

**Williams Pine Meadow Estates  
HOA Board  
Administrative Rules and Policies  
8/15/2024**

## **MEETINGS**

**Annual Meeting:** The meeting of the membership will normally be held on the first Saturday in the month of August at the hour of 11:00 a.m., for the purpose of electing Directors and for the transaction of such other business as may come before the meeting.

**Regular Meetings:** Board of Director meetings may be held on the first Saturday in the months of November, February and May with 14 days' notice to the Directors. Members will also be notified in accordance with the Bylaws. Directors will act and vote in the way the Director believes to be in the best interest of the Association and its membership as a whole. If a director is unable to do this or has a conflict of interest, the Director will abstain from voting or remove themselves from the action.

**Executive Sessions:** In accordance with AAS 33-1804 these sessions are closed to members although they will be noticed to members in accordance with A.R.S. sec 33-1804(C). Executive sessions are generally restricted to discussing legal advice from an attorney, pending or contemplated litigation, personal, health or financial information about an individual member or employee of the Association, and discussion of an owner's appeal of any violation or penalty imposed by the Association. An owner may however, request that an appeal be held in open session.

**Emergency Meetings:** If emergency circumstances necessitate a meeting before forty-eight (48) hours notice can be given a meeting may be called by the President or any two Board members. Posting a membership notice and an agenda is not necessary since the

meeting, by its nature, is unexpected and immediate. The Board may act only on emergency matters. The minutes of the emergency meeting will be approved at the next regular meeting. Emergency meetings in accordance with AAS 10-3821 and AAS 33-1804 may be held by any of the following methods:

**In Person:** Directors can gather together at a physical location and convene a meeting to address the emergency.

**Email:** Email may be used as a method of conducting emergency meetings provided, however, that all members of the Board consent in writing to the action. If an emergency meeting is conducted via email, the written consent or consents must be filed with the minutes of the Board meeting. These written consents may be transmitted electronically. As with regular meeting minutes, the minutes should reflect the action taken by the Board, not a transcript of the discussion.

**Teleconference:** A meeting may be conducted by means of a telephone conference if a speakerphone is available in the meeting room that allows Board members and Association members to hear all parties who are speaking during the meeting.

## BOARD ADMINISTRATIVE DETAILS

In addition to the duties and functions listed in the CC&Rs and Bylaws the following administrative details will be used to aide in the smooth operation of the Board.

**The President:** May issue checks from the Association financial accounts if necessary, after appropriate bank signature cards have been finalized for expenses authorized by the Board. The President is the only Board Member authorized to communicate directly with a member regarding Association business. The President may direct a Committee Chair or Officer of the Board to communicate with a

Member for a specific purpose. All correspondence from any Board member will be copied to the President.

The Vice President: Is the point of contact for the Association with any new or pending sale of property. He/She will assist, if necessary, the current member in ensuring the potential buyer has the required Association documentation. In addition, he will ensure that any alterations or improvements to the unit that violates the declaration are made known to the buyer or agents involved. The Vice President will conduct an annual financial review in accordance with ARS 33-1810 within 180 days of the end of the fiscal year. After completion the review will be available to the members upon request.

The Treasurer: Will complete bank signature cards as soon as possible after taking office. Will keep financial records for seven years and annually have a review conducted.

Secretary: All governing documents, minutes, actions taken by the Board or committees, and architectural approvals/denials will be kept indefinitely. E-mails, letters, ballots and newsletters will be kept for three years. He/She will send out notice of gate code changes two weeks before effective date of new code. He/She will send out draft meeting minutes within two weeks of the conclusion of any meeting. In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

Architectural Committee: Design guidelines and a mandatory construction checklist will be made available to aid in planning for new construction. All plans for any new construction, additions, or revisions will be submitted to the Architectural Committee for review and approval before construction begins.

Appeal Process: Directives issued by committees to members may be appealed to the Board of Directors. Such appeals will be in writing. Appeals will be delivered to the President. The President will include the appeal on the agenda for the next scheduled meeting. The

President has the option of expediting the process through the various meeting and voting options provided for by the Bylaws if a timely response is needed.

## **ELECTIONS**

When an action is to be submitted to the membership for a vote such as election of Directors. Members will be permitted to vote in person and by absentee ballot and the following procedure will be followed in accordance with ARS 33-1812:

1. The ballot shall set forth each proposed action.
2. The ballot shall provide an opportunity to vote for or against each proposed action.
3. The ballot is valid for only one specified election or meeting of the members and expires automatically after the completion of the election or meeting.
4. The absentee ballot specifies the time and date by which the ballot must be delivered to the Board of Directors in order to be counted, which shall be at least seven days after the date that the Board delivers the ballot to the member.
5. The ballot does not authorize another person to cast votes on behalf of the member.
6. The completed absentee ballot shall contain the name, address and signature of the person voting, except that if the community documents permit secret ballots, only the envelope shall contain the name, address and signature of the voter. The Board may require or allow votes to be cast by secret ballot.
7. Ballots, envelopes and related materials, including sign-in sheets if used, shall be retained in electronic or

paper format and made available for member inspection for at least three years after completion of the election.

8. Votes cast by absentee ballot are valid for the purpose of establishing a quorum.

9. The following procedure will be used to administer the election process for the annual membership meeting:

A. On or about May 29 a letter will go out to the membership requesting Board of Director nominations. Deadline for response will be on or about June 20.

B. Not later than 30 days prior to the Friday before the annual meeting packets should be sent out to members. The packet may include: A letter announcing annual meeting, absentee ballot, annual meeting minutes from the previous August membership meeting, stamped addressed return envelope, directory sheet and picnic flyer.

