

HCP1 HOA Board of Directors Regular Meeting

August 5, 2023

Minutes

A regular meeting of the High County Pines Homeowner's Association Board of Directors was held on August 5, 2023 at the HOA Office at 2918 Highway 260, Suite C, Heber, AZ 85928.

1. Dave Wiltberger called the meeting to order at 10:05 a.m.
2. **Board Members in attendance:** Dave Wiltberger, Tim Wolfe, and Kathy Somes. A quorum was established.

The homeowners present included: Tim Wolfe, Gary & Kathy Somes, George & Iona Gollick, Jeff & Ladean Burkhardt, David Wiltberger, Alan Tripp, Linda Powers, Dana Christensen, and Don & Linda Lierman.

3. **Comments from the HOA members:** Time was allotted for HOA members to provide comments.
4. **Election to fill vacant Board of Director President**

The Board elected Dave Wiltberger to replace Steve Vasey, the outgoing President. The Board then elected Tim Wolfe to replace Dave Wiltberger as Vice President.

5. **President's Report**

- a. **2023 Election for new board members:** Dave reported that we now have 4 members interested in running for the Board this year. There will be six vacancies. The Board decided to send out ballots the end of October and have them due November 30th. Those interested in running will be provided an opportunity to introduce themselves at the November Board of Directors Meeting.
- b. **Survey Results:** Dave provided a report on a survey of homeowners that was conducted in early 2023. See attached report.
- c. **Lease of Office:** Dave reported that our lease expires on May 31, 2024. The Board approved a motion to not renew the lease and vacate the property at that time. Dave will notify the current sub leasee that we will not be renewing the lease and they will need to make other arrangements.

6. **Vice President's Report:**

- a. **HOA Mission, Objectives, and Methods:** Tim provided an exhibit that documents the HOA's mission, objectives, and methods. The Board reviewed the document and

passed a motion to accept the exhibit. This exhibit will be handed out at the Annual Meeting and will be included on the website. The exhibit is attached to the minutes.

- b. Key Performance Indicators from 2022:** Tim provided a report on the key performance indicators from 2022. The Board passed a motion to accept the report concerning the 2022 board activities. The report is attached to the minutes.
- c. Proposed Records Retention:** Tim presented a proposed records retention policy. Dave reported that this has been reviewed by legal counsel. The Board approved a motion to adopt the records retention policy. The approved policy is attached to the minutes. Based on the adoption of this policy, the Board will proceed to scan the documents that need to be retained, and destroy the documents that do not need to be retained.
- d. Revised Community Rules:** Tim presented a revised draft of the Community Rules. The Board reviewed the proposed rules. Tim reported that this document had been reviewed by legal counsel and has their concurrence. The Board approved a motion to adopt the new version of the Community Rules. They will be placed on the HOA website and will be included in the Fall newsletter.
- e. Drive through of Community:** Tim reported that back in July he and Steve Vasey did a drive through of the subdivision. In the past Steve has done this regularly. Tim reported that some lots have continued issues. The most commonly noted problem is weeds along the side of the road. A drive through will be conducted at the end of the monsoon season and courtesy letters will be sent out to homeowners with identified issues.
- f. Status of courtesy letters and violation letters:** Tim reported that courtesy letters have been sent to homeowners. We have identified 7-8 properties that have continued issues.
- g. Revised list of service providers:** The Board approved a list of service providers. This list will be posted on the HOA webpage and will be provided to homeowners seeking service providers. The Board noted that this list is not an endorsement of any particular service provider.
- h. Draft guidance on RV and Trailer Parking:** Tim provided a draft guidance on RV and Trailer Parking. This guidance is not yet ready to adopt and has not been run by legal counsel, nor has it been vetted by members of the Association. If approved by the Board, this would be added as a chapter in the Architectural Guidelines. The Board approved a motion to proceed with submitting this document to legal counsel and to pass it by HOA members that might have an interest in this guidance.

7. Secretary Report:

a. Minutes from the 10-8-22 annual meeting: Kathy Some indicated that the 10-8-22 minutes were prepared, posted to the website, and placed on the website. The Board approved the minutes.

b. Report on Newsletters: Kathy reported that the newsletter was sent out in the Spring, with another newsletter coming in the Fall. The Fall newsletter will include the community rules and the ballot information.

