

**HARMON RANCH HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS OPEN SESSION
MEETING MINUTES
March 20, 2012**

A meeting of the Harmon Ranch Homeowners Association Board of Directors was held on Tuesday, March 20, 2012, at the office of Sentry Management of Arizona, Inc. 7955 South Priest Drive, Suite 105 Tempe, Arizona.

In Attendance: Kevin Ringer, Stephanni Ayson, David Goode and Brendan Busse

Absent: None

Also in Attendance: Nick Ferre, Vice President, Sentry Management Inc.

The meeting was called to order by Kevin Ringer at 6:35 p.m.

After due discussion and upon motion duly made and seconded, the following resolutions were unanimously passed unless otherwise indicated:

Resolved: To elect the Board members to the following Officer positions:

Kevin Ringer – President
David Goode – Vice President
Brendan Busse – Treasurer
Stephanni Ayson – Secretary

Notation: The Board will seek viable Board candidates for consideration to be appointed to the open Board position.

Resolved: To approve the following:

- Appoint the Board as the Architectural Committee.
- Brendan Busse to continue as Chairperson of the Architectural Committee.
- David Goode and Brendan Busse will be the primary and secondary contacts for Management after Kevin.
- Doug Domke to continue as Website Administrator

Resolved: To approve the Minutes of the November 15, 2011 Open Session Board meeting, as written.

Resolved: To acknowledge the review of the January 17, 2012 Annual Meeting Minutes as written and for official approval by the membership at the 2013 Annual Meeting.

Notation: The Board acknowledged the receipt and review of the November and December 2011 financial statements as presented. The January 2012 statement was received but not officially reviewed.

Resolved: To approve the 2011 Accountant's Compilation Report as completed by Ginsburg & Dwaileebe CPAs LLP.

Resolved: To approve the ARC request from Lot #42 (Williams), for Solar Panels.

Resolved: To approve the ARC request from Lot #184 (Sternbenz), for Front Yard Modifications.

Resolved: To approve the ARC request from Lot #218 (Schitgal), for a Portable Basketball Hoop.

Resolved: To disapprove the ARC request from Lot #229 (Marreriro), for Front Yard Landscaping for:

1. Not indicating the specific size and types of plants to be installed
2. Specifying the location, length, height and width of the mounding
3. Indicating the location for the additional boulders

Resolved: To acknowledge that Mark Besthoff of Best Choice Handyman is related to Cathy Latona, Community Manager at Sentry Management of Arizona, Inc.

Resolved: To acknowledge that Randy Feigert of B & R Painting is related to Dawn Feigert, Community Manager at Sentry Management of Arizona, Inc.

To reaffirm the following resolutions:

Resolved: To re-affirm the Reserve Check Signing procedure:

- Upon completion of the project, Management will seek approval from the Board that the project is complete, thus authorizing Management to process the invoice.
- The designated Board members will be contacted to come to Management's office to sign the authorization for transferring the funds from the Reserve Account to the Operating Account, as well as sign the Reserve Check.
- Upon the signature of both designated Board members, the check will be sent to the vendor.

Resolved: Upon receipt of a notice of Bankruptcy Filing by a delinquent owner, information will be forwarded to the attorney with instructions to file a Notice of Appearance, send the bankruptcy attorney a letter, prepare a Proof of Claim if applicable, and monitor the bankruptcy.

Resolved: That on all homeowner accounts that have been discharged in bankruptcy court, Sentry Management of Arizona, Inc. is directed to write off the portion deemed to be discharged in said bankruptcy.

Resolved: When a small claims notice cannot be served in the number of visits included in the base fee charged by the Process Server, the association will publish the notice of small claims in the Record Reporter for a fee of \$25.00 in addition to the publication fee.

Resolved: The account of a previous owner will be documented and the Board will determine whether or not to write the account off the association books.

Resolved: That all costs to collect assessments including but not limited to liens, small claims, filing fees, application for default, bankruptcy proof of claim, foreclosure administration fee, court costs, process server fees and attorney fees will be charged back to the delinquent owner's account as they are incurred by the association.

Resolved: To reaffirm the published Assessment Collection Policy last revised, October 2005.

Resolved: Payment plans will be processed as follows:

- Payments made without the benefit of a properly executed and approved payment plan will not be construed as a Payment Plan and collection activity will be initiated and/or continue in accordance with the assessment collection policy.
- A one-time Plan Setup fee will be assessed and is payable along with the first installment.
- Late fees as provided in the assessment collection policy will not be charged during the term of the Payment Plan if payments are received in accordance with the plan.
- Any Payment Plan which will bring the delinquent balance current within six months or less is automatically approved without review of the Board of Directors, provided the homeowners complete the Payment Plan Request and Agreement in its entirety and returns it to the management company along with an initial payment.
- Until the Payment Plan Request and Agreement is completed in its entirety and returned to the management company along with an initial payment, assessment collection will proceed according to the published Assessment Collection Policy.

- If payment is not received as agreed upon in the Payment Plan, action to collect delinquent assessments will resume immediately in accordance with the published assessment collection policy and all retroactive fees will be added to the account.
- Each account on a Payment Plan will be charged an administrative fee of \$5.00 per payment.

Resolved: To reaffirm the published Monetary Penalty Policy last revised July 2004.

Resolved: To reaffirm the published Architectural Guidelines last updated April 2010.

Resolved: To reaffirm the published Landscape Guidelines June 2008.

Resolved: To approve the following procedure for the processing of Architectural Requests:

- Submittals received prior to a Board meeting and less than the 45 day automatic approval deadline are to be held for review at the Board meeting.
- Submittals received in a time frame in excess of the 45 day automatic approval deadline are to be scanned and sent via e-mail to all Board members.
- All Board members must vote to approval the submittal as presented and without e-mail dialogue for the submittal to be deemed approved and the respective letter sent to the homeowner.
- If a Board member votes to disapprove a submittal they must indicate their reasons. When less than 100% of the Board approves the submittal, a disapproval letter is to be sent to the owner indicating any information provided by those Board members not in agreement and inform the homeowner that they can re-submit.
- If less than 100% of the Board responds within the 45 day period and prior to the next Board meeting, the submittal is to be disapproved as well and indicate to the homeowner that it will be reviewed at the Board meeting.

The next meeting is scheduled for May 15, 2012.

There being no further business to come before the Board, the meeting was adjourned at 7:45 p.m.

Nick Ferre

Recording Secretary

Board Member

