

**Pinnacle Peak Estates Unit II HOA Meeting
March 25, 2021 at 6:30 PM**

Meeting was called to order at 6:30 PM by Janet Foster, Board President. The Board Meeting was conducted and recorded using GoToMeeting software allowing internet and call-in access

Attendance:

Present: Janet Foster, Paul Overbeck, Joe Flynn, Bob Gallant, Lori Schuller, Cindy Kelly and Craig Rethwill.

Members: Approximately 6 additional homeowners joined the call.

A. Motions: none

B. Action Items

- a. Craig and Joe took an action to prepare a proposal concerning Board Membership. Any proposed changes of course would need a two thirds majority approval of all homeowners. Proposal to be ready for consideration at the May Board meeting.

Changes under consideration:

- i. To improve Board Continuity, consider 2- or 3-year Board membership terms so that at least 3 people carry over each year to next year's Board.
 - ii. To better align our annual fiscal year with the calendar year, consider moving annual meeting to January or December from February.
 - iii. Propose one household-one vote on the Board to be consistent with all homeowner proposals that require a vote where each household gets only one vote.
- b. Paul took an action to prepare a capital reserves funding proposal that would be taken to homeowners in 2021 to be in place for 2022.

C. Agenda and Discussion

- a. Frequency of Board Meetings: Board members agreed on the following schedule for 2021 Board meetings:
 - i. May 20
 - ii. July 22
 - iii. September 23
 - iv. November 18
 - v. December 16
- b. Board Membership: See action item above.
- c. Reserve assessment and Plan Going Forward: There was a lengthy discussion on whether a \$300 annual reserve assessment/household or a \$5500 capital reserves assessment should be added to the escrow of all buyers coming into the neighborhood, or some combination of both should be taken to the homeowners. In the end the Board

unanimously approved taking the \$300 annual capital reserves assessment to the homeowners.

- d. CC&R Changes/Interpretations Standards: Deferred this discussion to the Committee 2021 Plans discussion.

D. 2021 Committee Plans

- a. Architecture: Paul MacDonald presented the Architectural Committee Plans:
 - i. Continue to manage the application of architectural standards and the approval process
 - ii. Fairly and equitably enforce the published architectural standards that are in place
 - iii. Likewise, we need to make fair and equitable decisions on the subjective questions that come up from time to time on our standards.
 - iv. We are an arm of the Board but not the Board. We advise the Board, but enforcement is a function of the Board.
 - v. In an effort to provide more clarity to homeowners, look at reviewing and revising some of the architectural standards.
 - vi. Do a better job communicating and educating our community on our architectural standards.
 - vii. Finalize and execute the roll-out of our grandfathering process. Keeping in mind that the Board ultimately approves all grandfathering requests.
- b. Capital Assets: Bob Gallant
 - i. Our Hydrologist did a review of our drainage situations after the recent rains. Bob's committee is getting bids to correct a few issues the hydrologist pointed out.
 - ii. Two homes have damaged asphalt and security deposits are being held pending getting Road Runner back in to perform repairs. In an effort to minimize cost to the homeowners some warranty work will be done at the same time as these repairs. The Scottsdale bulk pick-up crews have also done some minor damage to our new roads. The Committee is pushing for a meeting with Scottsdale to get them to be more careful during future bulk pick-up cycles.
- c. CC&Rs: Joe Flynn
 - i. Joe noted that better coordination with the Architectural committee will help at times on building issues. He also noted we need to improve documentation on CC&R issues to ensure there is clarity with Homeowners.
 - ii. Along the same lines as Architecture, we want to educate the community on our CC&Rs and perhaps consider tightening up some guidelines to improve the guidance to people.
 - iii. Joe reported that he has taken possession of our historical Lot Files and will try to keep them updated. They are currently digitally stored on a thumb drive and in the Cloud.
- d. Landscaping: Lori Schuller
 - i. Landscaping would like to continue to engage with homeowners on improving the look of our community. We have lots of volunteers that help with our landscaping and we want to continue to get more people involved,

- ii. We should have a proposal in May for updating the front entrance walls and planted areas.
- e. Secretary & Communication: Craig Rethwill
 - i. Craig is meeting with Michelle Hermosillo to get educated on managing our website. Following that training, Craig will look at ways to improve communications with our homeowners through the website and email communications.
 - ii. A couple different website hosting companies will be evaluated to potentially replace Squarespace that currently hosts our website. Something more functional with survey tools and blast email capabilities is desired.
- f. Treasury: Paul Overbeck
 - i. Paul has two objectives for Treasury: 1) Get the Board proposal to fund our Capital Reserves ready for the Board and then get it out to homeowners prior to Summer and 2) Find the best place to invest our reserves to ensure they are safe but also earning a little interest. Our funding models are based on getting a 0.7% return on our reserves.

The meeting was adjourned at 8:35 PM.