8. Architectural Committee Report: Don Plate, the architectural committee chairman, was unable to attend the meeting but submitted a report.

a. Request for Architectural Committee Review: The request for architectural review form is on the website. It's a 1-page document to collect all of the information for architectural consideration. It can be emailed, mailed, or dropped off. The Board approved a motion to adopt the architectural review form and post it on the HOA webpage.

b. Update on Architectural Committee: Don's report states that he reviewed 1 request for a new build, which is still going on.

9. Treasurer's Report: Tim advised that Steve Vasey was unable to attend the meeting.

a. Approve 2023 Budget: The Board reviewed the proposed 2023 Budget. The Board approved a motion to adopt the 2023 budget. The adopted budget is attached to the minutes of the meeting.

b. Five-year Financial Statement (2018 to 2022): Tim reported that the Board Packet includes a five-year financial statement. This statement was prepared as a means of meeting the Board's fiscal responsibility to have an independent review of the HOA's financials. The five-year review showed that the financial expenditures were consistent from year to year and in keeping with the approved budgets. The Board approved a motion to accept the Five-year Financial Statement and to post it on the HOA webpage.

c. 2024 Budget: Tim advised that the 2024 budget should be presented 30 days prior to the annual meeting in accordance with our Bylaws. The 2024 budget has not been developed yet and won't be ready in time for the Annual Meeting. The Board approved a motion to send out the 2024 budget with the annual election information and adopt it at the first Board meeting in 2024.

10. Information Technology:

- a. **High Country Pines webpage (highcountrypines.org)** Alan Tripp provided a report on the updates to the website. The updates have been in accordance with the records retention policy that was adopted by the Board. The items with an asterisk were identified to be included on the webpage. Legal Counsel had reviewed this and concurred with posting those items.
- b. **Utilizing e-mail for all correspondences with members:** The Board discussed using e-mail and the webpage as the primary means of correspondence with homeowners. The Board did not take an action on this issue and decided to table it for now.
- c. **High Country Pines HOA Unit 1 Facebook page:** Tim reported that Drew Stewart just sold his home and is no longer a member of the HOA. He previously had supported the Facebook page. There has not been a lot of activity on the page, and with Drew leaving, this would add an additional challenge to maintain. The Board approved a motion to shutdown the HCP1 Facebook page.

11. Local Issues:

- a. **New Water Company:** Dave reported that the High Country Pines Water Company was sold. The new water company is Cactus State Utility. We are now officially with the new water company. There are some issues with billings. Some of the meters are 5/16" and some are 1/2". If you have the smaller meter, the fee is \$20 vs the \$30 fee for the larger meter. They automatically charged all homeowners the \$30 fee. Cactus State is working to correct this issue.
- b. **Construction on the 260:** Dave reported that ADOT is halfway through the widening of the road. Even though its inconvenient, progress is being made. They seem to be on track for completion. Tim reported that there are two separate contracts. One for paving and one for a safety widening project. The paving project is almost done.
- c. **Sale of Property Next to Circle K:** Tim has made contact with Navajo County concerning the potential development of the property around the Circle K. It's in the pre-development stage now where the developer can sit down with the county officials and show them their ideas. This is an informal visit before a request for zoning change or development permit is issued. Tim verified that the parcel last sold in 2001. When Circle K submits zoning changes or building permits, they will have to go through public hearings. At that time, members of the HOA will be able to voice their concerns. It is still zoned SD, which is basically for the HOA.

12. **Greenbelt Maintenance:** Tim provided a report on the greenbelt maintenance. This Fall there will need to be some weed removals done along the roadway where the greenbelt meets the road.
13. **Annal Meeting:** The Annual Meeting is Saturday, September 23, 2023 at the fire department. We would like to have as many homeowners as possible at that meeting.
14. **Agenda for Annual Meeting:** A draft agenda was included in the Board packet. Board members were asked to review the agenda and give any feedback.
15. **Next Board Meeting:** The next Board meeting will be on 11-4-23 at the office. This will be an in-person meeting.
16. **Other Business:** There was no other business discussed.
17. **Adjournment:** The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Katherine Somes

HCP Phase I HOA Board Secretary

High Country Pines Unit 1, Homeowners Associations

Results of 2023 Survey of Homeowners

A survey was sent out with the 2023 Dues renewal. Homeowners were asked to respond to the following question:

On a scale of 1 to 5, how do you think the Home Owners Association is doing?

