



**Prescott Country Club  
Property Owners Association  
BOARD of DIRECTORS MEETING MINUTES - April 10, 2024  
www.pccpoa.com**

The following minutes will be approved subject to corrections at the next Board of Directors meeting.

**Date & Time:**

Pursuant to Section 7.0 of the POA Bylaws, a regular Board meeting was held on April 10, 2024 at 6:00 PM at the Property Owners Association Activity Center.

**Officers and Quorum:**

The President, Bob Heise, opened the meeting and Secretary PJ Bradfield took minutes. The following additional Board Members were present: Al Zielinski, Jennifer Lynch, Gracelyn Palmer, Maddy Childers and Joe Pichitino. Jim Sexton was absent.

**Minutes:**

Al Zielinski motioned to approve the January 10, 2024 Board of Directors Meeting and Organizational Meeting minutes without reading; Joe Pichitino 2nd, all approved. (Note: There were no meetings in February or March)

**Office Manager's Report:** None

**Committee Reports:**

- **Architectural:** Permits for one shed, one fence and one deck were approved. The property at 1111 Quail Ridge Drive (the White Mansion) is not part of the POA jurisdiction. The wall between ReMax Realty and Vallejo Dental remains pending.
- **Budget & Finance:** Jennifer reported Account Balances - Checking: \$102,523.08; Reserve: \$75,033.27. She also noted \$15,600 income from escrow fees; \$2,500 remains outstanding for annual dues. Jennifer also would like to schedule the 2025 Budget Preparation Meeting for August 22.
- **Building & Common Areas:** Al reported Cintas performed the annual Fire Safety inspection: \$237.48; Replaced the American Flag: \$50.99; Premier Carpet cleaning: \$334; A/C filters changed on April 1; LED lights: \$52.25. Titan Landscaping trimmed trees February 29.
- **Enforcement & Safety:** Maddy and PJ inspect for violations monthly.
- **Community Events & Relations:** The Country Club Park ribbon cutting was March 22. A survey could be created to see what park amenities homeowners wish to include; Reservations can be made for park use. Shrubs will be planted on the west end of the park.
- **Nominating Committee:** Chris Baum will work with Marge on the 2024 elections.

**Unfinished Business:**

- **Reserve Study:** Al reported he sent final edits to Nick Vocke in January and emailed out the final Reserve Study February 5th to the Board. Al motioned to accept the Reserve Study, Jennifer 2nd - All approved.
- **Expense/Spending Policy:** Jennifer presented the Expense/Spending Policy that was required by the By-Laws. The Policy aims for better checks and balances. Board-approved services may be directly processed for payment by the Manager, as well as recurring expenses, such as utilities, that are approved by the Board through the annual budget process; any item that exceeds that budget by 25% will be highlighted to the Board through the monthly financial review process. Board approval is also required for expenditures on new projects or capital assets and any expenditures from the Reserve Account. Jennifer motioned to approve, Al seconded - All approved.

**New Business:**

- **Sequoia Pruning:** Jonny's Tree & Landscaping bid \$825. Jennifer motioned, Al second - All approved.
- **Sequoia Irrigation:** Titan Landscape bid \$640 to extend irrigation, add mulch & rock under the Sequoia. Motioned by Al, Jennifer second - All approved.
- **Board Appointment:** Chris Baum volunteered to fill the vacant Director position. Motioned by Al, seconded by PJ - All approved.
- **Change Date & Time of Board Meetings:** Jennifer proposed changing the date and time of Board meetings to the 1st Wednesday of the month at 2:00 pm. This will allow the Office Manager (Marge) to attend meetings. The General Membership Meeting in October and the Annual Meeting in December will remain the same. Motioned by Al, seconded by Jennifer - All approved.

- **Assessment Increase 2025:** Jennifer proposed increasing the 2025 Annual Assessment/Dues by \$5; from \$57 to \$62. The recent Reserve Study recommended the increase and indicated the POA should have \$207,550 in reserves, yet we have \$75,000. Jennifer motioned, AI seconded - All approved.

**Announcements -**

- Next Board Meeting will be May 1 at 2:00 p.m. with Marge the Office Manager, attending.
- The office will be closed May 27 for Memorial Day.
- Spring Community Garage Sale: Friday May 3 - Sunday May 5, 2024

**Adjournment:**

Jennifer motioned to adjourn, Joe seconded. All approved. Meeting was adjourned at 7:15 pm.

PJ Bradfield - Secretary : \_\_\_\_\_ Date Approved: \_\_\_\_\_