

# SANTA FE RANCH PROPERTY OWNERS ASSOCIATION, INC.

MINUTES  
Board of Directors Meeting  
March 31, 2006 (9:00 A.M.)  
Yucca Fire Station

## I. Call to Order

- A. The meeting was called to order by Board President Joan Johnson at 9:00 A.M. at the Yucca Fire Station in Yucca Arizona.

## II. Roll Call

- A. Board Members: Joan A. Johnson, Chuck Bennett, Hal Fisher, Jeremy Rynders and Michael Sawhill were present.
- B. Guests: All guests signed in on the Sign In Sheet.
- C. Manager Steve Buck from Property Management Services was present.

## III. Waiver of Notice and Establish a Quorum

- A. All Board Members present signed the Waiver of Notice.
1. Chuck Bennett questioned the purpose of the Waiver of Notice. It was explained that the purpose of the Waiver is to memorialize the fact that all Board Members had proper notice of the meeting, and if for some reason they did not receive proper notice of the meeting they waive the notice requirement and consent to the meeting taking place and for all actions taken.
- B. Establish a Quorum for the Board Meeting.
1. With all Board Members present, a quorum was established.

## IV. The Board reviewed the Special and Executive Board Meetings held since the Annual Meeting for the purpose of ratifying the actions taken.

- A. Michael Sawhill reviewed with those in attendance the fact that several Special Board Meetings were held after the Annual Meeting when 57 proxies were discovered by the Management company, that were not included in the counting of the ballots at the Annual Meeting.
- B. February 22, 2006 (Telephonic Special/Executive Board Meeting)
1. In the meeting held on February 22, 2006 the following Motion was made, seconded and unanimously approved by the Board:

*In order to have all property owners heard and have a voice/vote in the selection of their representatives on the Board of Directors of the Santa Fe Ranch Property Owners Association it is moved that the Association reopen the election to count all Proxies timely received by the Property Manager but inadvertently not counted for the Annual Election results;*

*It was further moved, that all Proxies received with the vote for candidates Directed by the Owner would be counted as directed and all Non-Directed Proxies would be voted by the Proxy Holder and then counted.*

*In addition, it was moved that Board President and Board Attorney contact Jan Emming and Jim Molitar, the owners appointed as Election Monitors, to have them attend the voting and complete the count of the votes for the Board. However, it was moved should one or both not be able to attend then the Property Manager is directed to contact the Independent Auditor for*

*the Association to have representatives present to complete the count of the election.*

*The voting and counting is to take place between 5:00 p.m. and 6:00 pm, or other time that is agreeable to all Board Members, on Thursday, February 23, 2006 at the office of the Property Manager and all Board Members are requested to be present.*

2. A new MOTION was made (Michael Sawhill) seconded (Chuck Bennett) and unanimously supported to ratify the above noted Motion made at the February 22, 2006 meeting.
3. In the meeting held on February 22, 2006 the following follow up Motion was made, seconded and unanimously approved by the Board:

*Be it moved that the Board approves the reimbursement for all reasonable costs and expenses for those attending the vote and counting; and*

*The Property Manager should be directed to reimburse the Association for all said costs, the cost for any attorney fees regarding this situation and the cost of preparation and mailing of a notice to the property owners explaining the situation and results.*

4. A new MOTION was made (Michael Sawhill) seconded (Hal Fisher) and unanimously supported to ratify the second Motion from that meeting.
- C. Joan Johnson noted that all expenses associated with the meetings, the attorney and those that were involved with the recounting and the mailing to the Owners that followed were paid by Property Management Services and Manager Steve Buck.
- D. February 23, 2006 (Executive Session)
1. In the Executive Session in the meeting held on February 23, 2006, the following Motion made by Michael Sawhill, seconded and unanimously approved:
    1. *To have all proxy holders vote both the directed and undirected proxies;*
    2. *Have the Election Monitor and the Board's Accountant tally the proxies;*
    3. *To have the tally from tonight's count then added to the certified count from Saturday's election results;*
    4. *That all Board members agree to accept the results of tonight's count.*
  2. A new MOTION was made (Michael Sawhill) seconded (Hal Fisher) and unanimously supported to ratify the resolution made at the February 23, 2006 Executive Session.
- E. February 23, 2006 (Special Meeting of the Board)
1. The following Motions made at the February 23, 2006 Special Meeting of the Board were read.

