



The Estates at Cherry Ridge Dewey, AZ

HOA Board Meeting Minutes
May 4, 2017

Agenda 5/4/2017

The Estates at Cherry Ridge

- Call to Order / Attendance
- Approval of Minutes from February 2, 2017
- Ongoing Business Report
 - Architectural Committee Status
 - Vandalism/Accident
 - Volunteer Groups/Committees
 - Weeds
- New Business
 - New ARC Forms
 - Closing Policy Gap – Collection Policy Document
- Homeowner Forum – please limit your questions/comments to ~3 minutes
- Actions
- Adjournment

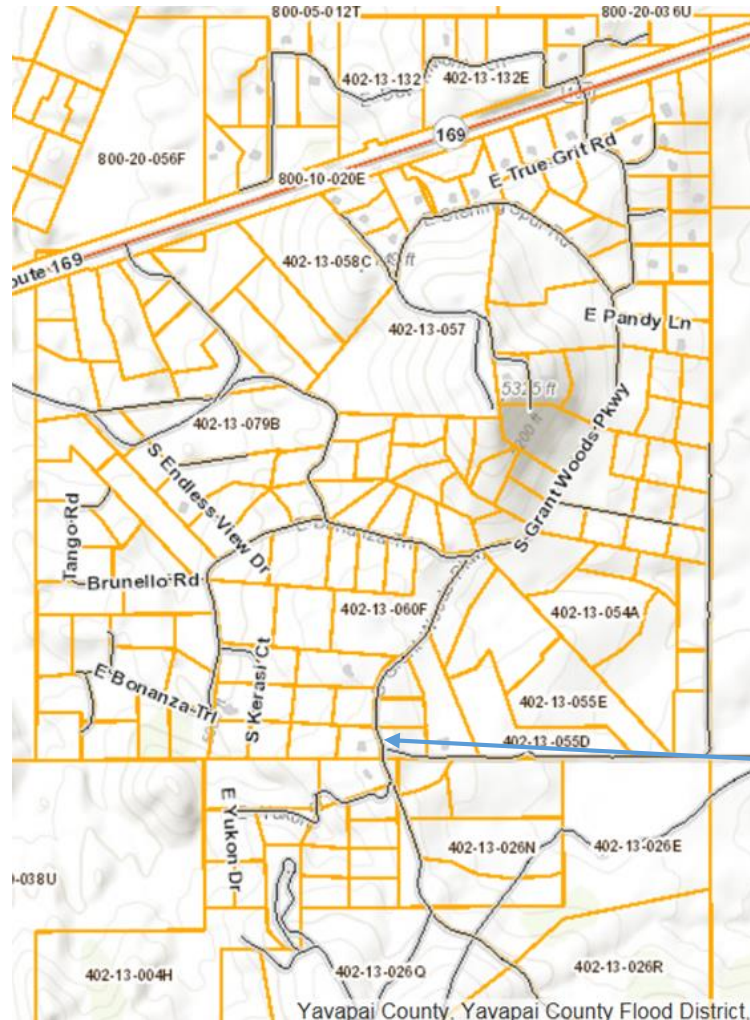
Meeting – Call to Order/Attendees

The Estates at Cherry Ridge

- Meeting was called to order at 6:03pm
- Board Attendees:
 - Bob Heidinger
 - Mike Longhi
 - Brian Sheldon
 - Terry Blanckaert
 - Kathy Andrews (HOAMCO)
- Minutes from February 2, 2017 were approved.
- Financial statement was read by Kathy.

