

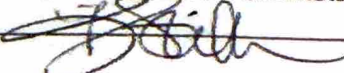
**MISSION HILLS PROPERTY OWNER'S ASSOCIATION**  
Email Us at: [MHPOA519@gmail.com](mailto:MHPOA519@gmail.com) Visit our Website: [MHPO.org](http://MHPO.org)  
**4th Quarterly Open Board Meeting-MINUTES**  
**Tuesday, December 17, 2024**

**ORDER OF BUSINESS:**

- I. CALL TO ORDER:**
  - a. John Shirley, President called the meeting to order at 11:35am. Attendees signed in and were acknowledged and thanked for coming.
  - b. The meeting was held at **Prescott Public Library, Bump Room, Upper Level, 215 E Goodwin Street, Prescott, AZ 86303**
  - c. AGENDA was printed and provided to attendees.
- II. ATTENDANCE:**
  - a. All of the Board Members:
    - i. John Shirley, President Email: [jshirley877@gmail.com](mailto:jshirley877@gmail.com) (585)615-3391
    - ii. Ethan Wolfinger, Vice President Email: [ethanwolf333@gmail.com](mailto:ethanwolf333@gmail.com) (928)420-1544
    - iii. Kimberly Stiller, Treasurer/Secretary Email: [MHPOA519@gmail.com](mailto:MHPOA519@gmail.com) Text:(818) 335-8968
  - b. MHPOA OWNERS PRESENT: Kevin Shuster, Mary Kelly, Scott Acklin, Suzanne Shirley, and Don McChesney
- III. A QUORUM is ESTABLISHED**
- IV. NOTICE OF QUARTERLY MEETING:**
  - a. Notice to the Owners was published by way of 10-Day Notice via email on 12/10/2024, and 2<sup>nd</sup> email notice on 12/16/2024.
- V. APPROVAL OF MINUTES:** UNANIMOUS APPROVAL OF 8/15/2024 MHPOA Quarterly Meeting Minutes by the Board. A motion was made by Kimberly Stiller and John Shirley 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 8/17/2024.
- VI. PRESIDENT'S REPORT:** John Shirley reported that the Board had been coordinating with 7 different, local, landscaping companies since the last meeting in August to clear the approximate 3 acres of Common Area in the Community, as seen on the Plat Map. The estimates ranged in both detail of specifics to price from \$3,500 up to \$21,000.00. He explained that we were still waiting on a few additional estimates to come in and assured Owners that we would make a final decision and the work would be completed over the next 4 weeks. He also mentioned that he and Kimberly had installed the MHPOA Drop Box and that Owners would be able to drop their Annual Assessments into the Box after January 1, 2025. He mentioned continued effort, email correspondence and the earlier meeting that morning with regards to our progress to Amend the Access and Arbitration Agreement with the Condos. John further praised the Owners for Voting to pass the 1<sup>st</sup> Amendment, 'Annual Assessments Increase. John indicated progress to update the ByLaws with the Update the CCRs Committee and stated that he hoped the committee would approve a Draft for final Board Approval before submitting them to the Lot Owners for an office 51% Approval VOTE.
- VII. SECRETARY'S REPORT:** Kimberly stated that the 1<sup>st</sup> Amendment to the CCRs PASSED and was Recorded on 10/14/2024 and published to the Lot Owners via USPS on 10/22/2024. She did mention the December 2024 New Letter that was published to the Lot Owners via email on 12/06/2024 which did also publish these agenda items. No new Resolutions published as of the date of the meeting.
- VIII. TREASURER'S REPORT:** Kimberly reported the BMO Harris Bank Account Balance as of 8/15/2024 was \$21,389.00. As of 12/17/2024, it is \$21,157.43. A second reserve account would be established as clearly stated in the approved and recorded 1<sup>st</sup> Amendment to the CCRs in February 2025 at BMO Bank. State Farm insurance is expected to increased for 2025. She stressed that NO INCOME would be recorded for 2024 due to the Resolution to Change the Due Date to the Fiscal Year. And that there was no need to file taxes for the MHPOA for 2024. The 2025 Annual Assessment would be due on 1/1/2025 and late on the 15<sup>th</sup> and a 10% late fee would be owed if received after the 16<sup>th</sup> of January. No 2025 Assessment deposits would be made prior to 1/1/2025. She also acknowledged that Lot Owners had the option to pay their annual assessments monthly with the same 10% late fee if not receive before the 16<sup>th</sup> of said month.