C. Deadline for absentee ballots to be returned is 4:00 PM on the Friday before the annual meeting. Any absentee ballots received later will not be counted but the member will be permitted to vote in person at the meeting

D. The Treasurer or other designated officer will hold ballots unopened until the President instructs they be opened at the beginning of the annual meeting.

## **DUES**

Annual dues shall be the Association fee as set forth within the CC&Rs of Williams Pine Meadow Estates. Invoices will be sent out before the end of the calendar year. Payments will be considered delinquent if not paid by the 30th of January of the following year. An email and a certified letter will be sent to notify that a late fees will be incurred. A late fee of 10% of the past due assessment will be

imposed if the invoice is not paid by February 1. In addition, 18% per annum interest will begin to occur beginning February 1.

## VIOLATIONS

Complaints and potential violations will be submitted in writing to the President. Directors or committee members shall not personally contact members regarding violations. The President will determine based on the urgency of the situation if immediate action is required on his/her behalf. Normally the issue will be assigned to an established committee to investigate. If the issue does not fall under the responsibilities of an established committee, the Board may establish a Compliance Committee to investigate such complaints. The appropriate committee will report any findings to the President who will then present them to the Board for any required action. All communications with members regarding violations shall be in writing. Fines may be assessed by the Board of Directors for violations of the CC&Rs, Bylaws or other Rules after the Owner has been given notice and an opportunity to be heard.

A Courtesy Notice will be sent to the owner of the property stating the violation of the appropriate CC&Rs, Bylaws or Rules, the date the violation was observed, along with required corrective action to be taken and time frame to be corrected.

After the time frame for compliance set forth in the Courtesy Notice, if the violation still exists, an Intent to Fine Notice will be mailed to the owner of the property. The letter will state the time frame the owner has to bring the violation into compliance. The letter will set forth the estimated amount of the fine being considered by the Board. The Owner has a right to a hearing to contest the violation and the letter will include the process to obtain a hearing. The letter will also include notice that the Owner may file a complaint with the Arizona Department of Real Estate relating to this violation.

After the next compliance date if the violation still exists, and the Board has imposed a fine a Notice of Fine will be mailed by certified letter along with an email to the owner of the property.

Continued violations will result in additional monetary penalties and/or legal action against the owner at the discretion of the Board of Directors.

**Right of Self Help Notice:** The Association has the right (CC&Rs Article III) (but not the obligation) to enter the owner's property and to provide all maintenance and repairs necessary to correct the violation. Entry by the Association and any of its agents is not an actionable trespass. The Association may assess the owner for all fees and costs of all maintenance and repairs performed by the Association or its agents.

**Hearing Requests:** To request a hearing the owner must respond to the Association with 21 calendar days of the date of the Courtesy Notice of violation. The Association shall set a date and time to hear the owner's grievance and will provide notice to the owner of the details of the hearing. Decisions of the Board are final in all cases. The owner also has the right to petition for an administrative hearing to the Arizona Department of Real Estate.

Notwithstanding the foregoing in accordance with the CC&Rs Article III, the Board of Directors reserves the right to seek Injunctive Relief at any time regardless of the presence or absence of notices hereunder, for any violation that the Board in its sole and absolute discretion determines action is in the best interest of the Association for any reason.

All costs and expenses, including reasonable attorney's fees, incurred by the Association may be charged to the owner. Any sum not paid by an owner may be levied and collected in the same manner as an Assessment pursuant to Article VII and Article VIII of the CC&Rs.

## **RENTALS**

In accordance with ARS 33-1806 any member renting their property will provide to the Association the name and contact information for any adults occupying the property, the time period of the lease, including the beginning and ending dates of the tenancy, and a description and license plate numbers of the tenants' vehicles. The member will include a \$25 fee which will be paid within fifteen days of the rental period to the Association. A late fee of \$15 will be assessed if late or incomplete information is provided.

It is highly recommended that a crime free lease addendum be added to any lease. The Corporation may in accordance with ARS 12-991 pursue legal action to abate any criminal activity.

## **Amendment 5-3-2025**

### **BURN PILES AND PERMITS**

The HOA board aims to enhance communication and responsiveness regarding community concerns regarding Burn Piles. To enhance the provision and requirements of the City of Williams, Arizona Code of Ordinances and CC&R Article II, Use Restrictions, 4. Fire Prevention, the following rules shall be followed:

1. No Open fire or burning shall be permitted on any lot without a valid permit issued by the City of Williams in accordance with regulations established.
2. Even with such permit in hand, no Burning shall be permitted during a red flag warning, when fire restrictions have been enacted by the city of Williams, or outside the hours of 8:00 AM to 3:00 PM.
3. No burn pile or slash pile shall be erected closer than 20 feet of any property line or road.
4. No burn pile will exceed 7 feet in height and 14 foot by 14 foot diameter (50 cubic yards.)
5. Once a burn pile has been started to be built, the lot owner has 60 days to apply and obtain a burn permit from the City of Williams.

6. Once a burn permit has been obtained from the City of Williams the homeowner shall complete the “Intent to Burn Permit” Architectural Form and send it and a copy of the burn permit to the Architectural Committee at [architecture@williamspinemeadowestates.com](mailto:architecture@williamspinemeadowestates.com).
7. The lot owner will have the pile burned as soon as permissible, but not to exceed two years.
8. In the event that it was impossible to burn the pile within the two years due to environmental conditions, an extension may be granted by the Architectural Committee upon request stating the circumstances by and from the lot owner.
9. Violations will fall into “Category 2” of the Williams Pine Meadow – Fine Schedule.

This Amendment to the Williams Pine Meadow Estates Administrative Rules and Policies are hereby adopted and shall take effect immediately.