- 5 rating: 60 (82%)
- 4 rating: 8 (11%)
- 3 rating: 5 (7%)
- 2 rating: 0 (0%)
- 1 rating 0 (0%)

Results

- There are currently 124 HOA homeowners. The 73 homeowners that responded represent 59% of all homeowners.
- 93% of the respondents felt the HOA was doing favorably or very favorably. Only 7% of the respondents felt neutral on their response. No one give a rating of poor or very poor.
- Given that the two years prior to this survey were during the peak of COVID-19, and that the Homeowners Association had not been meeting in person, and had to cancel one of the Annual Meetings, the results are very favorable.

HIGH COUNTRY PINES UNIT 1 HOMEOWNERS ASSOCIATION

Mission

Our mission is to establish the nature of the use and enjoyment of High Country Pines Unit 1 subdivision and to insure a plan for uniform development, and to enhance and protect the value, desirability, and attractiveness of the property, - Declaration of Restrictions Introduction, Rev. March 20, 1985

OBJECTIVES

<p>Promote Health and Safety</p>	<p>Insure a Plan for Uniform Development</p>	<p>Protect the Value, Desirability, and Attractiveness of the Property</p>	<p>Manage Shared Amenities</p>	<p>Represent the Association on Local Issues</p>
<ul style="list-style-type: none"> • Fire restrictions • Vehicle safety • Dogs • ATV's/UTV's • Fireworks • Trespassing 	<ul style="list-style-type: none"> • Architectural reviews 	<ul style="list-style-type: none"> • Weeds • Littering • Dead trees • Junk and trash • Trash pickup • RV's & trailers • Noise 	<ul style="list-style-type: none"> • Greenbelt • Entry sign 	<ul style="list-style-type: none"> • Water company • Development near the subdivision • Local fire restrictions • Highway improvements
<p>a. Newsletter b. Distribute community rules</p>	<p>a. Architectural Committee</p>	<p>METHODS</p> <ol style="list-style-type: none"> a. Community rules b. Courtesy notices c. Violations d. Fines e. Request for parking exceptions f. List of services 	<p>a. Service contracts</p>	<p>a. Coordination with local officials and companies</p>

**HIGH COUNTRY PINES UNIT 1
KEY PERFORMANCE INDICATORS
Calendar Year 2022**

General Information

Number of lots	140
Number of unique owners	124
Properties with buildings	107
Properties with no buildings	33
Number of full time residents	20
Percent full time residents	16%
Number of property transfers	10

Promote Health and Safety

Number of newsletters sent out	3
Community Rules sent out via mail	1

Uniform Development

Architectural Committee reviews	7
Reviews approved	7
Number of new builds	2

Value, Desirability, and Attractiveness

Courtesy letters sent	64
Violation letters (2nd) sent	9
Violation letters (3rd) sent	1
Parking exemptions in place	6

Manage Shared Amenities

Dollars spent on greenbelt	\$1,475
Dollars spent on entry sign	\$0

Local Issues

Meeting with Cactus State - 5/8/22

Financial

Annual Budget	\$12,485
Dollars collected	\$13,885
Dollars spent	\$11,491
Reserve balance	\$73,885

High Country Pines Unit 1
Records Retention
 June 24, 2023

Documents	Steward of Records	Retention Period
1 Governing Documents	President	Permanent
Articles of Incorporation*		
Declaration of Restrictions*		
Bylaws*		
Community Rules*		
Architectural Guidelines*		
Plat Map*		
Fire Hydrant Location Map		
2 Contracts	President	Most recent version
Office Lease Agreement		
HOA Managers - INFO Only		
Office Sublet Agreement		
Tree Trimming Contract		
List of Service Providers		
3 Insurance	President	7 years
HOA insurance policy		
Insurance claims		
4 Election Materials	President	1 year
Ballots		
Election results		
5 Legal Actions	President	At the advice of legal counsel
Litigation files		
6 Legal Advice and Tips	President	At the Boards discretion
(articles of interest to the Board)		
Mulcahy information		
7 Violation Log	Vice President	Permanent
Violation Log by year		
8 Financials	Treasurer	7 years
Annual Budget*		
Year-end Financials*		
Bank Statements		
Dues Paid		
Invoices from vendors		
Receipts		
Tax Returns		
Annual audit		

