

**GILBERT RANCH HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS OPEN MEETING MINUTES
MAY 6, 2010**

A meeting of the Gilbert Ranch Homeowners' Association Board of Directors was held on Thursday, May 6, 2010, at San Tan Ford in Gilbert, Arizona, at 6:30 p.m.

Directors Present: Mary Ann Barnhart, Philip Bashaw, Amy Coppolillo and Russell Castle

Absent: Melanie Baas

Also Present: Homeowners Jason Stasiak (#256), Jason Rempel (#302), Carla Terrian (#564), Bob Whitlock (#16) and Tracy Brunick (#280). Christal Crain of Sentry Management of Arizona, Inc was also present.

Quorum was established and the meeting was called to order at 6:34 p.m.

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

Resolved: To approve the minutes of the April 1, 2010 open session Board meeting as written.

Resolved: To accept the Financial Statement dated March 2010, subject to audit.

Resolved: To revise the Architectural Committee Charter to reflect that The Architectural Committee Rules shall not be adopted, amended or appealed without review and approval by the Board of Directors prior to publication and implementation.

Resolved: To accept and adopt the Architectural Committee Charter as revised, attached.

Resolved: To accept and adopt the Landscape Committee Charter, attached.

Resolved: To accept and adopt the Communications Committee Charter, attached.

Notation: Playground Maintenance Proposals was tabled. Pricing for inspections only of the playgrounds (not including pressure washing) was given to Tracy Brunick. She will provide a cost to pressure wash the playgrounds and ramadas for the next meeting.

Notation: Lot #280 (Brunick) The homeowner is aware that the cost to repair the wall shared between her lot and the Association common area would be shared equally between both parties. The Association determined that the damage to the wall did not result from an Association tree. The owner stated that she is not interested in repairing the wall at this time.

Resolved: To get a cost for small signs that can be added to the existing post under the existing No Trespassing signs. Signs to read "Park Hours 5:00am to 11:00pm"

Notation: Pump Maintenance Proposals was tabled. Additional details will be requested from Water Works about what is included in their proposal. A proposal will also be requested from Authorized Pump.

Resolved: Lot #435 (Mathiesen) To let the complainant know that one letter will be sent to the owner and new tenant of 1844 Tulsa concerning the barking dog. No further action is being taken at this time as, per the correspondence dated 4/22/10, the complainant is taking appropriate steps to resolve the problem through the Gilbert Police.

Notation: Phil Bashaw will research United Brokers Group, which is holding a foreclosure seminar for the Association.

Resolved: At this time, no representative from the Association will attend the foreclosure seminar.

Resolved: That the Association will not endorse AzCATs Ferrell Cat program.

Notation: The following topics were tabled:

- Meeting Packet Orientation
- Board Member Code of Conduct
- Open Forum Policy
- "Association Business Only" Email Accounts
- Review of Enforcement/Fine Policy
- Review of Assessment Collection Policy
- Review of Assessment Collection Policy as Directions to Management
- Review of Open and Executive Session Topic
- Vandalism/Graffiti Signs
- Playground maintenance proposals
- Pump Maintenance

The next meeting is scheduled for June 3, 2010.

There being no further business to come before the Board, the meeting was adjourned 7:49 p.m.

Respectfully submitted,


Christal Crain
Recording Secretary

Respectfully submitted,


Amy Coppolillo
Secretary

GILBERT RANCH HOMEOWNERS ASSOCIATION
Architectural Committee Charter
Adopted at the May 6, 2010 Board of Directors Meeting

Appointment/Number/Term

In accordance with the CC&R's applicable to the subdivision, Article 7, Section 7.1, the Board shall appoint the Architectural Committee. Appointments shall be until they resign, are removed, or are replaced and shall be made at the first Board meeting following the Annual Membership Meeting. There are no term limits. The Committee will consist of three (3) or five (5) regular members and two (2) alternate members, if the Board so elects. Vacancies shall be appointed as required from time to time by the Board. Each committee will be sponsored by a Director on the board that will represent committee interests in the Open Session of the Board of Directors meetings.

Purpose and Scope of Authority

To establish Architectural Committee Rules which shall:

- Outline a workable system for the architectural review process including: detailed submittal requirements informing the owners of exactly what is required of them; the time limit upon which the Committee shall approve or disapprove the plans; and the fact that approval or disapproval will not be official unless it is in writing.
- Set forth a provision for appeal to the Board of Directors in accordance with Article 7 Section 7.2 of the CC&R's.
- Clarify and implement the CC&R's by setting forth the procedures for Architectural Committee review within Gilbert Ranch Homeowners Association to regulate the external design, appearance, and location of the properties and of improvements thereon in such a manner as to (a) promote those qualities in the environment that bring value to the properties; (b) foster the attractiveness and functional utility of the community as a place to live, including the harmonious relationship among structures, vegetation and topography; and (c) create a basis for treating all owners fairly and reasonably.
- Require review and editing by an attorney familiar with community association law to ensure their enforceability. In the event of a conflict between Federal law, the CC&R's and the Architectural Committee Rules, Federal law and the CC&R's shall prevail.
- Not be adopted, amended or appealed without review and approval by the Board of Directors prior to publication and implementation.

