

MISSION HILLS PROPERTY OWNER'S ASSOCIATION

Email Us at: MHPOA519@gmail.com Visit our Website: www.MHPO.org

LOT OWNERS' 2025 ANNUAL MEETING

MINUTES

Thursday, March 27, 2025 Time: 5:30-7:30 pm

ORDER OF BUSINESS:

- I. **CALL TO ORDER:** John Shirley, President called the meeting to order at 5:40 pm.
 - a. Eleven Lot Owners signed in and were acknowledged and thanked for coming.
 - b. The meeting was held at Prescott Public Library, 2nd Floor, Elsea Room / 215 E Goodwin Street, Prescott, AZ 86303
- II. **AGENDA MEETING PACKAGE:** The 43-page Packet was printed and provided to attendees. A copy of it will be emailed and or mailed to the Members upon publication of the 2025 Annual Minutes. Attached to the Agenda were the 2024 Annual Meeting Minutes, the 2025 MHPOA Secretary's Report, all Quarterly Meetings Minutes that occurred in 2024, MHPOA News Letters dated 08/15/2025 and 12/06/2024, all 3 of the Road Maintenance Meeting Minutes with the Condos dated 03/05/2024, 4/29/2024, and 12/17/2024, MHPOA Resolutions 4, 5, 6, 7, 8, 9; the MHPOA Treasurer's Report which did include the Banking Summary, 2025 Annual Assessments spreadsheet, Report, Cash Flow 2024, Year End Summary-2024, 2024 Itemized Category Report, Income/Expense Report 2023/2024, and the 2022-2023 Comparison Report by Category, The Addendum to Road Access & Arbitration Agreement, Proposed Amended MHPOA Rules & Policies of 3/27/2025
- III. **ATTENDENCE:**
 - a. All of the Board of Directors (BOD):
 - i. John Shirley, President Email: jshirley877@gmail.com (585)615-3391
 - ii. Ethan Wolfinger, Vice President Email: ethanwolf333@gmail.com (928)420-1544
 - iii. Kimberly Stiller, Treasurer/Secretary Email: MHPOA519@gmail.com Text:(818) 335-8968
 - b. MHPOA LOT OWNERS PRESENT: Mary Kelly, Carol & James Ward, Jacki & David Wheeler, Craig Gose, Suzanne Shirley, and Erika & Don McChesney. A total of nine (9) out of twenty-seven (27) total Lots were represented.
- IV. **A QUORUM is ESTABLISHED**
- V. **NOTICE OF ANNUAL MEETING:** 5 Notices of 2025 Annual Meeting were Published via email to Lot Owners. Notice to the Owners was published by way of email with a 43-Day Notice on 2/12/2025, 25-Day Notice on 3/03/2025, 5-Day Notice on 3/22/2025, Next Day Notice on 3/26/2025 and the Day of on 3/27/2025.
- VI. **APPROVAL OF MINUTES:** UNANIMOUS APPROVAL of the 2024 MHPOA Annual Meeting Minutes by the Lot Owners. A motion was made by Kimberly Stiller and J. Ward seconded to accept the above referenced minutes. The vote passed unanimously. A copy of the approved Minutes were circulated in this meeting package and were previously published to the Owners on 8/14/2024.

VII. PRESIDENT'S REPORT: John Shirley reported on the many accomplishments and teamwork of the BOD during 2024. John, the Chairman of the Update CCR's Committee, commended the talent and effort of the additional committee members, Kim & Kevin Shuster, Craig Gose, and Kimberly Stiller, on the final approved amended Bylaws. He referenced that all Minutes of all Committee Meetings will be published on our website. He also mentioned their inclusion in the package. John acknowledged the excellence set forth by Zebra Landscapes in clearance of the approximate 3 acres of Common Area in the Community, as seen on the Plat Map. He also mentioned the efficiency of the new MHPOA Drop Box. He acknowledged all of the effort involved in the process to officially Amend the Access and Arbitration Agreement with the Condos. Special recognition and deep gratitude was extended to Ethan for actually redrafting the document provided in the package at no charge to the MHPOA. John again praised the Owners for Voting to pass the 1st Amendment, 'Annual Assessments Increase', and informed the Lot Owners to expect a Vote by Mail Package in the next year for the 2nd Amendment to Update Bylaws and then he explained how we would re-submit the 2022 Proposed "New Purchase Capital Contribution Assessment" as the 3rd Amendment to the CCRs. He also explained the difference in the approval percentage rate and how Lot Owners needed a 51% Approval VOTE to amend the Bylaws yet a 67% Approval of the 3rd Amendment was required to amend the CCRs. John continued to reinforce the BOD desire to function in full transparency and with utmost accountability to the Lot Owners. John also acknowledged the effort of Kimberly to compile the extensive Annual Meeting Package for the Lot Owners. He acknowledged the BOD continued effort to upload all historic Minutes and now, all Resolutions of the BOD onto the website: MHPO.org He also asked for any wildlife pictures to be forwarded to him for uploading online.

