

SANTA FE RANCH PROPERTY OWNERS ASSOCIATION, INC.

MINUTES

Board of Directors Meeting
January 12, 2007 (10:00 A.M.)
Yucca Fire Station

- I. Call the Board of Directors Meeting to Order
A. The meeting was called to order by Board President Joan Johnson at 10:04 A.M. at the Yucca Fire Station.
- II. Roll Call
A. Board Members: Joan A. Johnson, Chuck Bennett, Jeremy Rynders, Michael Sawhill and Hal Fisher were present.
B. Guests: All guests present signed in on the Sign In Sheet.
C. Manager Steve Buck & Kathleen Shade from Property Management Services were present.
- III. Waiver of Notice and Establishing a Quorum
A. All Board Members present, signed the Waiver of Notice.
B. With five Board Members present, a quorum was established.
- IV. Review and approve the draft notes taken at prior Board Meetings.
A. Review and approval of the notes from the September 29, 2006 Board Meeting.
1. This discussion was tabled due to changes and corrections that had to be made to the draft notes. The draft notes will be up for review and approval at the Board's next meeting.
B. Review and approval of the notes from the October 23, 2006 Board Meeting.
1. This discussion was tabled due to changes and corrections that had to be made to the draft notes. The draft notes will be up for review and approval at the Board's next meeting.
- V. Homeowner Input
A. Property Owner Mary Boggess asked the Board to re-establish Juniper as one of the roads that would be graded monthly, due to the topography of the area and her contention that no other East/West roads are maintained monthly in that section of the ranch.
1. The Board referred the matter over to the Road Committee.
B. An owner asked why the Board meets quarterly, instead of monthly.
1. The response from the Board was that there is insufficient business to justify the Board meeting monthly. Meeting quarterly the Board feels it can handle the business of the Association in a timely manner, with the understanding that they can call for a special meeting between the scheduled Board meetings, when and if there is a special issue that needs to be addressed.
- VI. Manager's Report
A. The Dues Collection Report was reviewed with the information summarized as follows:
- | | | | |
|----|----------------------------------|--------------------|--------|
| 1. | <u>Total of all collectables</u> | <u>\$50,401.68</u> | |
| | Total Assessments Due | \$15,754.21 | See #2 |
| | Accumulated Late Fees | \$34,056.64 | |
| | Other receivables | \$ 561.35 | |
| | NSF Fees | \$ 50.00 | |
| | Unallocated difference | \$ 20.52 | |
| 2. | <u>Total Assessments Due</u> | <u>\$15,754.21</u> | |
| | Total of only 2006 Assessment | \$ 9,680.74 | |
| | All Other Assessments Due | \$ 6,680.74 | See #3 |

3.	<u>Total of All Other Assessments</u>	<u>\$ 6,680.74</u>
	Uncollected Dues for 2005	\$ 2,660.90
	Uncollected Dues for 2004	\$ 1,899.84
	Uncollected Dues for 2003	\$ 1,265.00
	Uncollected Dues for 2002	\$ 570.00
	Uncollected Dues for 2001	\$ 190.00
	Unallocated Dues	\$ 20.52

- B. Financial Reports
1. The Board reviewed the Check Register for the Operating Account for the months of September, October, November and December, 2006.
 - a. The Board reviewed the itemized invoice from attorney Geri Miller for \$1,997.82.
 - b. The Board reviewed the itemized invoice from attorney Geri Miller for \$1,773.50.
 2. The 2006 end of the year, Month to Month Summary of Income & Expenses was reviewed.
 3. The 2006 end of the year, Actual vs. Budget comparison, with the 2007 Budget was reviewed.
 - a. Michael Sawhill suggested a few changes in the format of the report that need to be made before the document is mailed to the membership as part of the Annual Meeting Packet.

VII. Old Business

- A. The Board received an update on the enforcement of the Conditions Covenants & Restrictions (C. C. & R's)
1. The Board reviewed the sample letter that will be mailed to the two owners of parcels where violations have been found, and the Board has already used the Courtesy, Demand and Hearing letters, in an effort to have the violations corrected.
- B. Review of the Road Grading Committee and their proposed "Manual"
1. Chuck Bennett gave the Road Committee's Report, saying that the members have designed a questionnaire to be made available to the Association Members at the Annual Meeting, asking essentially which roads they use, most often, and it asks what those owners thought of the road condition on a scale of 1 to 10. The form will describe the conditions that constitute the ratings of 1 to 10.
 2. The other purpose of the questionnaire is to recruit four Captains who will be responsible for receiving these completed questionnaires, and to follow up on them to verify information that is submitted. The other responsibility of the Captains is to share the information with the Manager, who will then coordinate any necessary roadway repairs.
 3. Chuck Bennett also said that he and Hal Fisher had met with Lawton Cavalier (Boriana Construction) and Manager Steve Buck to review the 2007 Road Maintenance Plan, and they have approved and prioritized the projects contained in that plan.

VIII. New Business

- A. The Board reviewed and approved the 2007 Road Grading Program as amended January 12, 2007.
1. The Manager asked that the document be rewritten to reshuffle the projects as prioritized by the Road Committee, and the Board, so it can be posted on the website and distributed to the membership at the Annual Meeting.
 2. At one time an owner requested a cost break down on the Association purchasing the road equipment and providing the employees to do the road grading. The Manager provided a document for the Board to review which included the necessary information.