**Gilbert Ranch Homeowners Association
Architectural Committee Charter
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Adopted at the August 12, 2003 Board of Directors Meeting**

To review and approve or disapprove written plans and specifications in accordance with the CC&R's, Federal Law, and the published Architectural Committee Rules.

To educate the members about the benefits of the architectural review process.

To monitor improvements for compliance of the approved plans, and report any violations to the Board of Directors.

To provide written reports to the Board of Directors to be submitted to management for inclusion in the Board packets no later than 10 days prior to a regular Board meeting. The report shall include:

- A list of approvals/disapprovals by lot number for the period.
- Proposed amendments to the published Architectural Committee Rules for consideration by the Board of Directors.

Operating Procedures for Plan Processing

Plans must be submitted to the management office for date stamping and logging. Management will mail all plans received to each Committee member on a weekly basis.

The Committee chairman will see that the plans receive adequate review to determine a decision and return them to the management office with the written decision and the names of those voting.

A member of the Committee will abstain from voting on plans for his own lot.

A simple majority of the Committee will be required to affect a decision. In the event this cannot be accomplished by the deadline due to absences or other unforeseen circumstances, the Committee chairman will refer the matter to the Board of Directors.

No decision shall conflict with Federal Law, the CC&R's or published Architectural Committee Rules.

The Committee will cooperate with the management company by ensuring its decisions are provided to the management company **in writing** at least one week prior to the deadline for supplying a written response to the applicant.

The plans will be kept on file at the management office along with the Committee's decision.

GILBERT RANCH HOMEOWNERS ASSOCIATION
Grounds Committee Charter
Amended at the May 6, 2010 Board of Directors Meeting

Appointment/Number/Term

The Board shall appoint committees as deemed appropriate in carrying out the purpose of the Association. Appointments shall be for **[one]** year and shall be made at the first Board meeting following the Annual Membership Meeting. There are no limits as to the number of terms. The Committee will consist of not less than **[three]** or more than **[five]** members. Vacancies shall be appointed as required from time to time by the Board. Chairperson should be elected by simple majority vote of the committee members at the first meeting of the committee. Term should be for one year. Each committee will be sponsored by a Director on the board that will represent committee interests in the Open Session of monthly board of director meetings.

Purpose and Scope of Authority

To suggest maintenance projects, act as liaison with the Board of Directors on maintenance issues, inspect the property, and monitor the grounds maintenance contracts approved by the Board to ensure the provisions are being met by the contractor(s). To provide written reports to the Board of Directors to be submitted to management for inclusion in the Board packets no later than 10 days prior to a regular Board meeting.

- Recommend a grounds maintenance program to the board that reflects the desires and requirements of the community.
- Review specifications for work and make recommendations to the board.
- Assist in preparing a maintenance budget by August of each year for the coming year for the board's consideration and approval, including cost estimates.
- Recommend major improvements to the grounds, such as additional planting, walkways, etc. to the board.
- Regularly inspect common areas and elements, note problems and report any recommendations for corrective action to the management company and the board.
- Review bids/contracts for grounds maintenance, check references, interview contractors, and make recommendations to the board.
- Review long-range maintenance needs and recommend a capital repair and replacement program including estimated costs in writing to the board by August of each year in time for consideration of the recommendations to be included in the budget plan for the coming year.
- Other related items as requested by the Board of Directors.

GILBERT RANCH HOMEOWNERS ASSOCIATION
Communications Committee Charter
Adopted at the May 6, 2010 Board of Directors Meeting

Appointment/Number/Term

The Board shall appoint the Communications Committee. Appointments shall be for **[one]** year. There are no term limits. The Committee will consist of not less than **[three]** or more than **[five]** members. Vacancies shall be appointed as required from time to time by the Board. Chairperson should be elected by simple majority vote of the committee members at the first meeting of the committee. Each committee will be sponsored by a Director on the board that will represent committee interests in the Open Session of the Board of Director meetings.

Purpose and Scope of Authority

To suggest tools and vehicles to enhance the communication of pertinent Association information, act as liaison with the Board of Directors concerning communications issues, and to maintain vehicles implemented for communication, per Board of Director direction. To provide written reports to the Board of Directors to be submitted to management for inclusion in the Board packets no later than 10 days prior to a regular Board meeting.

- Research and recommend tools and vehicles of communication (to include newsletter, website, etc.,) to the Board that reflect the desires and requirements of the community.
- Assist in preparing a policy for input/posting of information to any/all vehicles of communication for the Board's consideration and approval.
- Establish and regularly maintain vehicles of communication per direction given by the Board of Directors.
- Assist in preparing a communications budget by July of each year for the coming year for the Board's consideration and approval, including cost estimates.
- Regularly reevaluate existing vehicles of communications and make suggestions to the Board of Directors to upgrade and or change to new or improved.
- Receive final approval by the Board of Directors prior to publication and implementation of any/all vehicles communication.