Architectural Com. Status

The Estates at Cherry Ridge



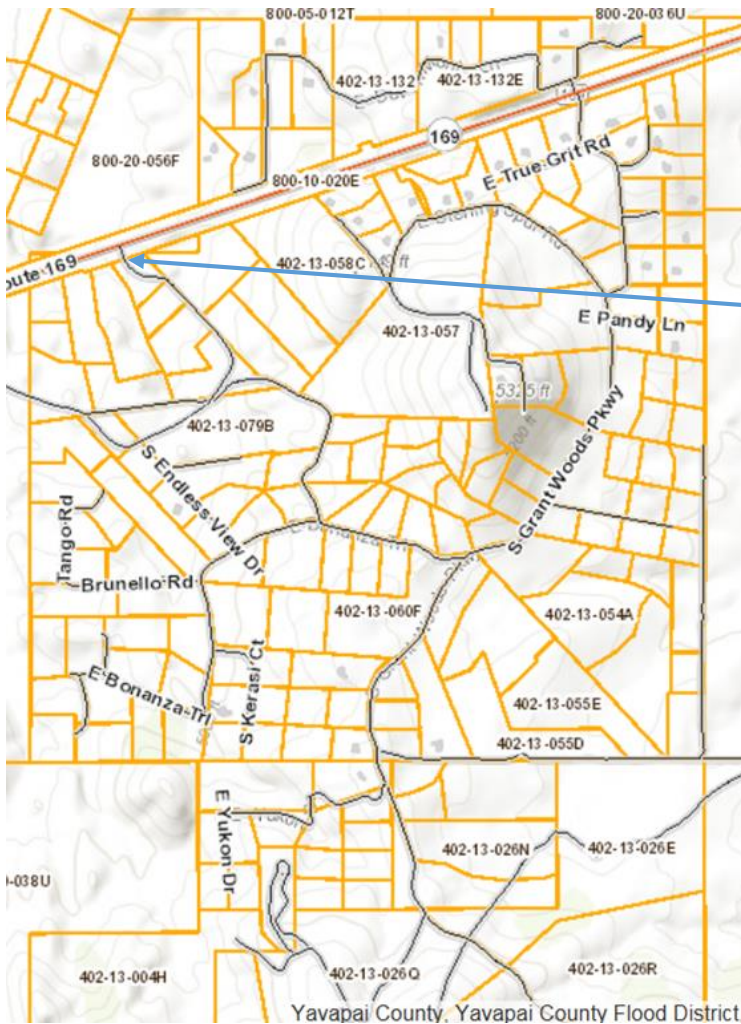
No Architectural reviews since last Board Meeting

Installed Cattle Guard

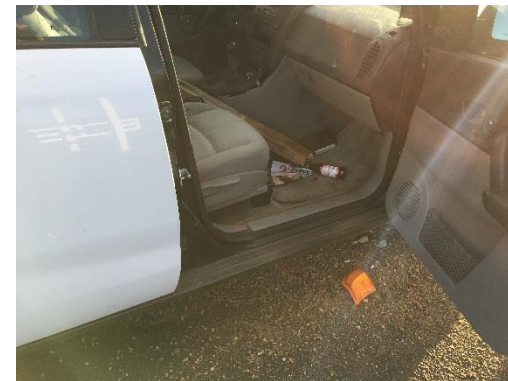
Vandalized/Accident

The Estates at Cherry Ridge

- Always be Vigilant



Car Accident at Front Gate
March 21, 2017



GEICO has been slow to resolve this claim.
HOAMCO is pushing GEICO to resolve. Estimate to
repair is \$3602.64.

Volunteer Group/Committees

The Estates at Cherry Ridge

- Potential Committees/Volunteer Groups:
 - Road Maintenance (erosion, snow, etc)
 - Web Maintenance
 - Weed Control
 - Trash
 - Security/Patrols
- If you would like to volunteer to lead and/or be part of a volunteer group/committee, please send an email to Bob Heidinger or to HOAMCO
- Charters will be developed as groups are formed

- No Volunteers so far.
- In the meeting, Terry Blanckaert volunteered to support the Security/Patrols group.

- It's that time of year. Please watch and take care of your weeds.
 - Discussion:
 - **Vote Taken and Passed Unanimously** for the following:
 - **Action Item:** Mike to obtain an estimate for Weed Control and retain the service
 - \$1500 Budget allocated (past year we spent about \$1100)
 - \$1500 Budget also allocated for fall (October time frame)
 - Suggestion to seed the steep bank at the hairpin curve. Would like to see if erosion can be slowed. All agreed. If works, further seeding will be discussed.

New Business: New Arc Forms

The Estates at Cherry Ridge

The Estates at Cherry Ridge Property Owners Association
Architectural Approval Request for New Home Building

Name: _____ Parcel# _____

Address: _____ Phone# _____

Please provide a description of the request in detail and use additional pages and drawings as necessary. All drawings and/ or plans should be submitted in PDF format.

