



**Minutes of the Board Meeting
held on September 19, 2024
at 6 :00 p.m. via Google Meet**

1. **Call to Order.** N. Ceccarelli called the meeting to order at 6:00 p.m. and asked for roll call.
2. **Attendees:** Board members N. Ceccarelli, W. Barfield, D. Vlastic, C. Peachey, D. McFarland, S. Crosby, N. Tribby, and G. Barton. Absent: K. Whitmire. Roll call of other attendees was not taken. The audio was recorded with Google Meet.
3. Approval and adoption of the August 22, 2024, meeting minutes. No changes were requested, the minutes stand as written.
4. **Reports.**
 - a. **President's report.**
 - i. Many comments on the first draft of the bylaws were received through the comment form and email. Two officers and two non-directors are working through the comments with her. When an updated bylaws document is prepared, it will be sent to the board and then to the membership for further review.
 - ii. Corporate Transparency Act (CTA) requirements. A statement from the association's legal counsel was read out loud. It states that all directors need to file BOI forms as part of the Association's required CTA filing to avoid an incomplete report and potential fines. We can have the law firm collect all information and file for us at a cost of \$675; or the Secretary or Treasurer can do these tasks; or individual directors can file themselves and provide the identification number to the Secretary/Treasurer who will file for the association.
 - iii. Insurance company and counsel both provided information regarding liability working on the roads. The main concern is not a volunteer road worker injuring themselves, the main concern is if the volunteer creates a hazard and someone else sustains an injury. Our insurance has some coverage for identified volunteers.

b. Vice President's report.

- i. We can look into cost of securing a retainer with a road company so we are top of the list when needed.
- ii. Road committee, S. Crosby: The grader should be here this week. Still interested in board comments on the draft SOP circulated; revisions may be needed if volunteers cannot work on the roads. A road budget will be ready early October.

c. Treasurer's report. See attached report.

- i. For 2024, we now have 134 lots paid in full.
- ii. Finance committee meeting covered three main topics: 2025 budget; collections protocol; possibly moving the assessment due date to beginning of the year so we get our income in sooner.

d. Secretary's report.

- i. Request for approval of reimbursement of 2023 Google platform costs of \$152.76 paid with personal credit card. This expense was approved in the 2023 budget (under Website line item), but reimbursement was not requested until now. Suggest carrying forward the unspent 2023 budget amount to cover this expense. N. Tribby moved to reimburse C. Peachey for the Google platform expense. After agreeing by consensus, the motion was withdrawn. Let the record note the association will reimburse C. Peachey for 2023 monthly Google platform costs. C. Peachey noted the monthly cost in 2024 has increased and the total will be approximately \$175 for 2024.

- e. The President asked for any changes to the active agenda. W. Barfield moved to amend the agenda to discuss and possibly vote on how we wish to file the CTA filing. After discussion, the motion carried on a unanimous voice vote.

5. Member comments.

6. Active agenda.

a. Old Business

- i. Records retention policy. The comments received on the draft were considered and the policy was revised. Some still have concerns regarding retention of financial files and CCR complaints. The policy can be put on next month's agenda again.

b. New Business

- i. Electronic payment of assessments. Treasurer reported there are two main options: (1) Upgrade the Wave system to Pro version for \$17/month, members can pay through Wave with bank transfer or credit card. Cost to member will be 1% to 3.5% of the payment (for bank transfer or credit card payment, respectively). (2) Vantage West has its own system, AutoBooks, members can

pay through the bank, cost to member is again 1% to 3.5%. These fees would be added to the member's assessment. Another option is that most banks have billpay, through which an account holder can request a check be sent to the POA. Several members use this system now. Our bank does not have Zelle for business accounts. N. Ceccarelli requested a written proposal to vote on.

- ii. A draft 2025 budget was presented. Several items were discussed, including the need or desirability of raising the assessment again to raise funds for road improvements; add item for electronic storage of records; office supplies typo should be \$50; feasibility of getting member approval of a special assessment for road improvements; feasibility of turning over the roads to the county to maintain; need for a clear plan of any road improvements so members can decide.
- iii. CTA filing. We can either pay counsel or do it ourselves. Some directors feel they don't have to comply. Difference of opinion as to value of having the law firm do the filing. There is a time factor, we need to act.

7. Next board meeting: October 17 is the next scheduled meeting.

8. Adjourned at 7:58 p.m. with no objections.

Submitted by C. Peachey, HLRPOA Secretary

Adopted with no changes October 24, 2024



Board Meeting Agenda
Thursday, September 19, 2024, 6:00 p.m.
via Google Meet

1. Call to order
2. Roll call
3. Approval and adoption of minutes of the August 22 meeting
4. Reports
 - a. President's report
 - i. Update on governing documents project
 - ii. Update on Corporate Transparency Act requirements
 - b. Vice President's report
 - i. Committee reports on roads and other common areas
 - c. Treasurer's report
 - i. Report on Finance Committee meeting
 - d. Secretary's report
 - i. Request for approval of expense reimbursement
5. Member comments
 - a. Limited to 3 minutes.
 - b. Must directly relate to action items of the Board previously considered and published or on the agenda this evening.
6. Active Agenda
 - a. Old Business
 - i. Consideration and decision of Records Retention Policy
 - b. New Business
 - i. Discussion of electronic payment of assessments
 - ii. Discussion of draft 2025 budget
7. Comments from board members
8. Next board meeting date
9. Adjourn

