

# Santa Fe Ranch

## Property Owners Association, Inc.

### DRAFT NOTES

The following information is provided as a service to members of the Association in the form of "Draft Notes" taken at the Board of Director's Meeting held on October 4, 2004. These draft notes are subject to change, and will not be deemed the Minutes for the meeting until reviewed, changed or amended and approved by the Board of Directors. They are being made available for informational purposes only.

### BOARD OF DIRECTOR MEETING October 4, 2004

- I. Call to order
  - A. The Meeting of the Board of Directors of the Santa Fe Ranch Property Owners Meeting was called to order by President Joan Johnson at 9:00 A.M.
  - B. The Waiver of Notice form was signed by all Board members.
  
- II. Roll Call
  - A. Board Members: Jerry Albers, Joan Johnson, Dan Rynders, Michael Sawhill and David Bour-beau were present.
  - B. Manager: Steve Buck, Property Management Services was present.
  - C. Guests: There were 11 guests who attended this meeting and signed in as per the attached copy of the Sign In Sheet.
  
- III. Approval of the draft notes of the last meeting of the Board.
  - A. A MOTION was made (Mr. Sawhill) seconded (Mr. Bour-beau) and unanimously approved to adopt the draft notes taken at the June 14, 2004 meeting of the Board, as Minutes of that meeting.
  - B. The Board discussed the benefits of having the draft notes available after being approved by the Secretary for posting on the internet, provided a disclaimer was included stating that they were draft notes subject to change.
    1. A MOTION was made (Mr. Sawhill) seconded (Mr. Albers) and unanimously approved to allow the publishing of the draft notes, including but not limited to the Associations website and the management company's web site, so long as there is a proper disclaimer with the draft notes of the meeting indicating that the notes are Draft Notes subject to change, and will not be deemed the Minutes for the meeting until reviewed, changed or amended and approved by the Board of Directors.
  
- IV. Manager's Report
  - A. Financial Report
    1. The check registers for June, July, August and September, 2004 were reviewed by the Board.
    2. A MOTION was made (Mr. Albers) seconded (Mr. Bour-beau) and unanimously approved, to accept the information contained in the check register for filing.
  - B. The Income and Expense Reports through September 30 2004 were reviewed and accepted.
  - C. The Budget Comparison Report was reviewed and accepted.
  - D. The "Operating Account" Bank Statement and Reconciliation (August 2004) were reviewed and accepted.

- E. The Reserve Account Status Report was reviewed and accepted.
  - F. The Dues Summary Report
    - 1. Report # 1 – Showed a recap of all dues and late fees for all Owners who owe anything, with those owing only late fees highlighted. This report was reviewed by the Board.
    - 2. Report # 2 - Showed those Owners who owe only 2004 Dues. This report was reviewed by the Board.
    - 3. Report # 3 – Showed Owners who owe dues for years prior to 2004. This report was reviewed by the Board.
      - a. The Board asked the manager to provide Ben Brooks & Associates, Inc. with a list of the Top 10 delinquent accounts, to determine if the owners owned the parcels free and clear.
      - b. The Board asked the manager to seek a letter from the Association’s attorney outlining the necessary steps to foreclosing on a delinquent account.
  - G. Drive Thru Reports
    - 1. The Board reviewed the drive thru reports prepared by the Manager for May through September.
    - 2. Regarding a plan to address emergency road repairs, the Board considered two new alternatives:
      - Plan A: After a storm, fully grade and restore Santa Fe Ranch Road, Butch Cassidy and Sundown (major transportation roadways). After completing those roadways proceed to address the individual roads throughout the area of the storm and make any necessary repairs.
      - Plan B: After a storm, do a single pass on the main arterial roads, as determined in the Santa Fe Ranch Transportation Plan, simultaneously respond with phone calls received from residents. Then go back and rebuild the major routes and resume the pre-arranged “scheduled” work.
    - 3. A MOTION was made (Mr. Rynders) seconded (Mr. Albers) and unanimously approved to approach emergency repairs using Plan B.
  - H. The Board discussed two properties that have flagrant violations: Parcel #860 which has a mobile home being used for storage and a Parcel #444 with an abandoned camper shell located on it.
    - 1. The Board directed the manager to draft a letter to both parties demanding that the mobile home and the camper shell be removed, no later than November 30, 2004. If there is no compliance the files are to be turned over to the Association’s lawyer for legal proceedings.
- V. Old Business
- A. The Web Site Development update. The Association’s web site is due to be up and running by October 15, 2004 at [www.santaferanch.org](http://www.santaferanch.org).
  - B. The Newsletter Update. The next Newsletter is due out next week, with a last minute change to include an article on what information is needed when owners call in to report road conditions.