*MOTION was made by Michael Sawhill, seconded by Chuck Bennett and the Board unanimously approved ratifying the election results, as completed in the meeting of February 23, 2006:*

*The results of February 18<sup>th</sup> Election appearing first, and the additional votes added as of the 23<sup>rd</sup>, appearing second. The results as given by the Ballot Monitors were as follows:*

- a. *Joan Johnson received: 428+29 = 457 Total Votes*
- b. *Harold Fisher received: 363+ 37 = 400 Total Votes*
- c. *Chuck Bennett received: 350 + 29 = 379 Total Votes*
- d. *Michael Sawhill received: 299 + 29 = 328 Total Votes*
- e. *Jeremy Rynders received: 263 + 43 = 306 Total Votes*
- f. *Sandra Patterson received: 251 + 41 = 292 Total Votes*
- g. *Mike Ellis received: 184 + 4 = 188 Total Votes*
- h. *Rick Crawford received: 127 + 3 = 130 Total Votes*
- i. *Anna Jennings received: 63 + 6 = 69 Total Votes*
- j. *Alan Houlihan received: 47 + 2 = 49 Total Votes.*

*A MOTION was made by Michael Sawhill, seconded by Chuck Bennett and the Board unanimously approved ratifying the election of Officers that took place in the Board Meeting on February 18, 2006.*

- 2. A MOTION was made (Michael Sawhill) seconded (Hal Fisher) and unanimously supported to ratify the resolutions made at the February 23, 2006 Special Meeting of the Board.

**V. The Board reviewed the draft notes from several Meetings:**

- A. A MOTION was made (Michael Sawhill) seconded (Chuck Bennett) and unanimously approved to adopt the draft notes taken at the January 6, 2006, the January 31, 2006 and the February 18, 2006 (7:00 A.M.) meeting of the Board of Directors as Minutes of those meetings.
- B. A MOTION was made (Michael Sawhill) seconded (Chuck Bennett) and unanimously approved to adopt the draft notes taken at the February 18, 2006 Board Meeting (After the Annual Meeting), the February 22, 2006 (Telephonic Special Board Meeting) the February 23, 2006 (Executive Session) and the February 23, 2006 (Special Meeting of the Board) meetings as Minutes of those meetings.
- C. A MOTION was made (Michael Sawhill) seconded (Chuck Bennett) and unanimously supported to accept the notes taken at the Annual Membership Meeting as Draft Notes to be presented to the membership for approval at the next Annual Membership Meeting.
- D. Chuck Bennett asked if it would be agreeable with the rest of the Board if future Minutes were provided as detailed Action Minutes reflecting more of the discussions that are involved with the items on the agenda.
  - 1. A MOTION was made (Chuck Bennett) seconded (Hal Fisher) and unanimously approved directing that future Minutes will be Action Minutes to include more of the discussion that is involved with the deliberation prior to the approval of a motion.

**VI. Manager's Report**

- A. **The Financial Reports**
  - 1. The Manager reported that there were 440 owners who owed only the 2006 assessment, which accounts for \$45,980 in accounts receivables for the Association.
  - 2. The Board reviewed Report # 1, which listed the names of 13 owners who owe only 2005 and 2006 assessments.
  - 3. The Board reviewed Report # 2 which listed the names of 53 owners owing assessments from 2004 & before.

