

High Country Pines Unit 1  
Homeowner's Association, Inc  
Open Board Meeting  
March 2, 2019  
11:00 am  
HOA Office

Agenda

Item #1: Establish quorum.

Item #2: Approval of 1/17/2019 meeting minutes.

Item #3: Treasurer's report. (Steve)

Item #4: Architectural Committee report and reading of proposed changes to the Architectural Guidelines, paragraphs 2.1.1(d) and 3.6. (Don)

Item #5: Green belt update. (Dana)

Item #6: Update on 800 vs. 1200 minimum dwelling square footage. (Steve/Don)

Item #7: Discussion of whether, or not, to keep the HOA office.

Item #8: Announcement of the winner of the dues reimbursement raffle. (Steve)

Item #9: Other business

Homeowner questions/comments. (limit 3 minutes each)

Adjourn to Executive Session.

### Minutes of the 3-2-19 Open Board Meeting

1. Attendees: Homeowners: Brad Wade, Joyce Plate, Mel Jones, Gary  
Somes, and George Gollick.  
Board Members: Dana Christensen (Vice President), Ladean  
Burkhardt (Board Member at Large), Steve  
Vasey (Treasurer), Don Plate (Chairman of the  
Architectural Committee), Kathy Somes  
(Secretary)
2. Notice of the meeting was sent to homeowners via US mail on 2-5-19, mailed by  
Kathy Somes (Secretary).
3. The meeting was called to order by Steve Vasey at 11:01, and the quorum was  
established due to the fact that all board members were at the meeting.
4. The minutes for the 1-17-19 meeting were prepared by Kathy Somes and  
forwarded to Steve Vasey on 1-18-19. Steve made a minor change to the minutes  
but they were not posted to the additional board members.

Steve provided the treasurer's report.

Steve advised that there are 13 homeowners who have not yet paid their dues. He said that isn't bad. The incentive for early payment of the dues worked, most dues were paid by 1-31-19. There were 3 lots sold - #33, 86, and 87. Lots 86 and 87 were sold together. Lot 69's sale was due to close on 3-1-19.

Steve also advised that he had an appointment on 3-5-19 for preparation of the HOA taxes. The reserve balance is \$70,000+. Steve questioned our attorneys regarding a cap for the HOA and was advised there isn't one. The attorney suggested we may want to have a reserve audit. Steve indicated that we are in good shape and will discuss the reserve audit later. The benefit of the reserve audit is where preventative maintenance needs to be done, and all the HOA has responsibility for is the green belt. Steve felt that the reserve is good for the green belt.

6. Architectural Committee report by Don:

Don advised that the request for a shed on Lot 96 has been approved.

George questioned whether the Architectural Review Fee would apply to a garage and Don advised that it would apply to any new construction.

Steve moved to accept Don's report and Don seconded the motion.

Gary Somes mentioned that if a build was 200 sq. ft. or less, a permit wasn't necessary, but Don advised that the homeowner still needs to get HOA permission.

Brad indicated that the 200 sq. ft. measurement includes everything under roof, not just the square footage of the build.

7. Greenbelt update by Dana:

Dana has done a lot of follow up with Rick Van Deusen by text. She advised that due to the weather she hasn't physically been in the green belt since 12-2. Rick Van Deusen contacted her via text on 12-17 and said that he'd finish the work, but didn't want to destroy the green belt by trying to get in there when the weather has been so bad and tearing up the terrain.

Dana has done a lot of research regarding grants that may benefit the HOA. These grants would assist us regarding the USFS suggestions regarding the thinning of the green belt.

Brad Wade advised that the downhill portions near the Kenney lot on the northwest side had some dead and down trees that need to be removed.

George Gollick advised that near his home there is a lot that has waist high weeds, and feels that the lot owner should be cited.

Dana's contact person was Kurt Schneider from AZ Forestry & Fire Management, and he felt that we need:

- A. Forest Stewardship Plan
- B. Community Wildfire Assessment - maintaining aesthetics, assessing fuel loading, assessing pile burning
- C. Firewise Assessment Course- encouraging as many community members to attend

Brad indicated that the previous board performed an assessment.

Dana suggested that we have a speaker from the AZ Forestry & Fire Management come to the July 5 HOA picnic. Kathy suggested that Dana advise the board regarding special needs for a presentation by the AZ Forestry & Fire Management representative - i.e. projector, screen, etc. so we can be prepared.

