

**GILBERT RANCH HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
MAY 7, 2009**

The Board meeting of the Gilbert Ranch Homeowners' Association was held on Thursday, May 7, 2009 at San Tan Ford, 1429 E. Motorplex Loop, Gilbert, Arizona, at 6:30 p.m.

Directors in Attendance: MaryAnn Barnhart, Amy Coppolillo, Tom Wells, and Tom Fithen.

Also Present: Homeowners Jennifer Fithen (#15); Russell Castle (#208); and Bob Whitlock (#16). Christal Crain of Lepin and Renehan Management was also present.

Absent: Steve Scarlett

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A quorum was established and the meeting was called to order at 6:30 p.m.

Upon motion duly made and seconded, the following resolutions were unanimously passed unless otherwise indicated:

Resolved: To accept the April 2009 Financial Statements, subject to audit.

Resolved: To approve the April 2, 2009 Board Meeting Minutes, as written.

Resolved: To approve the revised Assessment Collection Procedure and collections resolutions per the attached addendum.

Notation: The Board does not wish to contact Allscape or any other vendors directly.

Resolved: To accept Dave Bang's proposal #59780 to install benches and trash cans at a cost NTE \$15,530.03.

Resolved: Have Best Choice Handyman move the good volleyball net at the Redrock Park to the volleyball court off of Ivanhoe.

Resolved: To approve Dave Bang's proposal #60061 to replace the volleyball system at the Redrock park at a cost of \$1,704.24. Manager will attempt to get a 5% discount, as the Association is also approving trash/bench bid.

Resolved: To approve Dave Bang's proposal #60138 to replace the curved slide at the Pony/Rome park at a cost of \$2080.39. Manager will try to get a 5% discount as the Association is also approving Dave Bang's trash/bench bid.

Resolved: Not to oversee the following areas: the northern two thirds of the Ivanhoe retention area; Tract A off of Williamsfield and west of Erie; and the grass between Tulsa and Milky Way, west of Bermuda.

Resolved: To add "GilbertRanch.com" on the top left of the letterhead under "Homeowners' Association" in the same font as "Homeowners' Association."

Resolved: To respond to Morris (Lot #613) as follows: At its May 7, 2009 meeting, the Board of Directors reviewed your letter concerning the trash and recycling can policy and resolved that enforcement will continue in accordance with the policy, which has been enclosed for your records. Every homeowner is required to follow the same policy.

Resolved: To begin sending letters to owners who have artifacts on the home, which have not been previously approved.

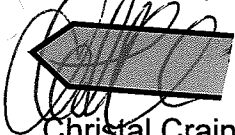
Resolved: To approve Tree Doctors' proposal #12046 to trim priority 1 trees at a cost of \$29,817.80.

Notation: The parking policy will be on the next agenda.

The next board meeting is scheduled for June 4, 2009, at 6:30 p.m.

There being no further business to come before the Board, the meeting was adjourned to Executive Session at 8:08 p.m.