Please include applicant documents and payments found below:

\$1000.00 Road Impact Fee for New Homes Construction \$500.00 ARC Review Fee-
FEEs TO BE SUBMITTED WITH APPLICATION PAYABLE TO THE ESTATES AT CHERRY RIDGE POA
Site Plan, Elevation, Floor Plan, Colors, Boundary Survey, Septic/Alt. Septic Plans, Approval of
Septic Plan

Keep All Trash Containers Covered

Work to be performed by: _____

Expected completion date: _____

The home owner agrees to maintain the improvement if approved by the Architectural Review Committee duly appointed by the Board of Directors. If in the view of the Board of Directors, the improvement is not maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs. The Homeowner agrees to comply with all City, County and State laws and to obtain all necessary permits and pay all necessary fees. No improvement of any kind on any property shall be allowed to encroach upon any easement, if said improvement would have the effect of impeding or obstructing access over, across or under the easement at issue. The Homeowner agrees to an inspection of the work in progress by the ARC for compliance to the approved plan. No improvement or alteration shall disrupt the natural flow of water or drainage. Any damage to neighboring properties or roadways shall be the responsibility of the property owner. CULVERT install is required (if needed as determined by the Architectural Committee), adequate for drainage in the area, on all new construction located on any Estates at Cherry Ridge maintained road. This is to include temporary to protect roads during the construction process. All above mentioned culverts will be properly maintained by property owner.

Approval of the Architectural Request does not constitute any warranty by the Association.

Signature of Homeowner

DATE

Please submit to: The Estates at Cherry Ridge, c/o HOAMCO
PO Box 10000
Prescott, AZ 86304

Or email to: kandrews@hoamco.com

Approved with valid permits (if required)

Representative: _____

Disapproved

Approved with attached conditions or changes

DATE: _____

04/25/17

THE ESTATES AT CHERRY RIDGE PROPERTY OWNERS ASSOCIATION
Request for Architectural Review Committee Approval

NAME _____ Lot No. _____

ADDRESS _____ PHONE NO. _____

Provide a description of the request in detail and use additional pages and drawings as necessary. Please include, type of materials to be used, color(s), dimensions of structure and location on lot, if applicable.

Work to be performed by: _____

The Homeowner agrees to maintain the improvement if approved by the Board of Directors or their duly appointed representative. If, in the view of the Board of Directors, 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 agrees to comply with all city, county and state laws and to obtain all necessary permits.

Expected Commencement Date _____ Expected Completion Date _____

Signature of Homeowner

Date

Submit to: **THE ESTATES AT CHERRY RIDGE, C/O HOAMCO**
P.O. Box 10000 (Physical Location)
Prescott, Arizona 86304 3205 Lakeside Village
(928) 776-4479 (Willow Creek & Willow Lake Rd)
Email: kandrews@hoamco.com

The above-described architectural change is:

Approved _____ Disapproved _____ Approved subject to the following conditions:

Association Representative

Date

Date Completed _____ Upon completion of work, return this form to the Architectural Committee for final inspection and signoff. The completed form will be placed in your permanent lot file and a copy returned to the homeowner.

Final Approval: _____

Association Representative

Date

4/25/17

New Business: New Arc Forms

The Estates at Cherry Ridge

- Discussion:
 - **Action Item:** Kathy to modify the title of the second form to be clear it is for modification, not new home construction.
 - **Action Item:** Mike to create a “Cheat Sheet” for new builders to use as a guide
 - **Action Item:** Kathy to create standard letter to “stop work”. Letter to be used for those starting work without first obtaining approval.
 - **Action Item:** Mike to create document relative to assessing a fine for those starting work without approval. Fine to start at \$250 and will escalate if still in non-compliance. Should include potential legal action.
 - **Action Item:** Tracy volunteer to post on the web as appropriate. Note for new Construction. Any disturbance/clearing/grading of the land will constitute the intent to build and needs prior approval from the Architectural Committee.
 - **Action Item:** Kathy to collect the above artifacts and place, as appropriate into the welcome packet when escrow requests information.

