

# Santa Fe Ranch Property Owners Association, Inc.

## MINUTES

Board of Directors Meeting

December 13, 2004 9:00 A.M.

Yucca Fire Station

(The Minutes were approved by the Board of Directors January 10, 2005)

- I. Call To Order
  - A. The meeting was called to order by Board President Joan Johnson at 9:02 A.M. at the Yucca Fire Station.
- II. Roll Call
  - A. Board Members: Jerry Albers, Joan Johnson, Dan Rynders, Michael Sawhill and David Bourbeau were present.
  - B. Guests: All guests signed in on the meeting sign in sheet.
  - C. Manager: Steve Buck from Property Management Services was present.
- III. Approval of the draft notes of the October 25, 2004 meeting of the Board.
  - A. A MOTION was made (Michael Sawhill), seconded (Jerry Albers) and unanimously approved to accept the draft notes taken at the October 25, 2004 meeting, as Minutes of that meeting.
  - B. It was noted that the October 4, 2004 draft notes had not yet been approved and will be reviewed at the next meeting of the Board.
  - C. The President polled the Board to determine if there was any objection to the meeting being tape recorded by Association member Jim Rooney. There was no opposition expressed provided that the Association's Secretary also taped the meeting.
- IV. Manager's Report
  - A. Financial Report
    - 1. Delinquent Assessment Reports
      - a. Three reports were presented, one showing the total amount due from all owners, a second report showed just those owners that owe more than 2004 dues, and a third report included just those owners that owe 2004 dues.
      - b. A comment was made by Joan Johnson that at the next meeting she would like to review a proposal indicating the cost to turn the past-due accounts over to a collection agency.
      - c. The Board reviewed a report showing a breakdown of the member's parcels by acreage. The report showed of the present 2,563 owners there were 38-10 acre parcels, 11-20 acre parcels, 2,484-40 acre parcels, 25-160 acre parcels, 2 at 208 acres and 3 at 320 acres.
      - d. Michael Sawhill was asked how many parcels are under the Declarant's control and he responded by saying it was approximately 27 that are listed for sale, and 35 additional are being held by the Declarant.
    - 2. Check Registers for October 2004 and November 2004, Cash Flows & Budget Comparison reports were presented and reviewed by the Board.
    - 3. The Reserve Reports and Bank Statements were presented and reviewed.
  - B. Conditions, Covenants and Restriction Enforcement efforts.
    - 1. Parcel 860 has two mobile homes on the property being used as storage. Both units were manufactured before 1972. The information was turned over to Chris Ballard with Mohave County, she indicated that she would follow up on the problem and let the Association know what transpires.
    - 2. Parcel 2211 has cleaned up their property to the extent that the County has determined that they have no concern, unless someone is found living in the structure. As a storage building the County said, it conforms with their building requirements. No further action is planned.
  - C. Management Agreement Renewal
    - 1. Joan asked that the members of the Board to review the proposed Management Agreement with Property Management Services (Buck, Reynolds Corporation) by 12/17/04 and then advise her if they approved her signing the agreement for 2005.

V. Old Business

- A. The Web Site Development update.
  - 1. The web site is up and running. There have been 40 to 50 people who have viewed the Web Site (hits) to date. The Board intends to solicit businesses that may be interested in advertising on the site, for a fee, to offset the costs of maintaining it.
  - 2. Joan Johnson provided the history of the efforts to put the site together and she made it clear that the voluntary assistance of Jeremy Rynders saved the Association thousands of dollars.
- B. The Newsletter Update.
  - 1. 2,291 Newsletters were mailed out at a cost of \$847.67 in stamps, \$647.10 in printing costs for a total of \$ 1,494 .77. Much of the savings came from not having to pay for type setting, and processing (folding, stuffing, labeling and stamping). These tasks were completed by volunteers.
- C. Update on the meeting between Joan Johnson, David Bour-beau and Steve Buck with Chris Ballard, Mohave County Planning and Zoning, Department Head.
  - 1. David Bour-beau gave his report on the meeting which covered the following topics:
    - a. Ray Powell, the Developer involved with a section south of Stagecoach Trails has been told that he will have to bring the roads used to service his subdivision up to minimum County road standards as part of the development of his land. Once brought up to that standard, the county will take over the maintenance. This would include portions of Santa Fe Ranch Road, Butch Cassidy and short distances on a few other roads to avoid having to cross a wash.
      - (1) Joan Johnson said that exactly what standard and what roads are involved will be cleared up at the Board's January 10, 2005 meeting.
    - b. Chris Ballard made it clear that in order for the Association to expect higher standards of buildings being built within the ranch, the Mohave County Overlay would have to be adopted by the County Supervisors.
    - c. There was some confusion over travel trailers, and whether or not, if they were "stored" or "used" for over 30 days they required a permit and a septic tank. This matter will be cleared up at the next Board meeting.
    - d. As for the development of a Community Center, Chris Ballard advised the Associations Board to discuss this item with Supervisor Buster Johnson.
- D. The attorney (Raoul Jacques) provided a corrected copy of the Amendment to the Bylaws, for changes approved at a prior Annual Owners Meeting, that was required due to a scrivener's error. Since Michael Sawhill was the President of the Board at the time and is currently a Board member it was recommended he sign the correcting Amendment.
- E. Status of the fencing at Santa Fe Ranch Road and the cattleguard at Rainbow.
  - 1. The project is completed.

