of a President or Vice President Joyce Pritts, Secretary called the meeting to order at 7:05.

Attendees: Michael Baccala, Caesar DelPrato, Bev Higley, Sharon Hopkins, Dennis & Annette Jeffrey, Sara Lienau, Johnny & Sue Maldonado, Doris & Jim Pool, Joe & Joyce Pritts, & John & Debi Weaver.

Secretary Report: Joyce Pritts read the minutes from the annual meeting On March 27, 2009. Dennis made a motion to accept the minutes as read seconded by Sharon and the vote was unanimous.

Jim suggested we proceed with the election of officers and passed out a description of the duties of each position. These descriptions are attached. Our current openings include President, Vice President and Contractor Liaison. Beginning with the office of President, Dennis nominated John Weaver seconded by Caesar. Sara nominated Caesar DelPrato seconded by Sharon. A secret ballot was held with John Weaver receiving the majority of the votes.

As the new President John Weaver took over the meeting.

Sharon nominated Dennis Jeffrey for the office of Vice President and was seconded by Caesar. Dennis nominated Caesar DelPrato and was seconded by Sharon. A vote was taken by a show of hands and Dennis Jeffrey was elected. A discussion followed regarding the office of Contractor Liaison. David Tinsley the Roads Manager was unable to attend tonight and he will establish his committee at a later date. Jim nominated Caesar DelPrato for the position of Contractor Liaison seconded by Joe. Sharon nominated Joe Pritts and Caesar seconded. A vote was taken by a show of hands and Caesar DelPrato will become the Contractor Liaison.

Treasurer's Report: Read by Sara Lienau as follows:

Bank Account Balance \$50,095.28
Petty Cash \$0
Accounts Receivable \$8,303.30 (29 owners)

1 in escrow (is a refinance)
5 liens – 2008, 2 of 5 are for one property

Paid: Sharon Hopkins \$22.11 annual meeting
Jim Pool \$55.99 network charges
Mark Lienau \$10.00 AZ Corporation Commission

Pending: The Mahoney Group \$1,423.00

Jim made a motion to pay the Mahoney Group, our attorney, seconded by Joyce, and the vote was unanimous.

Old Business: A considerably detailed discussion took place regarding late fees and liens for unpaid dues. It was pointed out that our bylaws specifically state that these late fees will be charged. A bill is considered received by the homeowner once it is placed in the post office box. Unfortunately, mail persons are human and humans err. If a bill is delivered to the wrong person it may never reach its proper destination but we have no control over that. If we waive a late fee for that person it is unfair to all of those who have paid their late fees. Dennis will attempt to call all those delinquent property owners and if payment is not received we will follow current procedures and place liens. Caesar made a motion seconded by Joyce to amend collection procedures next year to include a phone call when a bill is 90 days past due. The vote was unanimous. If unable to contact property owner and/or bill remains unpaid a certified letter will be sent including the late fee. After another 30 days the property will have a lien placed. Sharon made

a motion seconded by Caesar to not include the late fees in the liens. Instead they will be added on to the following years dues. The vote was unanimous in favor of the motion.

Road Manager Report: John guided this discussion in the absence of David the road manager. Dennis brought up the subject of cold patch being a temporary bandage in some cases. He, John Caesar, David and Hoppy are willing to work together to patch some of these areas to save money and prevent further erosion. The breakup of the road in front of the Gibbons property is quite extensive. This was caused by many, many loads of dirt that were trucked in to build and arena. Dennis will talk to Ron Gibbons and we will get bids from the contractors for repairing this. Joe made a suggestion that we get 3 bids from different contractors for any professional roadwork. We will also have each area bid separately so that we can have as much fixed as possible taking care of the worst areas first. Caesar has names and numbers of paving contractors that he has worked with in the past and he will share them with David. Sharon mentioned some homeowner's requests for more speed bumps. Several people spoke up to say the one on Williamson Valley Ranch Road has not had any effect on those people who speed up and down the road. Dennis made a motion seconded by Joyce to get 3 contractors to look at the development and work up bids including a cul de sac on Friendly Meadow. John had spoken to the county who assures him that since it is shown on the county map the land has already been dedicated and there is no problem putting in the turn around. A vote was taken and the motion was approved.