4. It was suggested that the Association put a reminder on the web site for owners who are planning on moving or changing their address, to be sure and update the Association's records.
  5. The Board reviewed the Operating Account bank statement and reconciliation.
    - a. It was noted that the January reconciliation balanced to \$145,073.60 but the Income/Expense Summary showed the total at the end of January as \$146,149.46 a difference of \$1,075.86, and the February reconciliation used \$153,256.98 while the Income/Summary report showed the balance as \$153,296.41 a difference of \$39.43.
    - b. The Manager indicated that the differences would be cleared by the next Board Meeting.
  6. The Board reviewed the Check Registers for January & February, 2006.
    - a. Hal Fisher questioned the background on check #1886 and Joan Johnson questioned a clarification on check #1888.
    - b. Joan Johnson explained that check #1887 for \$129.43 was reimbursement of payment for the web site for 2005 through when the Association took over paying the fee.
    - c. Joan Johnson asked the Manager to explain why the Management Fee check was for such a large amount in January. It was explained that the Management Contract from the first year it was negotiated, had a weighted payment schedule, due to the amount of work that is completed at the first of each year with the billing and the Annual Meeting. The balance due after January is paid out in 11 equal payments over the balance of the year.
  7. The Board reviewed the Actual Income & Expenses vs. the Budgeted Income & Expenses report.
  8. The Board reviewed the Summary of all other bank accounts, and the cash flow projections for the balance of the year.
    - a. The Board discussed various options on investing the funds that won't be required until later in 2006.
    - b. A MOTION was made (Michael Sawhill) seconded (Chuck Bennett) and unanimously approved to authorize the Manager to bundle and ladder the funds and reinvest them in two Certificates of Deposit for \$50,000 each and one for \$25,000 (total amount invested \$125,000).
    - c. The Manager indicated that he would get final approval on where the funds are to be deposited from Treasurer Hal Fisher.
  9. The Board asked that a recap report be made of the financial report showing the current number of parcels that make up the membership of the Association.
- B. Conditions, Covenants and Restriction (C. C. & R's) Enforcement efforts.**
1. The Manager reported the status on efforts to enforce the C. C. & R's against the owner of Parcel #860 (This discussion was tabled to the Executive Session)
  2. Adoption of the proposed inspection plans, and follow up in 2006.
    - a. The Manager reviewed the efforts of the Association to put the membership on notice of the renewed C. C. & R enforcement effort, with a letter to the membership that was distributed with the Annual Billing statements. The same program was outlined with the membership at the Annual Meeting.
  3. In March, as part of the Manager's inspection, he reportedly conducted confirmation inspections at several locations where violations have been reported most often over the past six months. After taking pictures of the situation to confirm the complaints, the first "courtesy" letters were prepared.

4. The proposed follow up will occur in April with a re-inspection followed by a “demand to abate” letter being sent to those owners where conditions have not been corrected. All other “new” complaints will be investigated with follow up courtesy letters.
5. In June, where the demand notice was not met, the owners will receive a notice of scheduled hearing before the Board, for the purpose of review and imposing fines against those who are still in violation of the C. C. & R’s.
6. The Manager also confirmed that re-inspection of lots 1-100 where RV’s and travel trailers were reported during the major drive through in 2005, proved that all such vehicles had been removed.
7. The Board discussed the follow up actions available to the owners. It was explained that anyone receiving the notice most likely will call the Management office to vent their feelings regarding the letter. If the Manager is listed as the contact person, the owners will become frustrated trying to actually make contact with the Manager. Instead the Manager uses his entire staff to receive this type of call, and the Manager then contacts those that aren’t satisfied with the response they receive from the office staff.
8. The membership and the Board discussed “vehicles” and “travel trailers” and the definitions of both in relationship to the C. C. & R’s, with no resolution to the possibility that confusion may surface in the enforcement process.
9. The Board asked that they receive full sets of pictures and letters for C.C.&R violations as part of their meeting packet.
10. The Board reiterated their position that the violations are “as seen from the road”, and those violations viewed from an adjoining property are the basis of a dispute between property owners.