VI. New Business

- A. Plans for the Annual Meeting
  - 1. Nominating Committee (Mr. Bour-beau and Mr. Albers)
    - a. The Nominating Committee reported that they have received three letters of interest to run for a position on the Board of Directors from: Harold Fisher, Darrell Johnson and Jim Rooney.
    - b. Board Members Michael Sawhill, Joan Johnson and Dan Rynders indicated that they will be seeking re-election. (Note: After the meeting Dan Rynders changed his mind)
    - c. Board members Jerry Albers and David Bour-beau said they would not be seeking re-election. (Note: After the meeting David Bour-beau changed his mind)
    - d. The final report will be made to the Board at their January 10, 2005 meeting.
  - 2. Meeting Committee (Dan Rynders, Joan Johnson, Darrell & Pam Johnson, Jim Rooney, Chuck Bennett, Sandy Bradley and Steve Krzyminski)
    - a. They were scheduled to conduct a meeting following the Board meeting.

3. Review of the materials to be mailed out (notice-proxy)
  - a. The manager was directed to have the Association attorney review the notice, proxy, ballot and any other documents to be used in the Annual Meeting. The manager was further directed to have an attorney opinion available when the Board reviews and approves the documents at their meeting on January 10, 2005 meeting.

B. The Board reviewed a letter from Jim Rooney that suggested changes to the Conditions, Covenants and Restrictions (CCRs), and requested that the changes be included on the agenda for the Annual Meeting.

1. It was noted that the CCRs required any amendments to the CCRs would have to be approved by the Declarant before becoming effective. Michael Sawhill, the Declarant / Developer representative, noted that it was his opinion, the changes recommended would not be acceptable.
2. The remaining Board members took the position that the items could be included on the agenda and if they were passed by 2/3<sup>rd</sup> of the total membership, then the issue of approval by the Declarant could be addressed.
3. A MOTION was made (Jerry Albers) seconded (David Bour-beau) and approved 3 votes in favor (Albers, Bour-beau, Johnson) and 2 against (Sawhill and Rynders) against, to include the two issues requested by Jim Rooney on the agenda for the Annual Meeting.

C. Discussion on the development of The Five Year Plan (Culverts vs Concrete Aprons)

1. Steve Buck and Lawton Cavalier informed the Board that in order to develop a Five Year plan it would be necessary for the Board to decide which type of flood control they preferred (culverts vs concrete aprons)
2. The Board indicated that they would consider concrete apron as an alternative to culverts. However, it was noted the first step of the process should be to determine the highest priority locations for improvement, and after that the method could be determined.
3. The Board asked for a report at their meeting on January 10, 2005.

## VII Board Member Input

- A. Joan Johnson raised a question as to how much the Association should be charging for the creation of a membership list by the management company. After discussion of the Board members and input from Steve Buck on the time, effort and cost for producing an ownership list the following motion was made.
  1. A MOTION was made (Jerry Albers) seconded (Dan Rynders) to charge the requesting party \$50 for a listing of all members in the Association. It was further moved that the requesting party must also sign a waiver agreeing that the list would not be duplicated and/or the information used, distributed or sold for any purpose except for communications concerning Association business.
- B. Joan Johnson asked that the manager provide a proposal from a collection agency for the Board to review at their January 10, 2005 meeting, in an effort to collect unpaid assessments.
- C. Joan Johnson reported that she has not had a response from the Department of Game and Fish following her meeting requesting that they change their annual publication to show that the Stagecoach Trails Ranch area as residential rather than historical hunting grounds.
- D. Joan Johnson requested that a discussion on the Association purchasing and selling insulated mugs with the Association's logo on them, on the agenda for the January 10, 2005 meeting.
- E. Joan Johnson discussed the interest in the development of a Community Center, and she noted that the Board could impose a Special Assessment of \$10 per year, which could raise sufficient funds to build a community center in ten years. The discussion and idea of a Special Assessment was met with some opposition.
  1. The Board decided to consider this item at the January 10, 2005 Board Meeting and to decide if it was reasonable to include a discussion on this topic at the Annual Meeting. Joan said she would develop cost information for the project for the next meeting.
- F. Dan Rynders informed the Board that 80 of the Newsletters had been returned because of improper mailing addresses. He suggested that efforts be made to correct those addresses.

- G. Joan Johnson suggested a discussion concerning the contract that Dan Rynders has with the Association to maintain Kickapoo Road.
  - 1 Dan Rynders reviewed the fact that the contract was created years ago when the Association Board was under the control of the Developer, as a means of maintaining both Kickapoo and a section of Doc Holliday, but the true benefit was the 6 or 7 miles of Pipeline that he was allowed to drag as part of the maintenance.
  - 2. Input on the subject was allowed by everyone in attendance at the meeting.
  - 3. A MOTION was made (Jerry Albers) seconded (David Bour-beau) and approved 3 in favor (Albers, Bour-beau, Johnson) 1 against (Sawhill) 1 abstain (Rynders) to not renew the contract for the maintenance of Kickapoo Road effective January 1, 2005, and to add those roads to the maintenance obligation of Borianna Construction.
- H. Darrell Johnson asked how much extra was spent on road grading in November, above the contract amount.
  - 1 Steve Buck responded by saying the Board authorized spending additional revenues to work on the culverts and to spot blade all east-west roads, where they intersect with north –south roads, which was billed in December at \$6,000 above the contract amount.

VIII Membership Input

- A A property owner asked if it would be appropriate for the repair of the roadway to include bringing in dirt for the purpose of aiding in the repair process. Lawton responded saying that the requirement of bringing in the dirt would require a backhoe for the repair, Lawton prefers to use a road grader for it's speed and efficiency.

IX. Schedule the next meeting.

- A The next meeting will be on Monday January 10, 2004 at 9:00 A.M. at the Yucca Fire Station to review the Annual Meeting materials and other business to come before the Board.

X. Adjournment

- A There being no other business to come before the Board, the meeting was adjourned at 12:49 P.M.