Don felt we should be very careful with the fining concerning fire safety - the trees are a major reason why we love the mountains.

Ladean agrees with Don, and thinks we should simply present the information and request that homeowners keep their lots clean.

Brad mentioned if there were issues with a certain lot, we should send a letter to the board regarding possible violations and let the Architectural Committee deal with it.

8. Update on 800 vs 1200 sq. ft. minimum dwelling square footage by Steve.

Don and Steve advised that in the minutes back in 1997 this was an ongoing issue. CCR indicates 800 and we'd have to get 100% of the homeowners to approve the change. There are now 142 homeowners and this would be a monumental task. In 1997 a survey was sent concerning this issue. There is nothing in the files regarding the actual response.

George suggested that the 1200 sq. ft. is mentioned in the Architectural Guidelines and 800 sq. ft. in the CCR.

Ladean advised that she'd like to leave it at 800 sq. ft.

Gary asked how many buildable lots are left.

George indicated that there are 142 lots and 96 are already built on.

9. Discussion of whether or not to keep the storefront HOA office.

Steve advised that he has been informed that the rent may go up \$25 per month, but this is negotiable. The landlord certainly doesn't want to lose renters for a \$25 per month increase.

Don thinks it is good for us to have the HOA office, it's a common place to keep records and to have the HOA meetings.

Ladean disagrees. She states that we could use a Navajo County conference room and thinks we should digitize the files.

Dana went to the Legion in November and was advised that we could use their facility at no charge.

Brad questioned Dana as to who she talked to regarding no charge, but she didn't have the name of the person she talked to.

Dana doesn't like the expense, that we are paying approximately \$4,000 per year for the office and utilities. She feels that we could store the files somewhere less expensive.

George stated that he stored stuff in his garage and it was Brad who suggested we should have a fire proof cabinet. The logistics were impossible without the office.

Steve advised that the files contain 7 years of our financial records, all the minutes, information on homeowners, CCR, Architectural Guidelines, etc.

Steve questioned what else to we have to spend money on.

Kathy was asked how she felt about the office. She confessed that initially she was really quite upset at how the board had spent "the homeowners money" with the renting of the office and hiring a secretary - without even putting it out there for a vote by the homeowners. She admitted that now that she is learning how things work with the HOA it seems like it would be a nightmare if we didn't have the office. The office provides a place for us to have the meetings. It also is much easier for a board member to go to the office vs going to someone's home or a storage location to access whatever records they need for their research. She concurred that she is in favor of keeping the office.

The board voted on whether to keep the office. Dana and Ladean didn't want to keep the office, but Don, Steve, and Kathy did.

Steve moved that for the time being we keep the office, and Don seconded.

10. Announcement of the winner of the dues reimbursement raffle by Steve.

The winner of the raffle was Lot 15. This was done by random selection in which Steve took the envelopes to an objective person, not a High Country Pines resident and had them pull the winning envelope. The notification and money has been sent to the owner of Lot 15.

11. Other business.

Ladean questioned if the board was aware of a bed and breakfast in our community. This is a business and will be discussed in a private board meeting.

Don advised that he was aware that there was an air bed and breakfast in our community.

George said he continues to get calls from realtors. Steve advised that he has called the title companies and the realtors numerous times and doesn't know why they are still contacting George.

Ladean said that there is an old website with is probably the problem. She will call Nick to see about getting the old website removed.

Steve questioned if we want to make a donation to the Chamber of Commerce. The board members agreed that we should donate to the Chamber of Commerce, it helps our community and helps to fund the July 4<sup>th</sup> fireworks.

12. Homeowner Questions:

Brad wanted to know if the 501C address has been changed, and Steve advised that it is in the works.

Brad also asked if the picnic has been scheduled. Steve advised that it has - it will be July 5 at the Somes cabin.

Brad likes the idea of digitizing but feels we will have great difficulty if everyone doesn't have the same operating system and/or updated computer systems that work well with each other.

George advised that there are some old floppy disks with information on them and he said he would try to get the information off of those.

George asked if rejections and special stipulations were covered.

Steve said that violations should quote the CCR, give the homeowners the best remedies and options, and provide rationalized reasoning.