Documents	Steward of Records	Retention Period
9 Rosters Roster Board Members & Officers*	Treasurer	Current List
10 Meeting Minutes Board Meetings* Member Meetings*	Secretary	Permanent
11 Correspondences BOD Corespondances outside HOA Corespondances to members Newsletters*	Secretary	4 years
12 HOA Forms Recent version of forms	Secretary	At the Boards discretion
13 Architectural Review Committee Architectural Committee Log Architectural Request Form*	Arch Committee Chair	Permanent
14 Coordination with Local Entities	President	At the Boards discretion
15 ACC Filings	President	Permanent
16 Lot Files Architectural submission records ARC Responses Correspondences with lot owners Violation letters Responses to violation letters	Vice President	Permanent

* - records to be posted on the Internet site

Approved by Board of Directors __/__/__



High Country Pines Unit 1 Homeowner's Association, Inc



Mailing Address: P.O. Box 457, Heber, AZ 85928-0457

Email Address: <http://hcp1hoaboard@gmail.com> Website: <http://www.highcountrypines.org/>

High Country Pines Unit 1, Community Rules

To ensure the safety of our homeowners and the tranquility of our Community, we provide a list of rules that are based on State Statutes, County Ordinances, and our Declaration of Restrictions ("CC&Rs"). This list applies to all homeowners and their guests and/or renters.

1. **Vehicles:** Only licensed, street legal vehicles operated by a licensed driver may be driven on our community streets. On-street parking is prohibited. Absolutely no vehicles are allowed in the greenbelt (common) area. The speed limit in High Country Pines is 25 mph. *See CC&Rs § 2(E).*
2. **ATV/UTV Laws:** Pursuant to Arizona law and these Association Rules: (1) any operator of an ATV/UTV be at least 16 years old and be licensed; (2) all riders under 18 must wear a helmet; (3) any ATV/UTV driven on the street must be licensed and street legal; (4) there can be no more occupants on any ATV/UTV than the vehicle is designed for. *See A.R.S. § 28-964.*
3. **Fire Restrictions:** All fire restrictions must be obeyed. For information, call the HOFD's Burn Line at (928) 535-6709 before you burn. *See Navajo County Ordinance No. 01-19 for more information.*
4. **Noise:** Excessive noise, including barking dogs, loud vehicles, loud parties, etc. is prohibited. Please contact the Navajo County Sheriff's non-emergency dispatch line at (928) 524-4050 to report a disturbance. *See CC&Rs §§ 2(D) and 2(I).*
5. **Vehicle Parking:** Except for vehicles belonging to persons doing work on the premises during daylight hours or at other times during emergencies, trucks, buses, vans, trailers, boats, antique cars, campers, motor homes and similar type vehicles or equipment, shall not be parked in the street, driveway or in the yard of any lot so as to be visible from the street, but shall be kept or parked only in a garage or otherwise hidden from view, unless written approval is obtained by the Architectural Committee with respect to some other place and/or manner of keeping or parking such vehicles or equipment. *CC&Rs § 2(E).*
6. **Dogs:** All dogs must be leashed while walking and confined to your property at all other times. Pet owners must pick up after their pets. *CC&Rs § 2(D).*
7. **Fireworks:** Any and all types of fireworks are strictly prohibited in High Country Pines and the National Forest. *See A.R.S. § 36-1606; see Navajo County Firework Ordinance No. 02-19.*