Gap: Standard Collection Policy Document

The Estates at Cherry Ridge

THE ESTATES AT CHERRY RIDGE PROPERTY OWNERS ASSOCIATION

Assessment Collection Policy

Pursuant to the Arizona Nonprofit Corporation Act, A.R.S. 33-1803 and 33-1807 and Section 3 I. of the Declaration of Covenants Conditions and Restrictions, as supplemented by resolutions adopted from time to time by the Board of Directors, ("Declaration"), the following resolution is hereby adopted by the undersigned, being an officer of The Estates at Cherry Ridge Property Owners Association ("Association").

NOW THEREFORE, IT IS RESOLVED that the following procedures and practices are established for the collection of Assessments owing and to become owing by the Owners of Parcels ("Lots," etc.) in the Association and the same are to be known as the "Assessment Collection Policy" for the Association in the discharge of its responsibilities regarding collection of Assessments levied against Parcels ("Lots," etc.):

1. **POLICY OBJECTIVE.** The Association will pursue collection of all Assessments pursuant to the Declaration and this Assessment Collection Policy. The term "Assessment" shall include Regular Assessments and Special Assessments or any other fees or taxes allowable in the Declaration of Covenants Conditions and Restrictions.
2. **OWNERSHIP INTERESTS.** Pursuant to the Declaration, the person who is the Owner of a Parcel ("Lots," etc.) as of the date an Assessment becomes due is personally liable for the payment of the Assessment. The personal obligation for delinquent Assessment shall not pass to the successors in title of the Owner unless expressly assumed by them.
3. **HANDLING CHARGES AND RETURNED CHECK FEE.** In order to recoup costs incurred because of the additional administrative expenses associated with collecting delinquent Assessments, collection of these fees and charges are part of the Collection Policy. These fees and charges, including a Collection Notice Fee, will be added to the amount outstanding and are collectible to the same extent and in the same manner as the delinquent Assessment.
4. **APPLICATION OF FUNDS RECEIVED.** All moneys received by the Association will be applied to amounts outstanding to the extent of and in the following order:
 - a. First to the unpaid Assessment amount;
 - b. Next, to interest accrued;
 - c. Last to late fees, returned item fee, collection costs and attorney's fees incurred by or on behalf of the Association.
5. **PARTIAL PAYMENTS AND APPLICATION OF FUNDS.** Partial payments will not prevent the accrual of interest on the unpaid portion of the Assessment. The owner will still be considered to be delinquent upon making partial payments.
6. **OWNERSHIP RECORDS.** All collection notices and communications will be directed to those persons shown by the records of the Association as being the Owner of the Parcel ("Lot," etc.) for which Assessments are due and will be sent to the most recent address of such Owner solely as reflected by the records of the Association. Any notice or communication directed to a person at an address, in both cases reflected by the records of the Association as being the Owner and address for a given Parcel ("Lot," etc.), will be valid and effective for all purposes pursuant to the Declaration and this Assessment Collection Policy until such time as there is actual receipt by the Association of written notification of any change in the identity or status of such Owner or its address or both.

7. NOTIFICATION TO OWNER.

15 DAYS DELINQUENT LATE NOTICE. A payment by a member is deemed delinquent if it is unpaid fifteen (15) or more days after the due date. A late notice will be sent via regular first-class mail, a late fee of \$15.00 or 10% (whichever is greater) will be charged to the Owner's account, and a Collection Notice Fee will be charged to the Owner's account. Interest will be charged at the rate specified in the Declaration.

30 DAYS DELINQUENT 2nd LATE NOTICE. No sooner than Thirty (30) days after the due date, the Association will send a notice via regular first-class mail to the Owner setting forth the amount of the delinquent Assessment owing. All fees associated with this letter will be charged to the Owner's account, including an additional Collection Notice Fee.

60 DAYS DELINQUENT INTENT TO LIEN NOTICE. No sooner than Sixty (60) days beyond the due date, the Association will send a notice of Intent to Lien to the Owner making formal demand for immediate payment for all outstanding amounts. The Intent to Lien notice will be sent via regular mail. All fees associated with this letter, including Intent to Lien fee, will be charged to the Owner's account.

90 DAYS DELINQUENT RECORDATION OF LIEN. Ninety (90) days after the due date, if an Owner fails to pay in full the entire amount covered by an Intent to Lien notice by the date specified, a written notice of lien will be prepared and recorded with the County Recorder pursuant to A.R.S. 33-1807. A lien fee will be charged to the Owner's account.