Respectfully submitted,



Christal Crain  
Recording Secretary



Amy Coppolillo  
Secretary

**GILBERT RANCH HOMEOWNERS' ASSOCIATION  
ASSESSMENT COLLECTION PROCEDURE AS DIRECTIONS TO MANAGEMENT**

**REVISED MAY 2009**

**COLLECTION TIMELINE:**

- **INVOICE SENT 30 DAYS PRIOR TO DUE DATE**
- **ASSESSMENT DUE JANUARY 1, APRIL 1, JULY 1 AND OCTOBER 1**
- **JANUARY 30, APRIL 30, JULY 30 AND OCTOBER 30 – A LATE FEE OF 10% OF THE PAST DUE ASSESSMENT IS APPLIED IN ACCORDANCE WITH ARIZONA STATE STATUTE AND NOTICE IS SENT STATING THAT A LIEN WILL BE FILED IN 30 DAYS IF PAYMENT IS NOT RECEIVED**
- **MARCH 2, MAY 30, AUGUST 30 AND NOVEMBER 30 – LIEN FILED AND WILL NOT BE RELEASED UNTIL ACCOUNT HAS BEEN PAID IN FULL**
- **JULY 30, SEPTEMBER 30, JANUARY 30 AND APRIL 30 – NOTICE WILL BE SENT THAT THE PROCESS OF OBTAINING A PERSONAL JUDGMENT WILL BE STARTED IN 30 DAYS IF PAYMENT IS NOT RECEIVED AND A REBILLING FEE WILL BE ADDED TO THE ACCOUNT**
- **AUGUST 30, OCTOBER 30, MARCH 2, MAY 30, – PROCESS TO OBTAIN A PERSONAL JUDGMENT IS COMMENCED AND ONCE OBTAINED MAY BE RECORDED IN SUPERIOR COURT AS A LIEN THAT WILL BE REFLECTED ON THE OWNER'S CREDIT REPORT AND/OR REFERRED TO AN ATTORNEY FOR COLLECTION**

**ADDITIONAL ATTEMPTS TO COLLECT PAST DUE ASSESSMENTS MAY INCLUDE BUT ARE NOT LIMITED TO:**

- GARNISHMENT OF WAGES AND/OR BANK ACCOUNTS
- FORECLOSURE

**\*\*PAYMENT ARRANGEMENTS ARE AVAILABLE TO AVOID FURTHER COSTS\*\*:** If an owner is unable to pay the assessment in full, they are encouraged to contact the Management Company to discuss a Payment Plan as follows:

- A SIGNED PAYMENT PLAN AGREEMENT THAT WILL BRING ACCOUNT CURRENT WITHIN SIX MONTHS MAY BE SUBMITTED AT ANY TIME, BUT MUST BE RECEIVED PRIOR TO MARCH 2, MAY 30 AND AUGUST 30 AND NOVEMBER 30 TO AVOID ADDITIONAL COLLECTION COSTS
- THE FIRST PAYMENT ON THE PLAN MUST ACCOMPANY THE AGREEMENT
- A PAYMENT PLAN PROCESSING FEE MUST ACCOMPANY EACH PAYMENT MADE UNDER THE PLAN
- IF AT ANY POINT A PAYMENT UNDER THE PAYMENT PLAN IS NOT MADE IN ACCORDANCE WITH THE PLAN, THE BOARD WILL PROVIDE DIRECTION ON THE NEXT COLLECTION STEP TO BE TAKEN.

**ALL COLLECTION COSTS WILL BE ATTACHED TO THE HOMEOWNER'S ACCOUNT AND THERE WILL BE A CHARGE FOR CHECKS RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS. ALL PAYMENTS WILL BE APPLIED TO CHARGES ON THE DELINQUENT ACCOUNT IN ACCORDANCE WITH STATE LAW.**

**GILBERT RANCH HOMEOWNERS' ASSOCIATION**

**ADDENDUM TO THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

**MAY 7, 2009**

We, the members of the Board of Directors of Gilbert Ranch Homeowners' Association do hereby make the following resolutions to be effective unless the Board changes them at a later date:

- RESOLVED:** To adopt the attached Assessment Collection Procedure.
- RESOLVED:** When a Notice of Trustee Sale/Foreclosure is received on a delinquent account, a small claims action will be immediately filed to secure a personal judgment against the delinquent owner as a lien is wiped out in a Trustee Sale/Foreclosure.
- RESOLVED:** The Board will decide whether or not to incur additional costs to pursue serving a debtor when small claims cannot be served in the allotted amount of visits covered in the base fee charged by the Process Server.
- RESOLVED:** When a small claims judgment is obtained against a delinquent owner, it will be sent to the attorney to be recorded in Superior Court as a judgment lien.
- RESOLVED:** The Board will decide at what point the attorney will be requested to pursue collection of the judgment(s).
- RESOLVED:** Upon receipt of a notice of Bankruptcy Filing by an owner, the information will be forwarded to the attorney 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 all fees incurred in the course of collections will be attached to the account of the appropriate homeowner.