TREASURER REPORT FOR 19 SEPTEMBER 2024 BOARD MEETING

Checking account activity for 2024

		Starting balance	\$ 10,695.32
		Deposits	\$ 33,660.40
		Withdrawals	\$ 757.07
		End balance	\$ 43,598.65
Checks paid			
1. Az. Dept of revenue	\$50.00	8. PO Box Renewal \$84.00	15.
2. NC/ E buddy	\$136.00	9. Fiscal Review \$125.00	16.
3. NC/ E buddy	\$107.17	10.	17.
4. CP/ Az corp comm.	\$10.00	11.	18.
5. DM/ refund #138 O/P	\$90.00	12.	19.
6. CP/ election expense.	\$154.90	13.	20.
7. DM/ refund o/payment.	\$90.00	14.	21.

OUTSTANDING ASSESSMENTS 2023 AND PRIOR

1 member has a total of \$627.69 owed. Includes assessments late fees and interest and is currently in collections.

All other members are paid in full through 2023

As of 07/31/2024 we have collected \$31,454.40 or 97.1 of current 2024 assessments

133 MEMBERS THAT HAVE PAID IN FULL.... THANK YOU

3 MEMBERS THAT HAVE NOT PAID ANYTHING

1 member overpaid by \$1.00 they have a credit.

1 member overpaid by \$26.13 they have a credit.

I HAVE RE-BILLED ALL MEMBERS WHO HAVE NOT PAYED ANY ASSESSMENTS BY THEIR STATED DUE DATE AND AFTER 45 DAYS OF NON-PAYMENT THEIR ACCOUNTS HAVE BECOME DELINQUENT AND I HAVE ADDED INTEREST TO THEIR ACCOUNTS.

THE THREE MEMBERS THAT HAVE NOT PAID ANYTHING HAVE HAD FINAL DEMAND LETTERS SENT TO THEM BY CERTIFIED MAIL, RETURN RECEIPT. IF NOT PAID IN FULL IN 30 DAYS THEY WILL BE TURNED OVER FOR COLLECTIONS WITH OUR ATTORNEY OF RECORD.

HLRPOA PROPOSED 2025 BUDGET

TAXES	2024	2025	
ARIZONA INCOME TAX	\$ 50.00	\$ 50.00	
COCHISE COUNTY PT.	\$ 35.00	\$ 35.00	
ARIZONA CORP FEE	\$ 10.00	\$ 10.00	
 SERVICE			
INSURANCE	\$ 2,000.00	\$ 2,200.00	+ \$ 200.00 / 10%
LEGAL	\$ 2,000.00	\$ 2,000.00	
 COMMON AREA			
ROAD GRADING	\$ 17,000.00	\$ 17,000.00	T.B.D.
ROAD REPAIR	\$ 6,800.00	\$ 6,800.00	T.B.D.
WINDMILL	\$ 300.00	\$ 300.00	T.B.D.
MAINTENANCE	\$ 00.00	\$ 300.00	T.B.D. NEW
 ADMINISTRATION			
WEBSITE	\$ 340.00	\$ 374.00	+ \$ 34.00 / 10%
GOOGLE BUSINESS	\$ 00.00	\$ 200.00	NEW ITEM
PO BOX	\$ 82.00	\$ 86.00	+ \$ 4.00 / - 5%
RECORDING FEES	\$ 125.00	\$ 75.00	
FINANCIAL REVIEW	\$ 125.00	\$125.00	
OFFICE SUPPLIES.	\$ 00.00	\$ 75.00	NEW ITEM
MAILINGS	\$ 250.00	\$ 250.00	
ELECTION COSTS	\$ 2500.00	\$ 2500.00	
 BUDGETED AMOUNT	 \$ 31,642.00	 \$ 32,380.00	
LESS ASSESSMENT	\$ 32,368.00		
SURPLUS AMOUNT	\$ 726.00		

PROPOSED REVENUE

136 MEMBERS X \$ 238.00 = \$ 32,368.00 WITH ZERO INCREASE
 136 MEMBERS X \$ 262.00 = \$ 35,632.00 WITH 10% INCREASE
 136 MEMBERS X \$ 285.00 = \$ 38,760.00 WITH 20% INCREASE

IF THE BUDGET IS PAST WITH A 10% INCREASE AFTER PLANNED ADDITIONS AND INCREASES ON FIXED ITEMS THIS WOULD LEAVE \$3000.00 TO ADD TO COMMON AREA BUDGETS WITH A SURPLUS OF \$252.00.

IF THE BUDGET IS PAST WITH A 20% INCREASE AFTER PLANNED ADDITIONS AND INCREASES ON FIXED ITEMS THIS WOULD LEAVE \$6000.00 TO ADD COMMON AREA BUDGETS WITH A SURPLUS OF #380.00.