

## **Board Of Director's Meeting 02/01/13 Minutes (Approved 04/12/13)**

**I. Board of Directors Meeting:** A meeting of the Board of Directors was conducted on February 01, 2013. The meeting was **called to order** at 11:09 AM by CJ Hindman.

The following Members were present:

CJ Hindman – President

Chuck Clark – Vice President

James V. Smith – Secretary

Joe Hindman – Treasurer

**Quorum Present: Yes**

**II. Minutes** from the Board of Directors meeting of October 25, 2012 were reviewed and unanimously approved by the Board (completed and posted on 02/10/13).

(Joe motioned, Chuck seconded)

### **III. Treasurer's Report:**

A. Joe reviewed the current EVRPOA **Financial Statement** (December 2012), as follows:

#### **ASSETS:**

Wells Fargo Operating \$ 49,237.07

Wells Fargo Reserve 79,557.05

Wells Fargo CD 21,506.47

Total: Checking/Savings \$ 150,300.59

Accounts Receivable 23,606.32

Undeposited Funds 160.00

**TOTAL ASSETS \$ 174,066.91**

#### **LIABILITIES & EQUITY:**

Current & Long-Term Liabilities \$ 0.00

Equity

Opening Balance Equity 50,778.12

Retained Earnings 90,190.70

Net Income 33,098.09

## **TOTAL LIABILITIES & EQUITY \$ 174,066.91**

Treasurer's Report was accepted by the Board by acclamation.

**B. Discussion of Past-Due Accounts:** Joe noted that currently 30 accounts are in arrears. CJ suggested the Board seek to recover as much as possible of the approx. \$23,000.00 of past-due accounts. CJ suggested that Joe request an update from First United Realty regarding past-due fees of property forfeited by previous owners to First United, and to check if there were any liens on First United mortgages. It was also noted that the Board needs a list of all recorded liens, then will review and check on these on a case-by-case basis. Joe will get this from Platinum.

**C. Amnesty for Past-Due Accounts Without Recorded Liens:** CJ again suggested the Board consider an "amnesty" period for payment of past-due accounts for properties without recorded liens as a strategy to get owners to pay delinquent dues, as follows:

- 1) One-time amnesty – If total is paid within 90 days, then 10% discount will be given to the overdue balance.
- 2) The Board will forgive all late fees equaling \$25.00 per occurrence.
- 3) If all the above is completed, the Board will not file a lien on said property.
- 4) CJ suggested this to be an incentive to "catch-up" and/or "not get behind."

The Board will consider this issue and will discuss at the next meeting.

**D. Amnesty for Past-Due Accounts With Recorded Lien:** Amnesty would be considered for accounts with a recorded lien, as follows:

- 1) If all of the conditions and requirements listed in Section C above are met,
- 2) The Board will consider reducing all lien fees by 50% of the amount owed.

This issue was tabled and will be discussed at the next Board meeting.

**E. Amnesty Implementation:** To implement the above amnesty programs, the Board will need a report detailing all late fees charged and, if applicable, the recorded liens including the amount filed (if applicable). Joe will work on this report. CJ will draft a document for review detailing the amnesty terms and conditions after discussing this topic with the EVRPOA attorney.

**F. Proposed New Policy:** It was suggested that the Board adopt a new written policy regarding past-due accounts. This policy would include reporting past-due accounts to a credit agency for inclusion on the property owner's credit report. Platinum Management was suggested as the "contact" for arrangement of payments. Also considered was a 1 (one) year threshold before such report was made. CJ will talk to EVRPOA's attorney regarding this matter and report back to the Board.

**G. 2013 Budget:** It was agreed that the 2013 budget appears to be OK, with the caveat there may need to be an increase in the "legal fee" line. The 2013 EVRPOA budget was approved by acclamation.

## **IV. Road Committee Report:**

**A.** All current road work has been completed. It was also suggested that all road work be listed under 2 categories: Maintenance and Repairs.

The EVRPOA has completed this round of road maintenance (mainly grading) and repairs of Elk Valley

Ranch roads (special thanks to VP Chuck Clark and Perkins Cinders for an exceptional job). The following is the final list of completed road repairs/maintenance:

Grade all of N6500 (plus some ABC)

Grade all of N6501 (plus ABC)

Grade all of N6503 (plus some ABC)

Grade all of N6504 (plus some ABC)

Grade all of N6505 (plus some ABC)

Grade all of N6506 (plus some ABC)

Grade all of N6507 (plus some ABC)

Grade all of N6510

Grade all of N6511

Grade all of N6460

Grade all of N6461 south & east of the junction of N6460

Grade all of N6462 north & east of N6480

Grade all of N6469

Grade all of N6470

Grade all of N6471

Grade all of N6472

Grade all of N6473

Grade all of N6474

Grade all of N6475

Grade all of N6476

Grade all of N6477

Grade all of N6478

Grade all of N6479

Grade all of a short unnumbered road that runs north from N6477 about 1/2 mile west of the railroad track.

Grade all of an unnumbered road that runs southwest from N6473 about 1/3 mile west of the railroad track.

Total Miles Graded: 25.71 Miles

Total ABC Used: 1,078.75 Tons

Other: Usage of Water Trucks and Drum Rollers

## **V. Old Business:**

**A. EVRPOA Website:** Jim reviewed the current website and the past problem of daily “spam” has been eliminated. Jim suggested that the Board renews both the website hosting service and the domain name registered and serviced by Network Solutions. The renewal term is 3 years for a total cost of \$369.90.