**C. Road Maintenance Report**

1. A report on the status of the 2006 Budget Based Grading Program (BBGP).
  - a. After a dry winter, Boriana Construction and the Manager, with Board awareness, postponed the full grade of the development in anticipation of additional water expected in late March. The plan calls for the start of the Full Grade Program in April and May.
2. The report of “Completed” and “Scheduled” work orders.
  - a. The Board reviewed the report of all completed work orders from January, 2006 through February, 2006.
  - b. The Board clarified the culvert that was put in at Silverado ran across Silverado and not across Alamo.
3. The Butch Cassidy Upgrade Project (done by others) is suppose to wrap up by the first part of April.
  - a. This project consists of the installation of 48 feet of compaction, covered by a crowned asphalt hard paving, crowned so that the middle 24 feet are exposed at the major intersections of Butch Cassidy and several East West roads.
  - b. Western Technologies is doing the work for the Developer (Powell) who has a sub-division south of Stagecoach Trails. The work was required by Mohave County.
4. Review of fuel bills in relationship to the road grading charges.
  - a. Boriana Construction reports fuel prices for the most current grading at \$2.20 per gallon, which represents a reduction of \$.20 per gallon from when the price of grading was increased to \$133.00 per mile.



County Standard does not insure that the County will take over the maintenance of the roads.

2. Another member said the Road Committee's Objective was not financially realistic.
3. Chuck Bennett expressed interest in serving on the Committee.
  - a. Chuck suggested that the Committee consist of two Board Members who in turn can have Sub-Committees, that way they could take all day to discuss the roads, rather than taking so much time in the context of the Board Meetings.
4. Michael Sawhill suggested that the committee "assess" road grading rather than assisting with the road grading and make recommendations to the Board. He felt the objectives were too strong by saying that the roads would be built to County Standards. He also proposed that the Association make improvements as time goes by, but not all at one time.
5. Members of the audience suggested that a standard road grading plan be developed.
6. Michael Sawhill said that there is a standard set in the Governing Documents, which requires one grading per year and to maintain the roads to the same standard as they were received by the Association from the Developer.
7. The audience suggested that the Association work to a modified County Standard, but they weren't specific.
8. A MOTION was made (Chuck Bennett) seconded (Jeremy Rynders) and unanimously approved by the Board to form a Road Committee on the basis that the Committee would be made up of two members of the Board with the initial members being Hal Fisher and Chuck Bennett. In addition, the Board directed that the Road Committee to re-submit for approval the Goal, Plans and Objectives for the Road Committee incorporating the comments of the Board.

**B. Projects carried forward from 2006:**

1. The development of a Board of Directors Policy and Procedure Manual
  - a. Joan Johnson suggested that the members of the Board think about specific topics that may be included in such a manual. She indicated that the Association already has an Election Procedure Manual.
  - b. Chuck Bennett said that his research into the Open Meeting Laws in Arizona revealed a much looser atmosphere than he found in California where he serves on a Water District Board.
  - c. Chuck Bennett suggested that the Board review the Open Meeting Laws at their next meeting.
2. Term limitations for Officers of the Association.
  - a. There is a difference between "term limitations for Officers" and "term limits for Board Members". The Board was not certain if this suggested topic dealt with both, or just "officers".
  - b. The consensus of the Board was that "Officers" are elected by Board Members, annually, and therefore, the concept of limiting the term of an officer would take away the freedom of the Board to elect their leadership. Instead, if someone is good at what they do as an officer, the Board Members felt they should control whether or not they continue as an officer of the Association.
  - c. On the other hand, Board Members are also elected Annually so that the membership dictates term limits by electing, or not electing a member to serve on the Board of Directors.

