

# Elk Valley Ranch

---

## Property Owner's Association

P.O. Box 14198 Tucson, AZ 85732 Phone: (520) 623-2324 Fax: (520) 722-5039

### Approved

BOD of Directors Meeting Minutes

Monday, October 16, 2017

Platinum Management, Inc.-7225 E Broadway Blvd

The BOD of Directors meeting was held telephonically for the Elk Valley Ranch Property Owner's Association on October 16, 2017 at the Platinum Management, Inc. office, located in Tucson, AZ. Kathleen Buske and Alisha Smart represented Platinum Management.

#### **I. Call to Order & Roll Call**

The meeting was called to order at 3:59 pm.

BOD members present telephonically:

CJ Hindman-President

James V. Smith-Vice President/Secretary

Michele Clark- Treasurer

#### **II. Call to the Public-Open Forum-None**

#### **III. Review and Approval of Minutes of July 10, 2017 Meeting**

**A motion was made and seconded to approve the minutes as presented (Smith/Clark), motion carried unanimously.**

The approved minutes will be submitted in PDF to Jerry Slatter for uploading onto the website.

#### **IV. Review June, July, August & September 2017 Financial Statements**

**A motion was made and seconded to accept the June, July, August and September 2017 financials as submitted (Clark/Smith), motion carried unanimously.**

#### **V. Manager's Report**

Draft minutes created from July 10, 2017 meeting. Communications were made with Accounting, Legal and the BOD regarding collections. Postings were submitted to web master. Created and sent via e-mail and mail the October BOD Packet to the BOD. Agenda and BOD Meeting notice information was sent to the webmaster and posted. Bylaws were amended and restated with the draft being sent to the BOD President. The revisions to the Bylaws were made that were requested by the BOD president and resent to all Board members.

## **VI. Old Business**

**A. Collections-** Alisha Smart confirmed with Sarah Brady regarding the significance of the asterisks placed throughout the financials. One asterisk means a lien was filed by the Board's Treasurer years ago. Two or more asterisks mean that there is an internal note for accountings reference. HP, BK or L initials means the account is with the attorney in collections. Per AZ State Statute 12-548 and due to the statute of limitation on bad debt, Platinum Management, Inc. requests the approval from EVR BOD to write off the lot of Rice # 295 in the amount of \$1,068.22 and the lot of Jones # 156 in the amount of \$927.94 which comes to the total amount of \$1996.16.

Kathleen reviewed with the BOD that at 65 – 70 days delinquent the first letter is sent out and the collection process starts. After discussion the BOD has decided to stop using \$500.00 as the minimum threshold to begin the collections and to follow the Platinum process for collections.

**A motion was made and seconded to write off the balance of \$1996.16 bad debt. (Clark/Smith), motion carried unanimously.**

**A motion was made and seconded to use Platinum's collection process to put towards collection liens. (Clark/Smith), motion carried unanimously.**

**B. Road Inspection / Schedule -** This report was submitted by Ted Newman and reviewed by CJ Hindman, BOD President, and submitted to Perkins. The roads were mostly in good condition. There may be some unscheduled repairs that come up in the late spring.

Unit 1 all roads were in good condition with the exception of 6510. The recommendation for this unit was to repair and grade on past.

Unit 2 has the most used roads (6460 and 6461). The recommendation for this unit was to repair.

Unit 3 has no work needed at this time.

The total bid amount was \$39,475.51 with an estimated \$1,500 being just in sales tax. This road work will take the community through the rest of this year until spring of 2018. 50 percent of payment is due up front with the rest of the payment being due 15 days after the work is completed. CJ Hindman, BOD President will advise Ted Newman to proceed.

**A motion was made and seconded to approve the bid for Road work as described by Ted Newman (Smith/Clark), motion carried unanimously.**

**VII. New Business**

**A. 2018 Budget-**The BOD has agreed that if the \$450 scheduled for the website is not used in March that it will be moved into the reserve account. The rest of the budget was fine.

**A motion was made and seconded to approve the 2018 budget with a one percent (1%) increase of \$2.00 per year to the annual assessments. (Clark/Smith), The motion carried unanimously.**

**B. Bylaw Revision-**The BOD requested that Platinum Management update and amend the Bylaws in order to comply with AZ laws. Recommended updates include:

1. The Annual meeting to be in the spring instead of June/July.
2. The number of BOD members to be updated from 5 to 3.
3. Platinum to add other recommended updates per AZ law.

Once the changes are approved by the BOD, Platinum Management will send out a cover letter with information to all property owners as to why the bylaws need to be amended and restated.

Kathleen will research and confirm the majority of quorum needed to pass any proposed Bylaws update.

**A motion was made and seconded to accept the above recommended bylaws revisions. (Smith/Clark), motion carried unanimously**

**VIII. Next Meeting Date**

The next meeting is scheduled for February 06, 2018 at 4pm.

**IX. Adjournment**

There being no further business the meeting was adjourned at 5:08 pm.

Recorded and Submitted By:

Alisha Smart  
Association Manager  
For the Elk Valley Ranch POA  
Platinum Management Inc.