George expressed concern for the upcoming Highway 260 access problems while it is under construction. He would like to see the 45 mph sign moved further down the road to the west to avoid the "suicide curve" near the Circle K. Joyce, Brad, and several others expressed situations where eastbound traffic would pass them (across the yellow line). It is an extremely dangerous situation and it was inferred that ADOT or DPS won't do anything about it unless and until a fatality occurs at that intersection.

Mel suggested getting Circle K involved as it may mean more coming from a commercial property. Mel advised that several people cut across the Circle K property to give themselves a little better view of the eastbound traffic on Highway 260.

Gary mentioned that we may want to try to get the news people involved in our quest.

13. Adjournment of the open board meeting at 12:43.

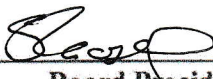
Respectfully submitted this 18<sup>th</sup> day of March, 2019.


Katherine L. Somes  
Secretary

Attachments to these minutes:

- ~~1. Minutes of the 1-17-19 board meeting.~~
2. Steve Vasey's Treasurer Report.
3. The approved changes to the Architectural Guidelines.

Approval Date: 03/18/2019

  
\_\_\_\_\_  
Board President

  
\_\_\_\_\_  
Board Secretary

**High Country Pines #1 HOA  
Financial Statement Jan. 1, 2019**

| <u>Balance</u>      | <u>Date</u>   | <u>Check/Debit</u> | <u>Who</u>    | <u>For</u>             | <u>Debit</u>  | <u>Deposit</u> |
|---------------------|---------------|--------------------|---------------|------------------------|---------------|----------------|
| <u>Jan. 1, 2019</u> | <u>Posted</u> |                    |               |                        | <u>Amount</u> | <u>Amount</u>  |
| <b>\$5,953.12</b>   |               |                    |               |                        |               |                |
|                     | 1/2           | Debit              | Navopache     | Office Electric        | \$35.78       |                |
|                     | 1/3           | Deposit            |               | 2019 Dues              |               | \$3,870.00     |
|                     | 1/3           | Deposit            |               | Lot 54 x-fer           |               | \$220.00       |
|                     | 1/9           | #577               | Kittrick Ent. | Jan. Office Rent       | \$300.00      |                |
|                     | 1/10          | Deposit            |               | 2019 Dues              |               | \$1,170.00     |
|                     | 1/11          | #576               | Alan Tripp    | Website Domain         | \$20.17       |                |
|                     | 1/14          | #578               | USPS          | PO Box Rent            | \$116.00      |                |
|                     | 1/17          | Deposit            |               | 2019 Dues              |               | \$480.00       |
|                     | 1/23          | Debit              | USPS          | Stamps                 | \$100.00      |                |
|                     | 1/24          | Deposit            |               | 2019 Dues              |               | \$540.00       |
|                     | 1/25          | Debit              | Costco        |                        | \$248.75      |                |
|                     | 1/30          | #579               | Kathy Somes   | Office Supplies Reimb. | \$36.03       |                |
| <b>Feb. 1 2019</b>  |               |                    |               |                        |               |                |
| <b>\$11,376.39</b>  |               |                    |               |                        |               |                |

**Reserve Balance (1/30/2019) \$70,747.87**



## Proposed Changes to Architectural Guidelines

### Existing

- 2.1.1(d) Architectural Review Fee in the amount of \$20.00 is required for new home construction. Modifications or additions to existing structures are exempt from review fee. This fee is made payable to the Treasurer of High Country Pines Homeowners Association, Inc.

### Change

- 2.1.1(d) Architectural Review Fee in the amount of \$20.00 is required for new construction including fences. Modifications to existing structures are exempt from review fee, but must be submitted to the Architectural Committee for approval. This fee is made payable to the Treasurer of High Country Pines Homeowners Association, Inc.

### Existing

- 3.6 Setbacks. All setbacks will be reviewed on merits of submitted site plan, design and lot limitation. Minimum setbacks from lot lines are as follows:

Front Yards: 50 feet or more is preferred, lot permitting, but no less than 25 feet

Side Yards: 15 feet

Rear Yards: 15 feet

### Change

- 3.6 Setbacks. All setbacks will be reviewed on merits of submitted site plan, design and lot limitation. Minimum setbacks from lot lines are as follows:

Front Yards: 25 feet

Side Yards: 15 feet

Rear Yards: 15 feet

Approval Date: 03/02/2019

  
Architectural Committee Chair

  
Board Member

(PRES)

  
Board Member

  
Board Member

  
Board Member