3. Discussion on possibly assisting Property Owners with security concerns.
    - a. This subject creates additional liability for the Association which is not addressed in the Governing Documents. Therefore it would require a 2/3 affirmative vote to create the obligation, which the Board felt would simply not receive the necessary approval.
  4. The Board considered formally adopting Robert's Rules of Order
    - a. The Board members felt by formally adopting Robert's Rules of Order it would cut down on the audience participation in the deliberations of the Board, which are made available using the existing means of conducting meetings.
    - b. It was suggested that the Board consider adopting a format that would allow for a motion to be made, seconded and then the discussion take place and then a vote on the issue. Any subject must be on the Agenda to be discussed. Chuck suggested having "Open Forum" for both the Board and members before a meeting gets underway. But this idea was over shadowed by prior experience when topics get discussed in Open Forum, they lack the foundation for constructive discussion, because the facts haven't been presented yet, or there is no motion to indicate how the Board intends to move on the subject.
    - c. A MOTION was made (Michael Sawhill) seconded (Chuck Bennett) and it was unanimously supported to continue with conducting meetings are they have been handled since the inception of the Association, with a more structured approach with the discussion starting with a motion and a second, and then the discussion to take place by the Board then the Owners in attendance followed by a vote.
- C. Projects brought forward from the Annual Meeting
1. A member suggested that the Association borrow money to complete the repairs on her road Cheyenne.
    - a. It was pointed out that the Association has no assets to pledge as collateral for such a loan.
  2. It was suggested that the Association purchase their own tractors for road maintenance.
    - a. This topic was assigned to the Roadway Committee for evaluation and to report back to the Board.
  3. There was suggestion that the roads be improved to County standards, and then request that the Roads be taken over by the County. While this sounds very simple, the fact of the matter is that the County has indicated in the past they have no money to take on additional roads.
  4. At the Annual Meeting, the Nominating Committee came under fire for the procedures they followed, which resulted in some members, who had submitted letters of interest, not being placed on the ballot.
    - a. Michael Sawhill and David Bour Beau drafted a newsletter article that addresses how they handled the duties of this committee for 2005.
  5. Another topic at the Annual Meeting was "lot splits" and "electrical line extensions". The Board commented again, that neither of these are included in the governing documents which outline the areas of responsibility for the Board and the Association.

**IX. Board Member Input**

- A. Joan Johnson shared with the Board that 90% of the No Hunting signs that were installed after the last meeting have been stolen. Some of the signs were shot up by hunters, so badly that they could no longer be used. Joan Johnson inquired of the Board about whether the Association should post a reward and re-hang the signs. The consensus of the Board was that the Board should do nothing more at this time.**
- B. Joan Johnson said that the Association will net approximately \$200 from the sale of hot dogs and soda at the Annual Meeting for donation to the Yucca Fire Department. The Board felt that she should finish up the accounting, and notify the manager to cut the fire department a check.**
- 1. A MOTION was made (Chuck Bennett) seconded (Hal Fisher) and unanimously approved to give the net proceeds from the sale of hot dogs and soda to the Yucca Fire Department.**
- C. Joan Johnson brought up the concept of allowing advertising on the Association's Web Site and in the Association's Newsletters, to help defray the cost of these items. It was suggested that any web site ads should not be pop ups, but a listing type ad with possible links shown on a separate informational page of the site.**
- 1. Jeremy Rynders said that he was working on a project to better break down the advertising.**
- 2. A MOTION was made (Chuck Bennett) seconded (Hal Fisher) and unanimously approved to make an ad package available for \$300 to include both the web site and the Newsletter.**
- D. Joan Johnson brought up the discussion on the need for cattle guards within Santa Fe Ranch. Michael Sawhill (as developer) indicated he would re-consider the need for the cattle guards if the Board would make a formal request. The Board asked that the developer consider allowing the removal of the cattle guards. It was suggested that the Road Committee should evaluate the need, and report back to the Board the results of their findings.**
- E. Hal Fisher read the duties of the Treasurer and he informed the Board that he wanted to change the way the finances were handled to following the wording in the Bylaws.**
- 1. It was pointed out that the Bylaws allow for the Board to delegate the financial responsibilities to the Manager, and that the Manger and his employees are insured and bonded for handling the finances.**
- 2. In the end it was agreed that Hal Fisher and Steve Buck, Property Manager, need to get together to discuss how finances of the Association have been handled and if any issues remain after that discussion, Hal Fisher was asked to bring it back before the Board.**
- F. Chuck Bennett, Jeremy Rynders and Michael Sawhill had no additional Board input.**
- G. Joan Johnson mentioned that some Association members have solicited other management companies, and encouraging them to approach the Board to take over the Manager's position. She said she appreciated the hard work, but that after interviewing all of them, she and the remaining Board members still supported keeping Steve Buck and Property Management Services as the management agent.**
- H. Michael Sawhill commented, as he has said he had during the Special Meetings of the Board, he was very pleased with the integrity, honesty and promptness of the Property Manager and his staff concerning the mishandled Proxies. Michael noted that the Proxies could easily have been ignored and no one with the Association would have ever known**

about the situation. However, Steve Buck and his staff did the right thing and stood up immediately and made the Board and the Board's attorney immediately aware of the situation allowing for a prompt resolution of the problem. The Board thereafter, concurred with the remarks, and requested that Steve Buck pass along their comments to those involved.

