

**NOT APPROVED**

## **Prescott Summit Property Association Meeting Minutes**

December 13, 2016

### **I. Call to order**

President Norfleet called to order the regular meeting of the Prescott Summit Property Association at 8:30 AM on December 13, 2016 at 333 White Spar Road, Prescott, AZ. 86303.

### **II. Roll call**

President Norfleet conducted a roll call. The following persons were present: Jos Nikula, JB Covey, Delene Fletcher, and Michael Comstock (late arriving).

### **III. Approval of minutes from last meeting**

President Norfleet read the minutes from the October 7, 2016 meeting. The minutes were approved as read. Motion Norfleet, Second Fletcher, Vote to Approve, 4-0, Secretary Comstock did not vote.

### **IV. Open issues**

Discuss status of letters mailed to owners with violations. The BOD directors discussed the letters sent to owners with compliance violations on or around September 1<sup>st</sup>, 2016. Most owners have complied with the requests. President Norfleet was to follow up with those that have not responded.

### **V. New business**

- a) Financial Update – Treasurer Fletcher provided a report and documentation as to financial condition of the Association. No anomalies were reported. VP Nikula provided some discussion and thoughts regarding the Association's CD's coming to maturity. Treasurer Fletcher has prepared her process for moving those mature CD's to the appropriate provider and liquid accounts. All BOD members will receive future copies of financials electronically. President Norfleet will instruct the Association accountant to do so. VP Nikula requested the Association's accountant be requested to follow up with property owners who are in the arrears with dues assessments. Motion to approve Norfleet, Second Covey, Vote to Approve, 5-0.
- b) Revert to \$50.00 Transfer Fees - No Study Required – BOD approved the transfer fee cost remain at \$75.00. Motion Norfleet, Second Fletcher, Vote to Approve, 4-1 Comstock voting no.

- c) Present cost of replacing lot signs on vacant lots – President Norfleet presented a cost analysis of lot signs for vacant lots. BOD approved an expenditure of \$285.20 for 62 – 9x12 signs. Motion Norfleet, Second Covey, Vote to Approve 4-1, Nikula voting no. President Norfleet and Member Covey to install the signs when they are completed and brought to Prescott from Phoenix.
- d) Discuss dues for 2017 – The BOD discussed the increase of dues for the membership from \$100 per year to \$120 per year. Secretary Comstock to develop draft explanatory letter to the property owners of the reasons and need for the increase to accompany the New Year's dues notice. Motion Norfleet, Second Fletcher, Vote to Approve – 4-1 Comstock voting no.
- e) Fire wise update – Leigh Cosby provide the BOD with an update to the Fire wise program for the Association. The BOD voted to approve Arrow Fire as the mitigation company for fire hazards and to move forward in 2017 with the clearing of the canyon area. Expended from the 16-17 annual budget to perform the canyon mitigation is approximately \$11,000.00. The money is available in the current budget. Future financial statements will include the cost of fire wise line items. Motion Norfleet, Second Nikula - Vote to Approve – 5-0. Ms. Cosby provided the BOD with a proposal from Aspen Landscape Design for lot clean up and fire hazard mitigation. From April to September of 2017, property owners of undeveloped lots for \$10.00 per month, \$50.00 total may have the first 6 feet of the lot weed whipped and cleared off. Motion Norfleet, Second Nikula, Vote to Approve 5-0 for Aspen Landscape Design Proposal 16206. Information to be transferred to the property owners through the web site.
- f) Contact Attorney regarding Sub-letting – The BOD agreed to contact the attorney regarding the matter of sub-letting property in Prescott Summit. President Norfleet to meet with the attorney and develop a letter and process to be sent and followed when a property owner is found in violation of this issue. Motion Norfleet, Second Nikula, Vote to Approve 5-0.
- g) Next Meeting – Friday March 10, 2017 – 9:30 AM – 333 White Spar Road, Prescott, AZ 86303. Agenda items to be included: Update of Web Site, Reinstatement of the Compliance/Landscape and Architectural Committees.
- a) **Open Membership Discussion** - No requests to speak.

## VI. Adjournment

President Norfleet adjourned the meeting at 9:40 AM.

Minutes submitted by: Comstock