High Country Pines Unit 1, Community Rules

8. **Junk or Trash Within Properties:** There shall not be placed, stored, kept, allowed or maintained upon any lot any junk, trash, refuse, rubble or other unsightly condition or excessive weed growth. **CC&Rs § 2(I).**
9. **Architectural Modifications:** "No building, fence, wall or other structure of any character shall be erected, placed, altered, reconstructed or maintained on any lot until plans, specifications and a plot plan showing the exact location of such improvement have been approved in writing as to exterior design, materials, location of the improvement, and topography and finished ground elevations by an Architectural Committee." **CC&Rs § 3.**
10. **Weeds and Dead Trees:** Pursuant to Section 2(J) of the Declaration of Restrictions, in relevant part, "all building exteriors and lots (whether or not a dwelling has been erected) and landscaping shall be kept in first-class, neat, and clean condition." Homeowners should trim back the overgrowth and remove any other dead vegetation such as trees, fallen limbs, slash piles, shrubs, etc. in order to reduce the potential for fires. Making this a priority not only improves the appearance of High Country Pines, but more importantly, dramatically reduces the threat of a devastating fire. **CC&Rs § 2(J).**
11. **Trash Pickup:** If you have a trash collection service, please do not overfill the container so that the lid won't close. This is an open invitation for the ravens to get into your trash and scatter it. Also, containers must be off the street in a timely manner after collection. **See CC&Rs § 2(M).**
12. **Private Property:** All properties in High Country Pines, with the exception of the common area greenbelt, are privately owned. Please do not trespass. **See CC&Rs §§ 1(A) and 1(B).**

**High Country Pines Unit 1, Homeowners Association
List of Local Service Providers**

Landscape and Yard Services

Francisco Lopez	928-240-1674
Jay and Shana	480-840-4748
Jim Wyman	928-240-0734
John Zent	928-240-1901
Steve's Lot Cleaning	520-705-3855
The Mexican Landscapers	
text Daniel Rosas at:	928-240-3687

Plumbers

McCormick Plumbing	928-535-6322
Mogollon Plumbing (Cody Webster)	928-240-0313
Pine Rim Plumbing	928-536-6935
Portee & Sons (Septic service)	928-535-6359
Rick Abbott Plumbing	928-535-4677

Tree Services

Ernest Delgado	928-535-4202
Hal Hall	928-409-0063
Rick Van Deusen	928-240-0101

General Contractors

Acorn Construction	928-535-4569
Big Mountain Builders	928-240-2755
Chevelon Construction	928-587-3668

Window Cleaning

Clearview	801-860-5666
Streak Frei	928-606-0611

Painting/Staining

Cabin Pro's	480-800-1022
Doucette's	928-240-1347

Handyman

Brian Stambo	480-695-3764
Copper State Handyman	480-252-3692

Electrical Contractors

Mattila Electric	928-240-0386
Phil Stratton Electric	928-521-8833
Schumacher Electric	928-240-1035

Pest Control

Bug Hunters	928-240-4074
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For more services, visit: heberovergaardinfo.com

Disclaimer: This list is provided as a service for homeowners. The High Country Pines HOA neither endorses, nor recommends, any of the individuals or companies on the list.

Updated __/__/__



High Country Pines Unit 1 Homeowner's Association, Inc



Mailing Address: P.O. Box 457, Heber, AZ 85928-0457

Email Address: <http://hcp1hoaboard@gmail.com> Website: <http://www.highcountrypines.org/>

Request for Architectural Review

NAME _____ LOT# _____

ADDRESS _____ PHONE # _____

EMAIL ADDRESS _____

Please provide a detailed description of the proposed improvement on this form and attach drawings that accurately depict the project. See section 2.1.1 of the Architectural guidelines for a complete list of information to be included in the preliminary submittal. The Architectural Committee may request additional information if the preliminary submittal is ambiguous or incomplete.

Work to be performed by: _____

Submit via e-mail to: HCP1hoaboard@gmail.com

The review by the Architectural Committee will be performed in accordance with the latest approved version of the Architectural Guidelines for High County Pines Homeowners' Association, Inc. Appendix C includes a checklist of items to be submitted in order to obtain approval. Once stamped approved by the Architectural Committee, your plans represent the specification for your installation. Your finished installation must meet the details of your approved plans in order to obtain the final inspection approval by the Architectural Committee.

The Homeowner hereby agrees to maintain the improvement as approved by the Architectural Committee. If in the view of the Architectural Committee, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs.

The Homeowner hereby agrees to comply with all county and state laws and to obtain all necessary permits.

