



# 4HRPOA Board Meeting

March 07, 2009

Time: 11:00am – 1:00pm

Best Western in Williams

Williams, AZ 86046

## --- Meeting Minutes ---

### Call to Order

11:09am: Meeting called to order by Thad Johnson

### Roll Call

#### **Board Members Present:**

Thad Johnson, President  
Jennifer Marshall, Vice President  
Sherrian Bloomquist, Vice President  
Peggy Starnes, Treasurer  
Brad White, Alternate Board Member  
Tom Makofske, Secretary

#### **Not Present:**

All Members Present

**Board Quorum achieved with all 6 members present**

#### **POA Members Present:**

Tim Starnes – Road Committee Chairperson  
Tonya White  
El Johnson

### Opening Reviews

- Approve December 6<sup>th</sup> Board Meeting Minutes  
**Motion** by Sherrian Bloomquist to approve December 6<sup>th</sup> Board Meeting Minutes  
**Second** by Tom Makofske  
**Motion Passed** with unanimous vote of 6

### Action Item Follow-Up from 12/06 Meeting:

- Status Update of our POA documents for accuracy and compliance
  - Thad will provide Sherrian and Brad a copy of the CC&R's in Word format. Thad may also have a copy of the Articles of Incorporation in Word format as well.
  - Changes will be made in Red and sent to the Board for Approval
  - Approved changes will be submitted to the County for filing
  - Thad noted to remember to include the change for the Common Road Fees to "per Lot"
- Land Locked Property Access within 4HR and "Land-locked property owner notice",
  - Thad presented 2 letters, one to be sent to the owners of Land Locked properties and the second to be sent to the realtors who may be representing owners in selling land locked property (see Appendix)
  - The first purpose of the letters are to reinforce the fact that the 4HR Roads are private and are not to be used to access any property which is not part of 4HR-Property Owners Association

- The second purpose of the letters is to determine if there is any interest by the Land Locked property owners to incorporate into the 4HR POA so they may have legal access to their properties using the 4HR Roads.

**Motion** by Jennifer Marshall for Thad to determine the recipients for the Land Locked letters and send them out

**Second** by Brad White

**Motion Passed** with unanimous vote of 6

- County Property Tax Increase – Newsletter
  - Jennifer will include a comment about the County Property Tax increase in the next Newsletter and how the rates are expected to go down over the next year or so. The Newsletter will include county contact information.
  - Other suggested topics for the Newsletter
    - Juniper Bloom – smoke
    - Dues Increase
    - CC&R Changes
    - Theme Park
    - New Grader
    - Recipes
    - Things to do in Williams – Calendar of events
- Annual Meeting
  - Annual Meeting will be June 6<sup>th</sup>, from 10am-1pm
  - Location has been booked at The Railway Grand Canyon Hotel in Williams
  - Sherrian and Thad's terms on the board are ending, so 2 board member spots will become available
  - First announcement should be sent around April 01 and include the Annual Meeting Announcement, a call for board member candidates, and the Newsletter
  - Second Announcement should be sent around May 01 and include biographies of the candidates along with the ballot for voting
  - There will be a Bar-B-Que after the General Meeting at the Espee Road Entrance – members will be asked to bring a dish to pass, their own drinks, and chairs (and a rock – see Road Update below)
  - Brad will bring his small travel trailer to be used as restroom facilities

### **Finances**

- Review of Current Finances and AR Provided by Mary Jo Heher  
Peggy distributed and reviewed a current copy of the Balance Sheet and P&L Statement. There is approximately \$73,000 in the Bank account with an outstanding receivable of about \$81,000 and no major outstanding bills. Approximately 38-40% of the Annual Dues have been received.

### **Road Updates**

- Review Roads Plan for 2009
  - HMR Common Roads – Tim has attempted to contact Rudy 3 times but to date has not received a reply – he will keep trying
  - Spring Grading  
Two Bids have been received so far – Tim distributed copies of the bids (see Appendix)
  - Possible purchase of 4HRPOA Grading Equipment
    - The board has been investigating the purchase of a used grader

- The grader for sale has been inspected by a mechanic and deemed to be in good shape and needing some minor repairs
- Pros and Cons and Finances were discussed about 4HR owning and operating a grader (see Appendix)
- Our current Insurance still needs to be reviewed to determine the additional costs associated with owning/operating a grader – Peggy will investigate
- Jennifer will contact the current owner of the grader to determine if he would supply some “hands on” grader operator training and at what cost

