

**HILLCREST BAY, INC HOMEOWNERS ASSOCIATION**  
**Board of Directors**  
**Regular Session Meeting Minutes**  
**November 16, 2019**

The Hillcrest Bay, Inc. Homeowners Association Meeting was held on Saturday, November 16, 2019. The President called the meeting to order at 9:00 am at 955 Crystal View, Parker, AZ 85344.

**Board Members Present:**

Dennis Ingram – President  
Carl Cotton – Vice President  
Grace Babcock – Secretary  
Michele Ayers – Treasurer  
Bill Horn – Architectural Review  
Joe Troya – Director at Large/Architectural Review  
Mari Brenner – Director at Large/Landscape Maintenance

**Board Members Absent:**

Tony Elias Calles – Director at Large/Streets  
Mindy Donahue – Director at Large

**SECRETARY'S REPORT**

The Board reviewed October 19, 2019, Regular Session Meeting Minutes.

**Motion:** *Upon a motion duly made and unanimously carried by the Board to ratify the October 19, 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.

- The Board introduced themselves and acknowledged the homeowners that attended today's meeting.
- A homeowner had written an email concerned about the \$9,000 limit that the Board can approve. He thought hiring an outside management company would not be in compliance with the CC&Rs.

**Guest Speaker** – Amy Telnes of Amy Telnes Property Management

Amy Telnes provided more information regarding HOA management. She provided answers to additional questions by the Board. Their start date will be January 1, 2020. Grace will contact Amy to go over items needed for the transfer. Karen will provide Amy with website set up and emails accordingly.

**TREASURER'S REPORT**

The Board reviewed the August, September and October 2019 Financials.

**Motion:** *Upon a motion duly made and unanimously carried by the Board approved the August, September and October 2019 Financials, subject to year-end audit.*

Grace indicated that she researched Carl Cotton's suggestion regarding setting up a trust account for the HOA and Shelly Brannigan from Chase Bank indicated they do not have this type of account for HOA's. No decision was made by the Board to move any funds at this time, but understand it is not protected by FDIC due to the limit being over \$250K.

### AR Report/Lien

The Board reviewed the Customer Balance Detail Report. Grace indicated Lot 201 that was in foreclosure had paid their balance in full. Carpenter & Hazlewood Attorneys sent a check for \$6,467.72. Lot 125 paid their outstanding balance in full through the sale of her property. Lot 255 is in arrears but had filed bankruptcy.

### New Transfers

The Board reviewed the New Transfer list:

Lot 210-closed escrow 10-23-19 \$100.00 was received

Lot 221-opened escrow and should close on

### New Accounting Services

Grace and Michele visited RXC, Inc, new bookkeeping firm, and provided information to help recreate the account after terminating Complete Tax and Accounting Services. Due to the Board's decision to hire Amy Telnes Property Management Grace will send a 30-Day Termination Notice to RXC, Inc. and to finalize December 31, 2019 Bank Statement.

**Motion:** *Upon a motion duly made and unanimously carried by the Board approved to terminate RXC, Inc. and to have the books completed for the year end 2019.*

## **ARCHITECTURAL REQUEST/PERMITS REPORTS**

- A.** Bill Horn and Joe Troya indicated the following:
- a. Active Permits-Lot(s):
    - i. 47A-new home build
    - ii. 033-garage remodel
    - iii. 107-is a vacant lot – new home build
    - iv. 248-installing solar-pending deposit
    - v. 095-installing solar-pending deposit
    - vi. 185-installing solar-pending deposit
    - vii. 187-188-installing solar-pending deposit
  - b. New/Pending Permits-Lot(s):
    - i. 252-deck addition-deposit received.
    - ii. 148-new home build
  - c. On Hold Permits-Lot(s): none
  - d. Completed Permits-Lot(s): none

## **COMMITTEE REPORTS & OTHER**

### -Governing Committee

- o Amended & Restated Declaration of Restrictions-the Board agreed to the following:
  - o Mailing Date – January 2, 2020 – The Board will assist Karen in preparing the mailings.
  - o A letter will be created for the homeowners that own odd lots. Letters must address who will have the voting power for these portioned lots. Mailed Date - December 1, 2019.
  - o A banner will be created and sent to Tony so he can place the order. Door hangers will be created to match. Mari will deliver and pick up ones not received and left on doors at the end of the first week.
- o Architectural Guideline Review- the Board reviewed Draft 5 of the Architectural Guideline Review and approved to go forward with the changes from the word Permits to Architectural.
- o Enforcement Policy – The Board reviewed Draft 2 of the Enforcement Policy. Grace will send Karen her changes and she'll update. Approval postponed.
- o Homeowners Handbook – The Board reviewed Draft 1 of the Homeowners Handbook and needed more time to review. The Board elected to postpone until the next meeting.

- Bylaws- The Board reviewed Draft 1 of the Bylaws and more time is needed to review. The Board elected to postpone until the next meeting.

-Slurry & Street Project Committee

Carl indicated that he contacted some resources for the street project. He will contact Tony and provide contact names. Grace provided Tony a resource for funding options.

-Maintenance and Landscape Committee

Mari will develop a planting plan and present it to the Board at the January meeting.

Records Shed-Roy Hokenson purchased a combination lock for the records shed. He has set up the locks. Michele would like to place a boarder on the bulletin board. She will put something together for the next meeting.

Wildlife Refuge Signs-Grace indicated she was in contact with the National Wildlife Refuge to see if they could provide new signs that have faded. The Refuge said they would provide the signs and we could pick them up from their offices. Dennis volunteered to go by and pick up.

**UNFINISHED BUSINESS**

Title Search for Streets

The Board reviewed the email that Jason Miller, legal counsel, that indicated he is still searching for a surveyor for the street project. Joe stated he gave him a contact and is waiting on his response.

Large Trash Container

The Board reviewed the contract with Republic Trash. Carl or Dennis will assist the direction on where to place the larger container. Date arrives: 11-17-19 Date Removed: 12-03-19.

**NEW BUSINESS – none**

**HOMEOWNER FORUM**

**ADJOURNMENT**

The Board adjourned the meeting at 11:28 am after no further business was presented.

***NEXT MEETING:*** *Our next meeting will be held on Saturday, January 18, 2020, at 794 Linger Drive 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 November 16, 2019, as approved/as amended by the Board of Directors.

\_\_\_\_\_  
Signature Secretary/Director

\_\_\_\_\_  
Date

\_\_\_\_\_ As submitted

\_\_\_\_\_ As amended