3. The conclusion reached by the Board was that this report confirmed similar reports done in years past by Board Members, and that it is not economically feasible for the Association to purchase equipment and hire employees to handle the grading and road maintenance of the Association.
- B. The Board received the report from the Nominating Committee, to name the candidates for 2007's Annual Meeting.
1. David Bour-Beau gave a brief statement with a recommendation that next year the process be started earlier in the year, along with requesting more information from the owners who are submitting their Letters of Interest.
 2. The Committee received Letters of Interest from three owners, in addition to the Letters of Interest from the four owners who are currently on the Board.
 3. The Committee recommended that Michael Sawhill, who has decided not to seek re-election, be appointed as an Honorary Board Member for Life.
 4. The names of the owners who will be considered "candidates" for this year's election are: Chuck Bennett, Harold Fisher, Joan A. Johnson, Gloria Meekins-Williams, Lord Warren Peers-deVille, Gary Morales and Jeremy Rynders.
- C. The Board discussed and approved the site selection and other details of the Annual Meeting.
1. The Annual Meeting will be held at the Yucca Fire Station, all proceeds from the snack table will be donated to the Yucca School District. Ben Brooks & Associates will match the donation of the Association with a limit of \$1,000.00. Buck, Reynolds Corporation (Property Management Services) will donate \$200.00. Stagecoach Trails Dude Ranch will also donate to the school.
 2. The Board discussed changing the time of the meeting. The registration will start at 8:30 A.M. and the meeting will start at 10:00 A.M. The Association will ask the sales office to have a list of available homes and agents for owners who are interested in viewing them as this year's "tour of homes".
 3. The Association will contract with Party Pizzazz and the Port-A-Potty company to provide materials and services for the day. In addition, Hal Fisher agreed to provide the trash cans. The Board also asked that the Guest Ranch consider providing a free night stay in the future, to be used as part of a drawing involved with the Annual Meeting.
 4. A petition will be available for owners to sign requesting that the County to take on Santa Fe Ranch Road for maintenance.
 5. The cost analysis prepared for the Association to analyze having the Association do their own road maintenance at Santa Fe Ranch by purchasing equipment and hiring workman will be made available for the owners at the Annual Meeting.
- D. A review of the Annual Meeting Materials.
1. Items to be included in the Annual Meeting Mail Out include: Joan's Cover letter, the Official Meeting Notice, the 2006 vs. 2007 Budget Report, the 2 sided report with the biographies of the candidates, the proxy, a copy of the agenda, 10th Anniversary message from Joan.
- E. The Board reviewed a proposal from CPA Gail Kolesar to provide audit services for the Association.
1. The Board noted that the current CPA for the Association, Ron Porter, took several months to complete the audit because he didn't start it until after the tax season. Gail's proposal indicated that she would have the audit completed by February 15, if her proposal was accepted near January 1.
 2. The Board asked the Manager to verify the completion dates for both Ron Porter and Gail Kolesar based on their getting the approval by the next Board Meeting date and to verify the process both will use to verify the receivables.

3. The Manager suggested that the Board consider alternative acceptable methods of having a CPA inspect the Association's records including a "review" or a "compilation" as opposed to the "audit". The Board felt that the "audit" was their preferred alternative to the three processes.
- F. The Board ratified the Management Agreement with Property Management Services.
 1. A MOTION was made, (Michael Sawhill) seconded, (Jeremy Rynders) and unanimously approved to have Property Management's General Manager Vicky McKown as a signer on the Operating Account.
 2. There were some other minor changes suggested and approved.
 3. A MOTION was made, (Michael Sawhill) seconded, (Chuck Bennett) and unanimously approved to authorize the President to sign the Management Agreement with the noted changes.
- G. Road Sign Status Report (Inventory Report) and Update.
 1. The Board reviewed the list of road signs in need of various degrees of repairs, compiled in November 2006 by a complete drive through of the entire development.
 2. The Board then reviewed the inventory report on existing signs and agreed that the Association should proceed with upgrading the style of signs to be the same as those used by the County, including the sign holders and poles.
 2. The project to repair those signs on the list, will proceed as the signs become available.
 3. This project is expected to take another three months to complete, meanwhile, there are new issues with signs that have been removed, blown off or otherwise damaged. The list will continue to grow as reports are received.
- IX. Board Member Input
 - A. Joan Johnson reported incidents involving an owner's property off Silverado, where unauthorized persons are using the parcel for camping. She noted that those folks using the property caused damage and left their trash behind. She was asking for opinions on what actions the owner could take to stop this use. It was agreed that this type of problem is not uncommon, however, one sure method of stopping such use would be to fence off the property.
 - B. Joan Johnson discussed the need for a fire district to service Santa Fe Ranch, and she indicated that a petition will be available at the Annual Meeting for those who are interested in signing it to form a Fire District at Stagecoach Trails at Santa Fe Ranch.
- X. Schedule the next significant events and the next Board Meeting
 - A. An administrative Board Meeting will be held February 17, 2007, before the Annual Meeting at 7:00 A.M. for the purpose of approving all Minutes for 2006, and approving the final draft of the 2007 Road Grading Report and to review any information obtained regarding the auditing services.
 - B. January 17, 2007, deadline for mailing out the Notice for the Annual Meeting
 - C. February 17, 2007, Annual Meeting at 10:00 A.M. at the Yucca Fire Station.
- XI. Adjournment
 - A. A MOTION was made, (Michael Sawhill) seconded, (Hal Fisher) and unanimously approved to adjourn the meeting at 12:40 P.M.