**Motion** by Tom Makofske to purchase the grader after insurance costs have been reviewed and provided they are reasonable

**Second** by Jennifer Marshall

**Motion Passed** with unanimous vote of 6

- The small power grader purchased by 4HR a few weeks earlier works as intended. It was purchased with light spot road fixes in mind. It will smooth out wash boarding and smaller hot spot road issues caused by rain. It is not intended to do the major grading on all 4HR roads. The road committee will develop set of rules on the use of this small grader. (This grader is designed to be pulled by a small vehicle – ie: ATV or Quad).
- Update on Welcome Sign Plans at Espee Road Entrance into 4HR
  - A Rock Wall will be built to hold an engraved plaque welcoming folks to 4HR at the Espee Road Entrance.
  - Rocks will be supplied by 4HR property owners bringing a rock from their property with them to the Bar-B-Que after the General Meeting in June - volunteers will build the wall.
  - This will be mentioned in the Newsletter sent with the Annual Meeting announcement
  - A metal 4HR Logo sign will be purchased and supplement the rock wall
- Road Signs Update
  - Fix/Replace Street Signs – there are about 7-8 street signs which need to be replaced and a few others repaired. The replacements will meet county requirements as far as the height, size, and reflective material used.  
**Motion** by Tom Makofske to fund \$1,500 towards the street sign replacement and repairs.  
**Second** by Peggy Starnes  
**Motion Passed** with unanimous vote of 6
  - New Warning Signs – The road committee would like to place warning signs on the primary roads where there are hazardous driving conditions. Locations where there are sharp turns associated with hills, deep ditches, etc, would be considered. This item will be brought up to the POA members at the annual meeting where the road committee will also solicit recommended locations for warning signs from the members.
- Member funded road improvements and culvert installation procedure
  - All Road improvements and installation of culverts should be reviewed with the Road Committee
  - For example, culverts should not be wider in diameter than the diameter of the ditch, should have rock at each end to prevent debris from clogging it, and have a post with a reflector at each end so road grading will not hit it.

- Pouquette Tank area repair
  - Culverts and dirt fill have been donated by property owners to correct the flooding by Pouquette Tank. The POA will supply the labor and equipment required
  - The work will begin after March 21 and will probably require a dump truck and backhoe
  - Work is expected to be complete at Pouquette Tank and along a stretch of High Butte Drive by Mid April
- A large “Sink Hole” was noticed by Garnet Mine and Mineral Wells Road. It’s about 20-30 feet from the road and is about 15 feet wide and deep. Sherrian will notify the owner of the hazard.
- Spring Grading is expected to start around March 23<sup>rd</sup>

### **New Business:**

- Identify benefits associated with 4HRPOA joining the Williams Chamber of Commerce for \$60/year – Sherrian will investigate further...
- Discussion about having all committee chairpersons be alternate members of the board  
**Motion** by Peggy Starnes to add statements to the 4HRPOA Bylaws to have all committee chairpersons automatically appointed as alternate board members  
**Second** by Brad White  
**Motion Passed** with unanimous vote of 6
- The Cattle gates along Mineral Wells Road were supposed to be temporary, but they are still in place. Sherrian will check the status with one of the ranch hands (Carl)
- The Planning Committee will meet to create a process for CC&R enforcement. Initially the committee will consist of Thad Johnson, Sherrian Bloomquist, and Brad White.

### **Announcements**

None

### **Membership Questions/Comments**

None

### **Closing**

- Rate the Meeting  
There was no “Rating of the Meeting”
- Adjourn  
**Motion** was made by Sherrian Bloomquist to adjourn the meeting  
**Second** by Brad White  
**Motion Passed** with unanimous vote of 6

### **Meeting Adjourned at 1:54pm**

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Tom Makofske, Secretary, Four Hills Ranch POA

**Appendix**  
**4HRPOA Board Meeting Minutes**  
**March 07, 2009**

**Land Locked Property Owner Letter**



PROPERTY OWNERS ASSOCIATION  
2952 North 4th Street, PMB 313  
Flagstaff, AZ 86004

<LL Property Owner's Name>  
<Street Address>  
<City, State, Zip>

<Date>

Dear <LL Property Owner>

This letter is being mailed to all "land-locked" property owners whose property is within or borders Four Hills Ranch. A similar letter is being mailed to local real estate agents.