VIII. SECRETARY'S REPORT: Kimberly directed everyone to the package going through each page. Lot Owners recommended that the Annual Meeting Package be offered to the Lot Owners prior to the meeting with the Agenda so that they would be more familiar. All supporting documents itemized and identified on the 2025 Annual Secretary's Report are included in the package. During 2024, the BOD did its best to hold 4 quarterly meetings. She did apologize and expressed a sincere need to do better at getting the Minutes to the members in a more timely manner, although there is a need to officially establish a deadline to produce Minutes following meetings in the CCRs. During 2024, 2 News Letters were published. Multiple Committee Meetings were held since the 2024 Annual Meeting for the Access & Arbitration (A&A) Committee with the Condos & Estates and the Update CCRs Committee which produced their final approved draft of the Bylaws to the BOD for their approval before being sent to the Lot Owners for a Community VOTE by Mail. She pointed the Members to really look and compare Resolution 6, which establishes the MHPOA Street Maintenance Committee & Purpose and then Resolution 7, which Establishes the Architectural Committee (ARC) & Purpose. She explained how historically, the previous BODs had not enacted their votes by way of officially executed Resolutions. This current BOD has now implemented this standard in all operations, evidenced by 10 separate Resolutions, all accessible on our website. After an extensive dig into our MHPOA physical and electronic files, no resolution of an ARC establishment was found that would have officially put in place the process to designate, identify or clarify the purpose, process or even enforcement outside of general mention in historic meeting minutes. We first discovered a need to separate the Street Maintenance from ARC when the conflict arose with the Condos as to the Shared Road Agreement (now fully resolved without conflict). Furthermore, this BOD discovered that although a 2001 document existed specifying some architectural standards, it also included a compliance enforcement section with no clear penalties of the Rules and Regulations and no mention of the Access & Arbitration Agreement with the Condos. Therefore, the BOD is working to clearly establish, identify and state policies and procedures on many levels in the Community. We have much more to do in order to implement a higher standard of common business practices into our process as a BOD going forward. We also believe that it will streamline more clearly for newly elected members to the Board for ease of "passing the baton". Resolutions 4-10, executed by the

BOD in 2024 are named and included in the package. The 1st Amendment to Increase the Annual Assessments passed by 67% Lot Owner VOTE and was recorded on 10/14/2024. No 2025 Board of Director Nominations and Elections were held because Kimberly Stiller, the outgoing BOD Member, was re-nominated and the existing BOD Members were happy to retain her and she agreed to serve a 2nd 3-Year Term for the Community. References made to the above were included in the Agenda Package. Discussion of another Community Gathering did occur.