8. **ALTERNATIVE COLLECTION COURSES.** The Board, acting with input and recommendation from management and/or counsel, will evaluate which course of legal action appears to be in the best interest of the Association for recovery of unpaid Assessments. Where foreclosure of the Assessment lien in favor of the Association against a Parcel ("Lot," etc.), together with pursuit of personal judgment against the Owner, is determined to be advisable, or personal judgment alone, the Board will direct counsel to proceed accordingly pursuant to the minimum foreclosure requirements of A.R.S. 33-1807.

9. **VERIFICATION OF INDEBTEDNESS.** Where an Owner requests verification of the indebtedness, Management will, upon notification of the Owner's request, supply such verification within fifteen (15) business days. The exercise of the collection rights of the Association regarding Assessments will in all ways comply with the Fair Debt Collection Practices Act and A.R.S. 33-1803 and 33-1807.

10. **OWNER'S AGENT OR REPRESENTATIVE.** If the owner expressly or impliedly indicates to the Association that the owner's interest in the property is being handled by an agent or representative, any notice from the Association to such agent or representative pursuant to this Collection Policy shall be deemed to be full and effective notice to the owner for all purposes.

IT IS FURTHER RESOLVED THAT this Assessment Collection Policy replaces and supersedes in all respects all prior resolutions with respect to the collection of Assessments by the Association and is effective upon adoption hereof, to remain in force and effect until revoked, modified, or amended.

This is to certify that the foregoing resolution was adopted by the Board of Directors of The Estates at Cherry Ridge on the _____ day of _____, 20____, to be effective as of _____, and has not been modified, rescinded, or revoked.

Board Officer

Date

Gap: Standard Collection Policy Document

The Estates at Cherry Ridge

- Discussion:
 - **Vote Taken and Passed** to accept the Standard Collection Policy.
 - Brian, Mike, Bob voted to Pass.
 - **Action Item**: Kathy to add in fee's for late payments for June 9th.

New Business: Board Members

The Estates at Cherry Ridge

- Appointment of Board members
 - Brian's term ends this year and need to replace Dennis
 - Submit your name and short BIO to HOAMCO for consideration
 - Deadline June 9, 2017

 - Discussion:
 - Kathy provided a Board Member Bio form that can be used for this process. Form Attached.
 - All agreed.

Statement of Interest – Board of Directors

The Estates at Cherry Ridge

THE ESTATES AT CHERRY RIDGE PROPERTY OWNERS ASSOCIATION STATEMENT OF INTEREST- BOARD OF DIRECTORS

Name: _____ Parcel#: _____
Address: _____ E-mail: _____
Telephone: _____ Cell Phone: _____

I believe I can make a contribution to the business aspects of the Association and represent all of the Association as a member on the Board. I understand that the Board of Directors is charged with the responsibility to govern the affairs of the Association according to the Association's Documents and I myself must fully understand those documents and must not be in personal violation of any part of them. I understand that the Board of Directors must make its decisions based on what is in the best interest of the community as a whole, not on the interest of any individual lot owner or group of lot owners and I believe I can make a contribution to this decision making process. If a vote does not go my way, I will fully support the Board's final decision. If I am selected to be a candidate for nomination and elected to the Board of Directors, I will not use my position to gain personal power or advantages not available to the non-Board Association members.

PLEASE PRINT

(1) Community Association Experience:

(2) Board of Directors Experience:

(3) Business or Job Related Activity/Experience:

(4) Additionally, I believe I can serve the community extremely well because:

(5) I have been a lot owner in _____ since ___/___/___ and currently reside at _____ approximately _____ months each year.

I have read and do fully understand the Association CC&Rs and Bylaws. _____ Yes _____ No

Signature: _____ Date: _____

**ALL APPLICATIONS NEED TO BE RECEIVED BY June 9, 2017
in order to be included on the Ballot.**

**Please mail to: The Estates at Cherry Ridge,
HOAMCO, P.O. Box 10000, Prescott, AZ 86304**

If you have any questions, please contact Kathy Andrews 928-776-4479 or kandrews@hoamco.com

Closure

The Estates at Cherry Ridge

- Meeting was adjourned at 7:07pm.



The Estates at Cherry Ridge Dewey, AZ

Adjourn