**X. Santa Fe Ranch Property Owner Input**

- A. Some owners are concerned with how to handle complaints regarding C. C. & R issues. They were told to contact the Manager's office to report their concerns and/or to take pictures and send the pictures to the Manager's office for processing.
- B. Dave Bour-Beau pointed out that RV's and trailers used on properties must be properly connected to the septic tanks, if they are going to be lived in for any length of time

**XI. Next Meeting of the Board of Directors**

- A. The next meeting of the Board is scheduled for June 27, 2006 starting at 9:00 A.M. at the Yucca Fire Station.

**XII. Special Discussion on Cheyenne Road Issues**

- A. Owners from Lots #2076 and #2072 that have access from Cheyenne were present.
- B. Both expressed concern with the fact that the Board has determined that it is not financially feasible, within the Association's budget, to repair Cheyenne Road.
- C. The Board explained that the grading contractor has dug down to nearly five feet below grade, and still cannot locate good, compactable dirt. Additionally, adjacent, and above the roadway there is a major wash that would obliterate any improvements made to the roadway. So even if brand new dirt was brought in and used to rebuild the roadway, the adjacent wash would likely destroy the repairs. Because of this inevitability the Board has chosen at this point to explore alternatives rather than using Cheyenne Road. The Association will continue to do standard maintenance on Cheyenne Road as is done on all roads maintained by the Association.
- D. Mary Boggess has tirelessly approached the County for solutions, and she proposed the following for the Association.
  - 1. Bring Cheyenne up to County Standards by introducing rocks as a foundation course. Then pursue the County to take over the road. Mary and her adjoining property owner indicated that they have been convinced by the County that if the road is improved it will be accepted for maintenance. Mrs. Begall, owner of parcel # 2076 contends that she knows contractors willing to make the necessary improvements and would be happy to ask for bids from them.
  - 2. The Board agreed to ask Lawton to prepare a proposal within 2 weeks to bring Cheyenne Road up to County Standards as requested by Mary Boggess. The Board also accepted the offer from the property owners of parcels # 2076 and # 2072 to get two independent bids from contractors they know, and deliver them to either Hal Fisher or Chuck Bennett. At that time the Board will look at the costs from all three contractors and consider the request to bring Cheyenne Road up to County Standards.
  - 3. In the meantime, the Board directed the Manager to have the road grading contractor maintain the following roads Rawhide from Alamo Road to Juniper, Juniper from Rawhide to Cheyenne and Cheyenne from Juniper to Parcel #2076 to accommodate the parcel owner's new home construction

efforts while the Board is working on a solution to Cheyenne.

**XIII. Adjournment from Open Session**

- A. There being no other business to come before the Board, a motion was made seconded and unanimously approved to adjourn the Open portion of the meeting and go into an Executive Session.

**XIV. Executive Session**

**A. Request for the Board to waive late fees**

1. Current policy allows for the Manager to waive an initial late fee, if the dues have been paid by February, and the owner writes a request that they be waived.
2. A second policy regarding late fees, allows the manager to write one letter to an owner who pays their annual assessment in February or later, but still has late fees due, rather than having to send monthly letters, with the understanding that the late fees are an existing lien against the owners property interest, so that if the property sells the late fees are paid in escrow.
3. The Board discussed the fact that there are several other scenarios where an owner can pay their dues, and still have outstanding, unpaid late fees.
4. To address this condition, the Board authorized the Manager to waive a late fee up to \$25, one time, provided a letter asking that the late fees be waived, is received.
5. The request to waive the late fees received from the owners of Lots #3194, #790, #2469, #3023, # 722, #2106, #2102A, #2102B, #2102D, were denied by the Board.
6. Regarding the request to waive the late fees received from the owners of #3500, #3425, #2558, #2514, #2369 the Board granted their request for waiver.