- IX. TREASURER'S REPORT:** Kimberly presented the 2025 Annual Treasurer's Report with all supporting documents in the same Meeting Package. Members humbly requested page numbers on next year's package in addition to a Content sheet. Kimberly willingly agreed and explained the incredible learning curve involved with learning to combine multiple documents into a 43-page .pdf and stated her willingness to learn. Kimberly stressed to the Members that NO Assessments were actually collected in the 2024 year as the BOD moved by resolution to change the Annual Assessment Due Date to the first day of each subsequent year; therefore, the Annual Assessment Income was NOT included in any of the Quicken generated reports for 2024 starting 1/1/2024-12/31/2024. Historically, Kimberly explained, the Annual Assessments were collected in the Fall for the upcoming year, making it impossible to assess a true outlook of all actual annual income and expenses when the tax year end was December 31st. Kimberly quickly walked Members through her itemized List referring to all supporting documents in the following pages of the packet. The proposed 2025 Budget was presented to the Members looking back at what the actual expenses of 2024 had been and the projections for 2025 were openly discussed with Members. The 2024 BMO Harris Bank Account Statements were made available to the Members—Total MHPOA Balance of both MHPOA Accounts as of 3/27/2025 is \$32,970.43, which means that the Primary Account (x6096) is \$26,756.68 and the Reserve Account (x9177) is \$6,213.75. Included in the Package are the following Reports: 2025 Annual Assessments spreadsheet, 2024 Banking Summary/Report, Cash Flow 2024, Year End Summary-2024, 2024 Itemized Category Report, Income/Expense Report 2023/2024, and the 2022-2023 Comparison Report by Category, attached herein.
- X. ARCHITECTURAL (ARC) COMMITTEE UPDATE:** Ethan Wolfinger, the Chairman of the Committee reported the following: The Members of the ARC Committee are: Ethan Wolfinger, Jim Ward, Don McChesney, John Shirley and Scott Acklin. He stated that the BOD is hoping to work with the ARC Committee to revise the 2001 ARC Guidelines & Procedures to include a expectation based process to enforce the development of raw land. Ethan than mentioned increased Fire Insurance expenses for home owners in our community. He spoke as to the benefits of being considered a Certified Firewise Community. The MHPOA needs to establish a Firewise Committee according to the Prescott Fire Department standards published on their website. Discussion about the standard that would be established once the Common Areas were done for the Vacant Land Owners. General weed clearance for all Lots and the ongoing Brush/Weed Clearance for all Vacant Land Lots: 17, 21, 23, 25 ,28, 29, 30, 31. The MHPOA holds the authority to go in and do weed clearance and send the notice to Lot Owners who were not actively mitigating weed and brush clearance.
- XI. STREET MAINTENANCE COMMITTEE REPORT:** Ethan Wolfinger, the Chairman of the Committee reported the following: The Members of the Committee are the same BOD for the MHPOA: Ethan Wolfinger, John Shirley and Kimberly Stiller. We would like additional Lot Owners to serve on this Committee for 2025. The Addendum to Road Access and Arbitration Agreement was executed by the Condos and the BOD. A recorded copy will be published on the website. A non-executed copy of the document was included in the package. Discussion did occur with regards to snow plowing. John stated the Condos were working with a snow plowing company and that we would most likely use the same company as the shared road maintenance agreement with the Condos to do our roads. John referred Members to the Minutes of the Street Maintenance Committee Meeting/Condos on

12/27/2024 regarding snow plowing. Both the Condos and the MHPOA is using the same Cutting Edge Landscaper for snow removal on all community roads. It is the final decision of each individual Lot Owner as to which company is best to plow your own driveway or do your own weed clearance. John discussed \$3,600 in general Street Repairs and that an estimated \$3,500 was projected for 2025 after scheduling a walk through with Turco in April 2025, paying special attention to manhole covers.

XII. OLD BUSINESS: NO 2025 Board of Directors Election. Kimberly Stiller's 3-year Term ends in March of 2025. MHPOA BOD moved to renew a 2nd 3-year Term for Kimberly as she was the only individual who was nominated. Each year the BOD publishes Nominations for Board of Directors because the 3-Member Board Terms are rotated each year over a 3- year Term. This means that each year a new Director is elected to serve un the BOD. Term limits are 3 consecutive, 3- year Terms, or nine years total. John welcomed wildlife pictures for our new website.

XIII. NEW BUSINESS: : UNANIMOUS APPROVAL by the BOD of the 03-27-2025 Amended Association Rules & Policies, included in the package. A motion was made by Kimberly Stiller and John Shirley seconded to accept the above referenced update to the R&Rs. The vote passed unanimously. Kimberly reminded the Members about the "proposed" 2022 Amendment to the CCRs to establish a "New Purchase Capital Contribution Assessment". She recalled how the VOTE did not pass by the Lot Owners because some of them expressed that implementation of such an assessment should not be the first step to increase or generate revenues for the MHPOA. Said Lot Owners held a strong conviction that the first step should be to increase the annual assessments. She stated that now that the annual assessments had been officially increased that the Lot Owners should expect to see this New Purchase Capital Contributions Assessment re-submitted as an additional Amendment to the CCRs in the coming year. Open discussion occurred between the Lot Owners about how our private streets are designated only to be used for two-way passing of vehicles and Emergency Vehicle parking only. Thank you for not parking on the private streets. John suggested posting additional "no parking" signs on the private streets in addition to the signs posted at the front entrance to the Mission Hills Community. He said he would do that promptly. Further conversation about another Community Social Gathering. Kimberly explained being extremely committed to multiple big family events including a 60th Anniversary Party for her folks, and both of their sons getting married this summer into the Fall and that maybe October or November would work better. Nothing was set in stone.

XIV. NEXT MEETING: TBD.

XV. ADJOURNMENT: THE MEETING WAS ADJOURNED AT 7:30 P.M. A motion was made by Kimberly Stiller and seconded by Jim Ward to end the meeting. The vote passed unanimously by all in attendance.

Closing Statement: The Secretary does submit the above record of Minutes for the 2025 MHPOA Annual Meeting that occurred on 03/27/2025 MHPOA on this day, 12th day of January 2026.

Signed_____

Kimberly Stiller, Secretary, MHPOA