Signature of Homeowner

Date

The above-described architectural change is:

Approved _____

Disapproved _____

Approved subject to the following conditions:

Architectural Committee

Date

HIGH COUNTRY PINES UNIT 1

Heber, Arizona

2023 Budget

July 12, 2023

Income	Amount
100 Dues	\$8,460.00
110 Property Transfers	\$1,100.00
120 ARC Fees	\$60.00
130 Sublease Rent	\$3,060.00
140 Transfer from Reserve	\$0.00
150 Miscellaneous Income	\$100.00
Total Income	\$12,780.00

Expenses	
200 Office Supplies/Postage	\$600.00
201 Office Rent	\$7,500.00
202 Office Utilities	\$0.00
203 Web Fees	\$585.00
204 PO Box Rental	\$130.00
210 Greenbelt Maintenance	\$1,500.00
211 Legal Expenses	\$750.00
212 Accountant Fees	\$50.00
220 State Taxes	\$50.00
221 Property Taxes	\$25.00
222 AZ. Corporation Commission	\$10.00
223 Insurance	\$950.00
230 Picnic	\$250.00
240 Transfer to Reserve	\$0.00
250 Miscellaneous Expenses	\$380.00
Total Expenses	\$12,780.00

Board approved __/__/__

HIGH COUNTRY PINES UNIT 1
Heber, Arizona
Five-year Financial Statement
June 24, 2023

	2018	2019	2020	2021	2022	Average
Income						
100 Dues	8,554.00	8,400.00	8,625.00	8,655.00	8,475.00	8,541.80
110 Property Transfers	2,200.00	2,640.00	3,300.00	5,280.00	2,220.00	3,128.00
120 ARC Fees	100.00	60.00	140.00	100.00	60.00	92.00
130 Sublease Rent	0.00	0.00	0.00	1,770.02	3,130.00	980.00
140 Transfer from Reserve	0.00	3,000.00	0.00	0.00	0.00	600.00
150 Miscellaneous Income	3.46	0.00	0.00	5.00	0.00	1.69
Total Income	10,857.46	14,100.00	12,065.00	15,810.02	13,885.00	13,343.50
Expenses						
200 Office Supplies/Postage	381.19	718.06	606.84	519.68	269.15	498.98
201 Office Rent	3,600.00	3,800.00	3,900.00	6,625.00	7,500.00	5,085.00
202 Office Electricity	311.31	487.72	575.85	294.54	0.00	333.88
203 Web fees	332.05	262.08	361.57	0.00	584.54	308.05
204 PO Box Rental	116.00	116.00	120.00	120.00	130.00	120.40
210 Greenbelt Maintenance	12,000.00	9,000.00	0.00	850.00	1,475.00	4,665.00
211 Legal Expenses	412.50	330.00	2,203.50	1,632.50	425.50	1,000.80
212 Accountant Fees	50.00	50.00	50.00	0.00	50.00	40.00
220 State Taxes	50.00	50.00	50.00	50.00	50.00	50.00
221 Property Taxes	21.36	21.36	22.16	21.76	20.96	21.52
222 ACC Fee	10.00	10.00	10.00	10.00	0.00	8.00
223 Insurance	924.00	924.00	926.00	926.00	926.00	925.20
230 Picnic	309.70	192.38	0.00	0.00	0.00	100.42
240 Transfer to Reserve	0.00	0.00	0.00	6,000.00	0.00	1,200.00
250 Miscellaneous Expenses	659.52	413.75	185.00	531.65	60.00	369.98
Total Expenses	19,177.63	16,375.35	9,010.92	17,581.13	11,491.15	14,727.24
Over Budget (-) /Under Budget (+)	(8,320.17)	(2,275.35)	3,054.08	(1,771.11)	2,393.85	(1,383.74)
Checking Account Balance	5,953.12	3,677.77	6,731.85	4,960.74	7,354.59	
Reserve						
Beginning Balance	70,709.46	70,744.96	67,779.45	67,813.29	73,848.46	
Interest	35.50	34.49	33.84	35.17	36.85	
Other income				0.00		
Transfer from Checking				6,000.00		
Transfer to Checking		3,000.00				
Ending Balance	70,744.96	67,779.45	67,813.29	73,848.46	73,885.31	