As you may know, your property does not have legal access through Four Hills Ranch. The roads within Four Hills Ranch are private roads, owned and maintained by the Four Hills Ranch Property Owner's Association (4HRPOA). The only properties having legal access using the 4HRPOA private roads are identified in Exhibit "A" of the 4HRPOA CC&Rs, or have legal access recorded with the Coconino County Assessor. Anyone using the 4HRPOA private roads for access to other properties is trespassing.

Please do not use 4HRPOA private roads to access your land-locked property. If you sell your property, please notify your real estate agent and interested buyer(s) that using 4HRPOA private roads to access your property is illegal.

The 4HRPOA Board is considering allowing land-locked properties to be incorporated into Four Hills Ranch so the properties can be accessed legally. The Board is also evaluating possible criteria, process, and fees associated with such incorporation. At a minimum, the properties would need to be added to Exhibit "A" of our CC&Rs and the properties would be governed by the 4HRPOA Articles of Incorporation, Bylaws and CC&Rs. This letter is in no way obligating the 4HRPOA to incorporate any land-locked properties into Four Hills Ranch.

If you are interested in gaining legal access for your property(s) using 4HRPOA private roads, please let us know; include your name, current mailing address and the parcel number of the property(s) you are interested in incorporating in your correspondence.

You can find out more about the Four Hills Ranch Property Owners Association at [www.4hrpoa.org](http://www.4hrpoa.org). Our Articles of Incorporation, Bylaws, CC&Rs, Un-subdivided Lands Public Report, contact information, maps, and other useful information are on our web site.

Sincerely,

Four Hills Ranch POA Board  
[board@4hrpoa.org](mailto:board@4hrpoa.org)

## Land Locked Realtor Letter



PROPERTY OWNERS ASSOCIATION  
2032 North 4th Street, PMB 343  
Flagstaff, AZ 86004

<LL Property Realtor's Name>  
<Street Address>  
<City, State, Zip>

<Date>

Dear <LL Property Realtor>

This letter is being mailed to all realtors representing sellers of "land-locked" property whose property is within or borders Four Hills Ranch. A similar letter is being mailed to the land-locked property owners.

As you may know, the property you are representing does not have legal access through Four Hills Ranch. The roads within Four Hills Ranch are private roads, owned and maintained by the Four Hills Ranch Property Owner's Association (4HRPOA). The only properties having legal access using the 4HRPOA private roads are identified in Exhibit "A" of the 4HRPOA CC&Rs, or have legal access recorded with the Coconino County Assessor. Anyone using the 4HRPOA private roads for access to other properties is trespassing.

If you have any real estate signs on a land-locked property within Four Hills Ranch you have our permission to remove your sign(s) within 30-days of the date of this letter. Please do not use 4HRPOA private roads to show the property you are representing or to access the property after you have removed your signs. If you sell the property, please notify the buyer(s) that using 4HRPOA private roads to access the property is illegal.

The 4HRPOA Board is considering allowing land-locked properties to be incorporated into Four Hills Ranch so the properties can be accessed legally. The Board is also evaluating possible criteria, process, and fees associated with such incorporation. At a minimum, the properties would need to be added to Exhibit "A" of our CC&Rs and the properties would be governed by the 4HRPOA Articles of Incorporation, Bylaws and CC&Rs. This letter is in no way obligating the 4HRPOA to incorporate any land-locked properties into Four Hills Ranch.

You can find out more about the Four Hills Ranch Property Owners Association at [www.4hrpoa.org](http://www.4hrpoa.org). Our Articles of Incorporation, Bylaws, CC&Rs, Un-subdivided Lands Public Report, contact information, maps, and other useful information are on our web site.