Special Projects Report: Sharon reported that the Cowboy Trail entrance cross bar was painted last year and looks much better. Hoppy has supplies and sturdy long ladders available for volunteers to paint the Williamson Valley entrance as soon as the weather clears.

April 18 at 9:00 am an official Williamson Valley Ranch clean up day has been scheduled. Homeowners are requested to remove all trash from the roadside on and around their property. The following weekend, April 25 is scheduled to have the roadside mowing of weeds done. If trash is in the path of the brush hog this poses a hazard and will take more time. Jim is to send an email to all informing them of the clean up day.

Webmaster's Report:

Website

During the fifteen day period from Thursday, March 26 through Thursday, April 9, 25 unique visitors to the website made 65 visits. These visitors averaged 4 minutes and 20 seconds on the website. They viewed an average of 4.5 pages per visit.

Minor updates were made to the website during the past month.

Email Distribution

Email messages were sent to remind members about the annual meeting. Following the annual meeting, three different databases were merged and a test message sent to all available email addresses. Although a few email addresses were changed to owner's preferred address, there was only minor success in the primary objective that is, increasing the number of valid addresses. Based on failure messages, the number of valid addresses was only increased from 117 to 120.

New Business: Jim made a motion seconded by Sharon to adopt the following resolution:

WHEREAS, Mark Lienau served as President of the Board of Directors of the Williamson Valley Ranch Road Association from 2004 until 2009; and

WHEREAS, under Mark Lienau's leadership the Board of Directors of the Williamson Valley Ranch Road Association became an effective organization fulfilling the association's responsibilities; and

WHEREAS, Mark Lienau's dedication, commitment, and expertise as a member and president of the Board of Directors of Williamson Valley Ranch Road Association are recognized and appreciated by members of the Williamson Valley Ranch Road Association and members of the Association's Board of Directors; now, therefore, be it

RESOLVED that the Board of Directors of the Williamson Valley Ranch Road Association hereby acknowledges and commends Mark Lienau for his diligent service and many valuable contributions and accomplishments as a member and president of the Board.

The resolution was adopted unanimously.

The community has encouraged the establishment of committees to share the information and promote involvement in the association. Therefore it is the intention of the board to establish three committees as follows as drafted by Jim Pool:

MOTION: ESTABLISHING A FINANCE COMMITTEE

The WVRRA Board shall appoint a standing committee, the Finance Committee, based on Section 8.1 of the Bylaws, as follows:

1. The Finance Committee shall have at least three members and no more than five members, including:
 1. WVRRA Treasurer, who shall be the chair of the committee;
 2. WVRRA Vice-President, who is responsible for liens;
 3. At least one WVRRA Member, not a member of the WVRRA Board, elected by the WVRRA Board for a two year renewable term; and
 4. additional members as deemed appropriate by the WVRRA Board from time to time, each elected by the WVRRA Board for a two year renewable term;

and

2. the Finance Committee shall:
 1. prepare a multi-year budget plan, updated at least annually, based on projected income and expenditure scenarios with estimates of expenditures including, but not limited to
 - a. a fixed costs fund,
 - b. a contingency fund,
 - c. a road maintenance and improvement fund, and
 - d. a reserve fund

and present the plan and annual updates no later than 60 days after the beginning of the fiscal year (*Exception for FY2009: 180 days*) to the WVRRA Board for approval;

2. prepare an annual budget consistent with the multi-year budget plan and in accordance with Section 10.1 of the Bylaws and present this annual budget to the WVRRA Board for approval;
3. develop and periodically update, as deemed necessary by the Treasurer, a policy and procedure manual and present the manual and any updates to the WVRRA Board for approval;
4. assist the Treasurer with the management of the annual budget and related financial actions, including collection of assessments and delinquent accounts;
5. review financial actions of the WVRRA Board to insure compliance with the financial conditions and restrictions set forth in the WVRRA Community Documents and applicable laws of the State of Arizona, in particular,
 - the Vice-President and a member of the Finance Committee, who is not a member of the WVRRA Board, will serve as the Audit Committee for the Treasurer's Annual Financial Statement;
6. execute specific financial tasks assigned by the WVRRA Board; and
7. at the discretion of the committee chair, form working groups consisting of WVRRA members to execute approved tasks.