- IX. ARCHITECTURAL 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 and John spoke about the expectations required to be considered a Certified 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. Further discussion was with regards to Compliance and violation fees and the process to impose them as clearly stated in the Rules & Regulations on the website. General weed clearance for all Lots and the ongoing Brush/Weed Clearance for a Certified Firewise Community is stressed 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. Further discussion about the need for any landscaper who is going to do work on the Common Areas to be licenced and bonded. Scott Acklin voiced his desire to submit bids for both the Common Area clearance and snow plowing which was welcomed by the Board who assured him that we would all have to agree and make the wisest decision based upon each meeting with each landscaper, the details identified on the estimate, the expected time to start and complete and the fairest price. Further discussion was with regards to snow plowing estimates from some of the same landscapers. 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 disclosed a Street Maintenance Committee Meeting/Condos scheduled on 12/27/2024 regarding snow plowing. The Board is informed that because of potential liability, we are not to recommend a specific landscaper to a lot owner; we will simply offer the names of all those we received estimates from, upon emailed request to the Board. 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. Discussion rose up to address the Vacant Land, not identified on our Plat Map, that lies between the two different common areas of our community and questions were raised as to who owns this land. It is identified as APN: 116-07-014. Ethan mentioned that he might be able to reach out to the owner to inquire as to weed clearance. A lively discussion/debate arose as to the possible conflict of interest with hiring existing, licensed and bonded landscaper/contractors/professionals to do work for the MHPOA. Nothing was decided as to accepting the services of an Owner who is being paid vs volunteering their professional service for the benefit of the Community.
- X. OLD BUSINESS:** Ethan Wolfinger expressed how all 3 of the Board are serving on the Street Maintenance Committee and he has been working with the Condo Board to update the 1989 Access & Arbitration agreement. There was a meeting with the Condos Board earlier this morning. We have agreed upon an Amendment and are waiting for the Condos to approve it. Upon approval, the document will be signed by both Boards and recorded at the Yavapai Recorder's Office. We would like additional Lot Owners to serve on this Committee for 2025. The Update CCR's Committee mtg. is 2/12/2025 to work on the ByLaws. Minutes of all Committee Meetings will be published. Open discussion occurred 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. Additional Discussion regarding the Pack Rat population and incredible destruction to Lot Owner's vehicles shared an option of a Mint Pest Spray, found on Amazon, others have had success with plug-in, high-frequency devices, still others advocate for the rat-zapper method. Kimberly & John donated their time and money to install the MHPOA Drop Box—Thank you!!!
- XI. NEW BUSINESS:** Ethan Wolfinger identified the need to separate the Architectural Committee from the MHPOA Street Maintenance Committee. In fact, no historic Resolution to ratify establishment of the Architectural Review Committee "ARC" and Purpose, Responsibilities, Duties, Guidelines and Procedures could be found in the records as far back as the handbook created in 2002. The proposed ARC purpose, responsibilities and duties were attached via email to the Lot Owners. After much discussion, the proposed draft was deemed incomplete and needed more revisions by the Board. No vote was held by the Board. Kimberly Stiller stated that her 3-year Term ends in 2025. MHPOA Board Nominations would be published and due back by Friday, February 28, 2025. Annual Meeting-TBD.
- XII. COMMUNITY Gathering—White Elephant Exchange Party @ Kimberly Stiller's Home:** All Lot Owners are INVITED!!! Saturday, January 4, 2025 at 4:00pm. More details to come via invitation and email.
- XIII. ADJOURNMENT:** THE MEETING WAS ADJOURNED AT 1:07 P.M. A motion was made by Kimberly Stiller and seconded by Kevin Shuster to end the meeting. The vote passed unanimously.

**Closing Statement:** The Secretary does submit the above record of Minutes for the 12/17/2024 Quarterly Meeting of MHPOA on this day, 27<sup>th</sup> day of March 2025. Signed   
Kimberly Stiller, Secretary, MHPOA