Sincerely,

Four Hills Ranch POA Board  
[board@4hrpoa.org](mailto:board@4hrpoa.org)

# Grader Purchase Analysis

## 4HRPOA Grader Purchase Analysis

### 2009 Summary:

Qty	Unit	Unit Cost	Total Cost	Description
1	Each	\$ 10,000.00	\$ 10,000.00	Grader
1	Each	\$ 1,001.00	\$ 1,001.00	Assoc Insurance
6	Each	\$ 650.00	\$ 3,900.00	New Tires
80	Miles	\$ 70.00	\$ 5,600.00	Spring Grading All Roads: Labor at \$35/hour, 2 hours per mile
80	Miles	\$ 5.00	\$ 400.00	Spring Grading All Roads: Diesel at \$2.50/gal, 2 gals per mile
8.2	Miles	\$ 70.00	\$ 574.00	Grading Arterial Roads Cinders: Labor at \$35/hour, 2 hours per mile
8.2	Miles	\$ 5.00	\$ 41.00	Grading Arterial Roads Cinders: Diesel at \$2.50/gal, 2 gals per mile
23.1	Miles	\$ 70.00	\$ 1,617.00	Fall Grading Arterial Roads: Labor at \$35/hour, 2 hours per mile
23.1	Miles	\$ 5.00	\$ 115.50	Fall Grading Arterial Roads: Diesel at \$2.50/gal, 2 gals per mile
Total Cost>			\$ 23,248.50	

### 2010 Summary:

Qty	Unit	Unit Cost	Total Cost	Description
1	Each	\$ 1,001.00	\$ 1,001.00	Assoc Insurance
1	Each	\$ 2,000.00	\$ 2,000.00	Misc Maintenance
80	Miles	\$ 70.00	\$ 5,600.00	Spring Grading All Roads: Labor at \$35/hour, 2 hours per mile
80	Miles	\$ 5.00	\$ 400.00	Spring Grading All Roads: Diesel at \$2.50/gal, 2 gals per mile
3.1	Miles	\$ 70.00	\$ 217.00	Grading Arterial Roads Cinders: Labor at \$35/hour, 2 hours per mile
3.1	Miles	\$ 5.00	\$ 15.50	Grading Arterial Roads Cinders: Diesel at \$2.50/gal, 2 gals per mile
25.5	Miles	\$ 70.00	\$ 1,785.00	Fall Grading Arterial Roads: Labor at \$35/hour, 2 hours per mile
25.5	Miles	\$ 5.00	\$ 127.50	Fall Grading Arterial Roads: Diesel at \$2.50/gal, 2 gals per mile
Total Cost>			\$ 11,146.00	

#### PROs:

- \* Equipment and operators on site, able to do road maintenance and improvements when road moisture is ideal
- \* Equipment and operators on site, able to clear snow when required
- \* Reduced cost for grading (approx 50% after 2009) so more road work can be accomplished each year

#### CONs:

- \* Grader will require ongoing maintenance and possible repairs
- \* Learning curve for 4HRPOA operators
- \* Availability of 4HRPOA operators

## Grading Bids and Sign Replacement Analysis

Four Hill Ranch  
3/7/2009

### Road Grading bids received

#### Contractor A

Phase 1 = 72 @ \$284/mi		\$	20,448.00		
Phase 2 = 8.2 @ \$284/mi		\$	2,328.80		
Phase 3 = 23.1 @ \$284/mi		\$	6,560.40		
	Sub total	\$	29,337.20		
Material (cinder)					
4810 yds	193 loads @ 283.50 ea	\$	54,715.50	\$	84,052.70
5800 yds	232 loads @ 283.50 ea	\$	65,772.00	\$	95,109.20

#### Contractor B

Phase 1 = 72 @ 285/mi		\$	20,520.00		
Equipment delivery		\$	300.00		
Phase 2 = 8.2 @ 285/mi		\$	2,337.00		
Phase 3 = 23.1 @ 285/mi		\$	6,583.50		
Equipment delivery		\$	300.00		
	Sub total	\$	30,040.50		
Material (cinder)					
4810 yds	193 loads @ 262.50 ea	\$	50,662.50	\$	80,703.00
5800 yds	232 loads @ 262.50 ea	\$	60,900.00	\$	90,940.50

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#### Sign prices

Street Name signs	24 x 6 EG	\$37.95/1	\$33.25/multiple
** EG reflective	30 x 6 EG	\$41.10/1	\$35.85/multiple
	HI reflective is additional \$1.45		
U Channel post kit	8 foot	\$40.95	
	6 foot	\$32.45	
Cement	1 bag per post @ \$6.00 ea		

#### WARNING Signs

Right and Left turns	24 x 24 EG	\$45.50
Decline / downgrade	24 x 24 EG	\$45.50
Private Road / No thru traffic	18 x 24 EG	\$32.95