Jim motioned, CJ seconded, unanimous agreement. **Motion Passed.**

**B. Proceed With Legal Action:** It was agreed that the Board should proceed with the pending legal action concerning the sale of the Bette’s property and EVRPOA’s prior attorney. All files concerning this case have been given to the current EVRPOA attorney.

Joe motioned, Chuck seconded, unanimous agreement. **Motion Passed.**

**C. Platinum Management:** It was noted that Platinum Management has listened to our concerns and have satisfied the Board regarding their management duties as they relate to Elk Valley Ranch. Sara at Platinum has agreed to further work with Joe to implement accounting reporting changes within the current QuickBooks framework, in order to avoid a redesign of the QuickBooks program, thereby reducing costs. The Board has decided to continue with Platinum Management for 2013.

**D. EVRPOA CC&R’s and By-Laws:** CJ noted that changes need to be made to the EVRPOA Covenants, Conditions and Restrictions (CC&R’s) and By-Laws to reflect inadequacies discovered upon review by EVRPOA’s attorney. After discussion, it was agreed by acclamation that CJ will contact the attorney and ask for recommendations for the proposed changes. The Board hopes to have a proposal ready for review at the Annual Meeting in July. This will remain an open item for the Board.

**E. 5TH Board Member:** The Board is actively pursuing a 5th Board Member, as we currently have 1 (one) vacancy. This is an ongoing process and the Board encourages anyone interested to please contact any current Board Member. The Board believes the representation should consist of property owners in Units 1, 2 and 3, and these can be investors, part-time or full-time residents.

**F. Kinder-Morgan:** The Board discussed Kinder-Morgan’s activities on Elk Valley Ranch property. It was noted that winter activity has been minimal. CJ will follow-up with Kinder-Morgan regarding payment to the EVRPOA road fund. It was discussed and agreed that the Board has no authority to intervene nor solve problems between Kinder-Morgan and individual Elk Valley Ranch property owners. This has always been the Board’s position in the past. The Board will however try to keep all owners apprised of K-M activity and any effects it might have on the EVR property as a community.

**G. Mileage Reimbursement:** EVRPOA Policy # 01-2012 has been established, retroactive to the October 25, 2012 Board of Director’s meeting, regarding mileage reimbursement for Board Members attending EVRPOA Board of Director’s meetings (NOT including the Annual Meeting), and for road surveys performed by members of the Elk Valley Ranch Road Committee, as follows:

*Policy #01-2012*

*Subject: Reimbursement for Mileage*

*The purpose of this policy is to provide guidance to the Elk Valley Ranch Property Owner’s Association’s Board of Directors. The Board passed a motion at the July 7, 2012 Board meeting that mileage*

*reimbursement would be approved for members of the EVR Road Committee who must do periodic surveys of the EVR road system and must oversee regular maintenance of the roads and any needed repairs or upgrades. It was also agreed that mileage reimbursement would be approved for Board Members attendance at Board of Directors meetings.*

*Therefore, the following is guidance and a statement of limits regarding how the Board Treasurer will implement such reimbursement.*

- 1. Mileage reimbursement will not be authorized for attendance at the Annual POA Meeting.*
- 2. This policy only pertains to automotive mileage by private vehicles, not public transportation of any sort.*
- 3. The mileage is to be calculated roundtrip from the EVR lot/parcel owned by the individual who is submitting a claim for reimbursement, or from that individual's home, whichever is less.*
- 4. Routine road survey by the Road Committee will only be reimbursable to 1 (one) member of the Road Committee for each survey done.*
- 5. Routine road survey shall only be reimbursable on a quarterly basis.*
- 6. Unscheduled, or urgent, road surveys can be done on an as-needed basis based on weather issues, or notification by a member about a particular road problem. These incidents must be documented as to a specific issue, i.e. cause (weather, personal notification of a problem, etc.).*
- 7. Oversight of road work by a contractor will be documented and reference made to the contact for which the work was performed.*
- 8. No mileage will be reimbursed in advance.*
- 9. In order for EVR Mileage Policy to meet current government standard auditing practices, the individual who submits a request for mileage must list the starting and ending odometer readings for the vehicle used.*

*Accepted: 02/01/2013 Signed By: James V. Smith, Secretary, EVRPOA*

## **VI. New Business:**

**A. Lot 161 Payment Issue:** After discussion, Joe as Treasurer will discuss with Platinum an equitable solution to the oversight.

**B. EVRPOA 2013 Annual Meeting:** The 2013 EVRPOA Annual Meeting will be held Saturday, July 6, 2013 at the Hampton Inn & Suites, 1501 E Woolford Rd, Show Low, AZ 85901. Details will be both mailed to each property owner and posted on the EVR website ([www.elkvalleyranchpoa.com](http://www.elkvalleyranchpoa.com)). Jim will provide a timeline for the Call To Volunteers and Notice of Annual Meeting prior to the next Board meeting in April, 2013.

**C. Board of Director's Meeting:** The next Board meeting will take place on April 12, 2013 in Show Low, AZ.

**D. EVRPOA Accounting Audit:** It was agreed by acclamation that a 1st Level audit of EVRPOA's financial records was sufficient and will be performed by EVRPOA's accounting firm upon completion and closure of EVRPOA's 2012 books. Platinum will arrange for this to be done.

Motioned by Joe, Chuck seconded, all unanimous. **Motion Passed.**

**There being no other business:**

**Meeting adjourned at 12:42 PM.**

### Minutes prepared and submitted by: Secretary James V. Smith