- C. Update on the C. C. & R. Enforcement Case
    - 1. Parcel #2211 containing the Cardboard Hotel. The owner has complied with all requests to clean up the trash and the vehicles from the Association, however, the remaining building is not the type of structure that members of the Association want to allow to exist within the community.
    - 2. It was determined that Joan Johnson and Steve Buck, representing the Association have a meeting with Mohave County Planning & Zoning Department head Chris Ballard to discuss Parcel #2211 and Storage facilities in general to try and stop these type of structures from being constructed.
  - D. Review of the wording on the Amendment to the Bylaws
    - 1. A letter to Raoul Jacques will be mailed this week asking for his guidance and legal expertise to correct the wording of an amendment to the Bylaws approved by the membership in 2001.
  - E. A letter from James Rooney was read addressing some of his concerns with the procedures followed in conducting the last Annual Meeting.
    - 1. One concern was the timing of the Declarant casting his votes. Michael Sawhill, who represents the Developer, indicated that he will be casting his votes simultaneously with the rest of the membership at the next Annual Meeting.
  - F. The project to lower the cattle guard on Santa Fe Ranch Road was completed however it was noted that the fencing was not reattached to the cattle guard. Lawton Cavalliere was asked, and he has agreed to return and restring the fence to the cattle guard, even though there are several areas all over the valley where the fence has been damaged or destroyed and never repaired or replaced.
- V. New Business
- A. Plans for the Annual Meeting
    - 1. Joan Johnson outlined two committees involved with the upcoming Annual meeting: The Nominating Committee and the Meeting Planning Committee.
    - 2. The Nominating Committee is assigned to review the biographical information submitted by owners interested in serving on the Board, and for them to propose a final list of nominees for the Board to consider and vote for candidates.
    - 3. The Meeting Committee is assigned the task of actually staging the Annual Meeting of the membership. It was noted that due to conflicts between registered visitors at the guest ranch, and the festivities involved with the Annual Meeting, the Guest Ranch will not be available this year for the meeting.
    - 4. Joan Johnson said that Darrell and Pam Johnson had voiced interest in offering their property as a site for the Annual Meeting.
    - 5. A MOTION was made (Mr. Sawhill) seconded (Mr. Ryders) and unanimously approved to appoint Board members David Bour-beau and Jerry Albers as the Nominating Committee.
    - 6. A MOTION was made (Mr. Sawhill) seconded (Ms. Johnson) and unanimously approved to appoint: Board members Dan Rynders and Joan Johnson to the Meeting Planning Committee.

7. Another MOTION was made (Mr. Sawhill) seconded (Ms. Johnson) and unanimously approved to appoint the following Association members to the Meeting Planning Committee: Darrell & Pam Johnson, Jim Rooney and Chuck Bennett.

VII. Board Member Input

- A. Review the e-mailed letter from Dan Rynders with questions for the Board.
1. Dan asked if and when the Association would consider improving Kickapoo to the same design and configuration as Butch Cassidy and other main arterial roadways. After a lengthy discussion, the consensus was that the widening of Kickapoo is not in any near future plan, and its uncertain if it will ever be widened to the same extent as the other arterial roads.
  2. Dan asked if a 40 acre parcel could be sub-divided into 8 acre parcels. The answer was “yes”. Currently the Association monitors the Planning and Zoning monthly agenda to keep track of those owners who are rezoning their 40 acres parcels. When a parcel number is assigned to the rezoned lots the obligation of the owners to pay annual dues commences.
  3. The Board discussed “cut outs” and how they are being used to control the flow of drainage on the roadways. Lawton was asked to check out Sundown & Doc Holliday and Pipeline & Fireside for possibly adding new cut outs on the roadways up water from these intersections to attempt to limit or reduce the amount of water that eventually crosses these intersections.
  4. Other concerns included: the sign at Pipeline and Kickapoo which has been replaced; the survey marker at Mandin and Kickapoo that has been re-set; and there is a roadway that connects Kickapoo and Fireside without using Pipeline.
- B. Michael Sawhill asked Joan Johnson for update on the current situation with Arizona Fish and Game concerning hunting with the development. Joan reported that she is waiting for a formal response from Arizona Fish and Game and that any changes they adopt won't become part of the annual publication until the year 2006.
- C. Mike asked about the efforts to allow members to pay by credit card. Steve Buck, reported that the credit card companies charge from 3% to 5% for the cost of processing, and the equipment to do the transaction costs several hundred dollars. Joan mentioned that she was waiting for information on this project that may allow for the payments for a greatly reduced charge, since it would only be a once a year charge.
- D. The Board discussed the budget for 2005. The issue of raising the dues was suggested and the consensus was that an increase may be warranted in the future when the Association has outlined a plan to make major special improvements or increase the frequency of road maintenance. Otherwise, as far as 2005 is concerned, the Board was asked about road grading and whether or not there was a need to increase the monthly allotment of roads to be graded.
1. Each Board member expressed their feelings that the quality of the roadwork is very satisfactory, based on comments received from owners.

2. It was suggested that if any increase may be warranted it would be with grading Santa Fe Ranch Road and Butch Cassidy twice a month, due to the increase in traffic on these two major roadways, for an additional total of 20 miles.

3. It was requested that the manager present projections for a budget for 2005 at the next Board Meeting. One projection that would reflect keeping the same maintenance plan as this past year and a second projection reflecting an increase of an additional 10 miles per month of road maintenance. It was noted that the Board will have to review and approve a budget for 2005 at it's next Board meeting to allow enough time for the annual dues notices to be sent by December 1, 2004.

VIII Membership Input

A. Chuck Bennett asked if a representative from the Board attended the Board of Supervisors meetings representing the Association. The Board responded "no". However, this lead to a discussion on several topics involving Mohave County, including maintenance of Alamo Road, Emergency Medical Service and Fire Service. The consensus was that the Board of Supervisors do have contact with several board members, but that the true strength of the Association comes from multiple contacts with numerous property owners.

IX. Schedule the next Board meeting.

A. The Board considered changing the pre-selected dates of the next Board Meeting.  
1. The following dates have been established for the balance of the meetings in 2004 to be held at the Yucca Fire Station: Monday, October 25, 2004 at 9:00 A.M. with the primary purpose to be to approve the budget for 2005. The following meeting will be on Monday, December 13, 2004 at 9:00 A.M. to review the Annual Meeting materials.

IX. Adjournment

A. There being no other business to come before the Board, the meeting was adjourned at 12:33 P.M.