The motion was approved unanimously establishing a Finance Committee.

MOTION: ESTABLISHING A PROJECTS COMMITTEE

The WVRRA Board shall appoint a standing committee, the Projects Committee, based on Section 8.1 of the Bylaws, as follows:

1. the Projects Committee shall have at least three members and no more than five members, including:
 - 1.1. WVRRA Special Projects Coordinator, who shall be the chair of the committee;
 - 1.2. at least one additional member of the WVRRA Board, elected by the WVRRA Board for a two year renewable term;
 - 1.3. at least one member of WVRRA, not a member of the WVRRA Board, elected by the WVRRA Board for a two year renewable term; and
 - 1.4. additional members as deemed appropriate by the WVRRA Board from time to time, each elected by the WVRRA Board for a two year renewable term;
- and
2. the Projects Committee shall:
 - 2.1. plan projects and events supporting the Williamson Valley Ranch Road Association and, more generally, benefiting the Williamson Valley Ranch community and present the plans to the WVRRA Board for approval;
 - 2.2. assist the Special Projects Coordinator with the preparation and coordination of approved projects and events;
 - 2.3. execute specific tasks related to projects and events assigned by the WVRRA Board; and
 - 2.4. at the discretion of the committee chair, form working groups consisting of WVRRA members to prepare, coordinate, and implement approved projects and events.

The motion was approved unanimously establishing a Projects Committee.

MOTION: ESTABLISHING A ROADS COMMITTEE

The WVRRA Board shall appoint a standing committee, the Roads Committee, based on Section 8.1 of the Bylaws, as follows:

1. The Roads Committee shall have at least five members and no more than seven members, Including:
 - 1.1. WVRRA Roads Manager, who shall be the chair of the committee;
 - 1.2. WVRRA President;
 - 1.3. WVRRA Contractor Liaison;
 - 1.4. At least two WVRRA Members, not members of the WVRRA Board, elected by the WVRRA Board for a two year renewable term (initially, one will be appointed for a One year term, but be eligible for a subsequent two year renewable term); and
 - 1.5. Additional members as deemed appropriate by the WVRRA Board from time to time, Each elected by the WVRRA Board for a two-year renewable term;
- And
2. The Roads Committee shall:
 - 2.1. Prepare a multi-year roads maintenance and improvement plan, updated at least Annually and when deemed necessary by the Roads Manager, based on the multiyear Budget plan approved by the WVRRA Board and present the plan to the WVRRA Board for approval;
 - 2.2. Prepare an annual implementation plan, consistent with the multi-year roads maintenance and improvement plan and present the annual plan no later than 120 days after the beginning of the fiscal year (*Exception for FY2009: 180 days*) to the WVRRA Board for approval;
 - 2.3. Update the annual implementation plan, when deemed necessary by the Roads Manager or requested by the WVRRA Board, and present the updated plan to the WVRRA Board for approval;
 - 2.4. Develop and periodically update, as deemed necessary by the Roads Manager, a policy and procedure manual, including the decision process for selecting major projects, and present the manual and any updates to the WVRRA Board for approval;
 - 2.5. Assist the Roads Manager with the execution of the implementation plan, including preparing a progress report for presentation at each regular meeting of the WVRRA

Board;

2.6. Review road maintenance and improvement actions of the WVRRA Board to insure compliance with the conditions and restrictions set forth in the WVRRA Community Documents and applicable laws of the State of Arizona;

2.7. Execute specific road maintenance and improvement tasks assigned by the WVRRA Board; and

2.8. At the discretion of the committee chair, form working groups consisting of WVRRA members to execute approved tasks.

In the absence of the Roads Manager the Roads Committee was tabled until the next meeting when we can receive David's input.

The Treasurer and Projects Manager will be thinking about these plans and we will talk more about this at the May meeting. We have several non board members who have volunteered to help in any way they can and hope to have more.

The next meeting will be May 8 at 7:00 pm at John & Debi Weaver's house.

Sharon made a motion seconded by Joe to close the meeting. The vote was unanimous and the meeting ended at 8:45.

Respectfully submitted,

Joyce Pritts