

HILLCREST BAY, INC HOMEOWNERS ASSOCIATION
Board of Directors
Regular Session Meeting Minutes
October 19, 2019

The Hillcrest Bay, Inc. Homeowners Association Meeting was held on Saturday, October 19, 2019. The President called the meeting to order at 9:05 am at 828 Crystal View, Parker, AZ 85344.

Board Members Present:

Dennis Ingram – President
Grace Babcock – Secretary/Treasurer
Bill Horn – Architectural/Permits
Joe Troya – Director at Large
Tony Elias Calles – Director at Large
Carl Cotton – Newly Elected - Director at Large

ORGANIZATIONAL MEETING

Transition of the Board of Directors

The Board announced they had four open seats. They appointed Michele Ayers, Mindy Donahue and Mari Brenner to the Board of Directors. They accepted.

Motion: *Upon a motion duly made and unanimously carried by the Board, Michele Ayers, Mindy Donahue, and Mari Brenner were appointed to the Board of Directors.*

The Board appointed Michele Ayers as the new treasurer and Grace will work with her during the transition. Grace will remain as secretary throughout her term.

Motion: *Upon a motion duly made and unanimously carried by the Board, Michele Ayers was appointed as Treasurer.*

Agreement to Serve on the Board of Directors

The 2019-2020 Board was read the "Agreement to Serve on the Board of Directors". Each Board member will be required to sign the form.

SECRETARY'S REPORT

The Board reviewed August 17, 2019, Regular Session Meeting Minutes.

Motion: *Upon a motion duly made and unanimously carried by the Board to ratify the August 17, 2019, Regular Session Meeting Minutes.*

HOMEOWNERS FORUM-Homeowners had 3 minutes to speak-9 Homeowners were present. A sign-in sheet was available. Letters/emails were read below.

- A homeowner was concerned about some recent break-ins and noticed a patrol car frequently visiting the community.
- A homeowner was concerned about a block wall and a pending permit for solar installation near her lot.
- A homeowner would like to know if the HOA will be seeking outside management.
- A homeowner inquired about how to get a mailbox key
- Joe returned an email to a homeowner concerning a retaining wall that he wanted to alert his neighbors regarding but didn't have their contact information.
- A homeowner has requested copies of the Hillcrest Bay Check Register from October 2018 – 2019. Grace will send them to him.
- There was conflicting information from the postmaster regarding Hillcrest Bay homeowners and an assigned mailbox.

Hillcrest Bay, Inc.
Regular Session Meeting Minutes
October 19, 2019
Page Two

TREASURER'S REPORT

Bank Balances

Bank Statements for July, August, and September were presented to the Board. The balance in the checking was \$101,726.07 and the Reserve/Savings account was \$218,632.64.

The Treasurer was concerned with the high balance in one banking institution being over \$250,000, which was the threshold for FDIC insurance. She recommended to transfer some funds to a different banking institution with higher interest rates and suggested Alliance Association Bank out of Phoenix. Carl Cotton suggested opening a trust account at Chase Bank because he believes being a trust account it would be secured. Grace will research this option.

AR Report/Lien

Not available.

New Transfers

The Board reviewed the New Transfer list:

Lot 210-estimated to close 10-23-19

Lot 124-Closed 9-23-19

Arizona Corporation Commission

The Board reviewed the updated information on the Arizona Corporation Commission Annual Report that was due on October 8, 2019. Grace will provide an update to the form now that we have added 3 more board members.

New Accounting Services

The Treasurer reported that Complete Accounting and Tax have been terminated due to nonperformance as of September 2019. The Board reviewed the proposal from RXC, Inc. located at 70 Scott Dr. in Lake Havasu City. The Treasurer recommends that we hire them because the bookkeeper, Lisa Shelton, was the former bookkeeper servicing the Hillcrest Bay's account at Complete Accounting and Tax. The proposal is \$310.00 per month and \$75.00 for transfer fees. The Board would like to see if we can lower the transfer fee to \$25.00.