**B. Review and possible action on members listed on the delinquency report**

1. No additional action was taken.

**XV. Open Session**

- A. There was no need to return to Open Session.

**XV. Adjournment**

- A. There being no other information to come before the Board, the meeting was adjourned at 1:35 P.M.

## **Santa Fe Ranch**

# Property Owners Association, Inc.

c/o Property Management Services  
a Division of Buck, Reynolds Corporation

1834 Highway 95

Bullhead City, AZ 86442

1 (800) 345 5026 (928) 763 7368

FAX MAIL: (928) 763 2740 E-MAIL [propmgmt@citlink.net](mailto:propmgmt@citlink.net)

March 31, 2006

## *WAIVER OF NOTICE OF THE MEETING OF THE BOARD OF DIRECTORS*

We, the undersigned Officers and Directors of Santa Fe Ranch Property Owners Association, do hereby severally waive notice of the time, place and purpose of the meeting of the Officers and Directors of said corporation, and consent to the meeting held at the Yucca Fire Station on Friday, March 31, 2006 in Yucca, Arizona.

DATED: March 31, 2006

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**Santa Fe Ranch**

# Property Owners Association, Inc.

c/o Property Management Services  
a Division of Buck, Reynolds Corporation  
1834 Highway 95  
Bullhead City, AZ 86442  
1 (800) 345 5026 (928) 763 7368  
FAX MAIL: (928) 763 2740 E-MAIL [propmgmt@citlink.net](mailto:propmgmt@citlink.net)

## Correspondence:

At the last regular Board Meeting, the Members of the Board approved a policy that allows the Management Company to deal with late fees, and requests that the late fees be waived.

## The policy is as follows:

When a property owner pays their full Annual Dues Assessment in February, and they request in writing that the Association waive the initial late fee, the Manager is authorized to waive the late fee.

## The Board went on to say:

When an owner pays the Annual Assessment in full, but late, and they do not write the Board asking for the Board to waive the late fee, the Manager need only write one letter informing the owner that the late fees have been added to their account, rather than writing monthly letters informing the owner of the unpaid late fee.

The following letters have been received from owners, some of whom have paid their fees after February, or have paid their dues in 2006, but not the late fee from 2005. Others are asking that 2005 and prior years late fees be waived before they pay their dues, and several other scenarios, as summarized.

**#3194** The Property Owner paid \$200 on 3/14/06. The Owner owed \$359.50 consisting of \$95 (2005), \$104.50 (2006), plus \$160 in late fees.

Reason: Wrong address.

**#790** The Property Owner paid \$294.50 on 3/14/06. The Owner owed \$589.50 consisting of \$95 ('04), \$95 ('05), \$104.50 ('06), plus \$295 in late fees.

Reason: No reason stated.

**#2469** The Property Owners paid \$104.50 on 2/3/06. The Owners owed late fees from Jan & Feb 2005 of \$35.00.

Reason: Post Office error in 2005.

**#3500** The Property Owners paid \$104.50 on 1/2/06. The Owners owed late fees of \$25.00 from Jan. 2005

**#3425** Reason: Owner was moving in 2005 missed mail delivery in the transition.

**March 31, 2006**

**#2558** The Property Owners paid \$95 on 1/23/06 leaving a balance due of \$9.50 now. The Owners owed late fees of \$25 from January 2005

**#2514** Reason: No reason stated, didn't address the \$9.50, only asked that the \$25 be waived.

**#2369** The Property Owners paid \$104.50 on 1/31/06. The Owners owed late fees of \$25 from January 2005.

Reason: Had financial difficulty in 2005. Asking for a one-time credit.

**#3023** The Property Owner paid '05 & '06 dues (\$95) in 9/05. The Owner owed \$85 in late fees for 05.

Reason: We didn't have his new address in '05. He didn't receive the bill. Said he would pay \$9.50.

**#722** The Property Owners paid \$712.50 on 2/21/06. The Owners owed late fees on all five properties.

**#2106** Reason: They moved and the Association didn't have their current address.

**#2102A**

**#2102B**

**#2102D**