

PCA BoD Meeting Minutes
May 27, 2021 9:00 AM
Frank M. Smith & Associates (FMS), 4756 Buck Springs Rd

Attendees Via Zoom Teleconference: Gloria Mundy – President, Marjorie Sherman - Secretary/UD #5, Ray Crawley – Vice President/UD #4, John Kenyon - Treasurer, Lonna Bradley.

Frank M. Smith & Associates: Jim Rathbun, Mark Sweeney, Chad Masters, Samantha Bruckner.

Owners/Guests: None.

Call to Order and Verification of Quorum: The meeting was called to order by Gloria Mundy presiding President, at 9:02 AM. A Quorum was present.

TOPS Presentation: Jim provided the Board with an overview of their new TOPS software as well as many of the features that would be available to both the Board and the management company. The new TOPS website is comwebportal.com. The Board area (see left tabs) has items specific to us such as compliance, maintenance, and home owner information. All lot cleaning violations will show the date of first violation. A second notification will go out from FSA.

BoD Minutes: John made a motion to approve the minutes from the April 15, 2021 BoD Meeting. The motion was seconded by Ray and passed unanimously.

President's Report: Gloria thanked all of the full time Board Members for the work over the winter months, it was great to see everyone in person after COVID-19.

The Annual Meeting is now set to be held at Hondah Casino on August 7, 2021. Gloria noted there still may be social distancing restrictions in place at the annual meeting. Gloria had spoken with Fire Chief Morgan regarding the date of the Firewise event. He confirmed it would be held July 24th but was not sure on the time frame.

Gloria requested that Mark have the ability to view the bank accounts with National Bank of AZ & BBVA, so he could print the statements for reconciliations at the beginning of each month. Gloria asked Mark to update the event calendar. A motion was made by Marj and seconded by John to give Mark access to view the bank accounts. The motion carried unanimously.

Treasurer's Report: Mark noted that there was \$33,436.79 in the operating checking, \$100 in reserve checking and \$135,776.57 in the reserve money market. This brought the total assets of the HOA to \$169,313.36. The financials that were provided were through April 30, 2021. Starting with the June meeting 2021, Mark will be sending out financials as of the end of the month to the Board by the 10th of each month. Aged owner's balances have received emails and phone calls from FSA. They will be re-invoiced as necessary. Lonna brought the McNeice property delinquency and history to the Boards attention.

A motion was made by John to approve the Treasurer Report. The motion was seconded by Ray and carried unanimously.

Management Report: Mark and Chad will be inspecting the HOA for lot cleaning violations during the first week of June. Homeowners in violation will receive a 14 day notice, Mark recommended that in addition to the email notice a hard copy of the violation be sent out to homeowners. Mark noted that 2 properties had been transferred since the last Board Meeting.

New Business: Gloria asked that the Board split into teams of 2 for the distribution of the welcome committee documents. The teams will be as follows: Lonna and Marj Unit's 3 & 5; Don & Ray Unit's 1 & 4; and John & Gloria Unit's 2 & 22. Mark will have packages at his office which include: The Quiet Hour Rule, the CC&R's, PCA pen, and a PCA business card. Gloria asked that Mark try to locate some new vests for Board Members who do not have them.

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The WMAT is meeting monthly. Currently only 50 people are allowed at one time. Gloria will call June 9th for their latest meeting updates. There will be no buffet this year only packaged or plated meals. Several breakfast options range between \$9-12 per person. Further updates will be presented at the June BoD meeting.

Old Business: The Board then discussed a fence that was erected in Unit # 1 without HOA approval. Mark let the Board know he would look into the issue and get it resolved.

Gloria provided a report from Jane Craig. Jane & Bob Stratman have summarized many of the previous years meeting minutes. Marj will include these in the next newsletter.

Gloria reported that the Firewise event is to be held at the Blue Ridge Elementary on July 24, 2021 from 10:00 AM to 2:00 PM. If homeowners wish to volunteer they should contact the PCA at (928) 369-2410 for more information.

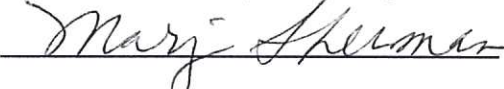
Marj reported that upcoming newsletter topics will include: Presidents Message, How to TOPS, 50th Anniversary History, Firewise Update, Annual Meeting Details, Proxy for Annual Meeting, Garbage pickup and off curb replacement options.

Owners' Open Forum: None

Next Meeting: June 17, 2021 at 9:00 AM.

Adjourn: A motion was made by John to adjourn and seconded by Ray. The meeting was adjourned at 11:11 AM.

Approved: _____


Marj Sherman, Secretary