Motion: *Upon a motion duly made and unanimously carried by the Board approved the proposal from RXC, Inc. for \$310.00 per month for accounting services.*

ARCHITECTURAL REQUEST/PERMITS REPORTS

A. Joe Troya indicated the following:

a. Active Permits-Lots:

- i. 47A-New home build-concerns with street not repaired back like for like. Roy indicated they are coming out next week to correct it.
- ii. 033-Extension of driveway
- iii. 107-is a vacant lot – new home to be built

b. New/Pending Permits-Lot(s):

- i. 248-installing solar
- ii. 095-installing solar

Hillcrest Bay, Inc.
Regular Session Meeting Minutes
October 19, 2019
Page Four

- iii. 185-installing solar
- iv. 187-188-installing solar
- c. On Hold Permits-Lot(s): none
- d. Completed Permits-Lot(s): 116A and their full deposit refund were returned. The Board needs to contact homeowner 116A regarding smoothing out the pile of dirt above a concerned homeowner's lot. They are afraid if they have a hard rain it will push the pile of dirt toward her lot, so it needs to be smoothed out. Joe will send them a letter or contact them.

COMMITTEE REPORTS & OTHER

-Governing Committee

- o Amended & Restated Declaration of Restrictions-the Board reviewed Draft 6 of the Amended & Restated Declaration of Restrictions and approved to go forward. Dennis stated it will be mailed soon. Karen estimated around November 1, 2019. She is waiting to hear from Tony regarding combining lots and their value after they are combined. Tony will contact the attorney and get back to Karen. It was suggested to post a banner and place door hangers on homes to remind the membership that they must vote. We must receive 75% of the homeowner's votes. Tony offered to create and pay for the banner out of pocket and Mari will post all door hangers.
- o Bylaws-Karen will send out Draft 1 for the board's review.
- o Architectural Guideline Review- the Board reviewed Draft 4 of the Architectural Guideline Review and approved to go forward at the last Board meeting.
- o Enforcement Policy – The Board reviewed Draft 2 of the Enforcement Policy and needed more time to review. They elected to postpone until the next meeting. There was no discussing at this meeting.
- o Homeowners Handbook – The Board reviewed Draft 1 of the Homeowners Handbook and needed more time to review. They elected to postpone until the next meeting. There was no discussing at this meeting.

-Slurry & Street Project Committee

Tony presented options on the street repairs. Prices varied from \$146,000 - \$1,500,000. A civil engineer was recommended to provide a proper scope of work for an estimated \$60,000. At this time, the Board decided to postpone any plans on the streets until the Amended Restated CC&R's have been completed first to see what participation we get. Tony and Grace will research financing the project through either the vendor or the bank.

-Maintenance and Landscape Committee

Joe will get together with Mari on the plant purchase for the front entrance.

Records Shed

Roy will purchase a combination lock for the records shed. Someone placed the bulletin board on the records shed without the Board's approval. The Board needs to control the keys to the common area.

Title Search for Streets

Grace reported she sent the information to Jason Miller, legal counsel, regarding the purchase of a litigation guarantee to run a title search. He responded, but will follow up on the response. Once she locates it, she will email it to the board.

Hillcrest Bay, Inc.
Regular Session Meeting Minutes
October 19, 2019
Page Four

Property Management Proposals – The Board reviewed the proposal for property management from Amy Telnes Management. After much discussion they agreed for her to begin in January 2020. Grace will see if she can attend the November meeting.

Motion: *Upon a motion duly made and unanimously carried by the Board approved the proposal from Amy Telnes Management for \$1225.00 per month, \$500.00 set up fee, and \$75.00 for transfers.*

New HOA Software – Karen and Grace reviewed the software from Caliber Software. No further action needed.

HOMEOWNER FORUM

Large Trash Bin – Set Up. Grace will contact Republic Trash to set up delivery on November 27th and dumped on November 29 returning to HBI and picking up again on December 2nd.

ADJOURNMENT

The Board adjourned the meeting at 11:09 am after no further business was presented.

NEXT MEETING: *Our next meeting will be held on Saturday, November 16, 2019, at 955 Crystal View and there will be no meeting in December 2019.*

Respectfully Submitted,

Grace D. Babcock
Acting Recorder

Board Approval

I duly elected Secretary/or Director of Hillcrest Bay, Inc. Association do hereby certify that the attached is a true and correct copy of the Minutes of the Regular Session of the Board of Directors held on October 19, 2019, as approved/as amended by the Board of Directors.

Signature Secretary/Director

Date

_____ As submitted

_____ As amended