

**Mountain Park Ranch Homeowners Association  
Board of Directors Open Meeting  
Tuesday, September 23, 2025  
MPRHOA Office  
15425 S. 40th Place, Suite 4, Phoenix, AZ 85044  
6:00 pm  
Minutes of Open Session**

**Board Attendance:** Jason Boelke, Grant Gosselin, Stephanie Hammer, Tim Seyfarth.  
Absent: Bruce Jensen.

**Staff Attendance:** Executive Director Jim Welch, New Executive Director Ursula Mancuso, Controller Emma Kroum.

**Others in Attendance:** Homeowners: Harry Whitesell and Mike Marks.

**Call to Order:** With quorum requirements met, Tim Seyfarth called the meeting to order at 6:00 p.m.

**Approval of Prior Minutes:** Jason Boelke moved, Grant Gosselin seconded to approve the August 26, 2025, Open Meeting Minutes as presented. Motion carried 4-0.

**Committee Reports:**

Landscaping Committee:

- The Board was updated on current landscaping around the community.

Budget & Finance Committee:

Financials:

- Stephanie Hammer moved, Grant Gosselin seconded to accept the Committee's recommendations and approve the August 2025, financial statements as presented. Motion carried 4-0.

Investments:

- Tim Seyfarth moved, Grant Gosselin seconded to accept the Committee's recommendations and approve to re-invest in reserves - \$50k in a Long-Term CD (Over 1 year). Motion carried 4-0.
- Tim Seyfarth moved, Jason Boelke seconded to accept the Committee's recommendations and approve to re-invest in Operating - \$75k in a Short-Term CD (3, 6, and/or 9 month). Motion carried 4-0.

*Up to a 36 month period may also be utilized if rates become more favorable in an effort to keep the investment ladder adequately funded and allowing Emma Kroum to use the best available rates and terms. Due consideration will be given to keeping the money in a money market account if the rates are equal or better than the CD rates.*

Architectural Review Committee: (ARC)

- There were no requests that needed Board of Director review or approval at this time.

## **Executive Director Jim Welch reported on the following to the Board:**

### **Annual Meeting Information:**

- The Board was updated on the timeline of the October 2025 Annual Meeting.

### **Capital Improvement Fee – Date of Conveyance:**

- Tim Seyfarth moved, Stephanie Hammer seconded to approve (if it passes by Membership vote at the Annual Meeting) the proposed new Capital Improvement Fee, to have a start date on January 1, 2026. Motion carried 4-0.

### **Software Upgrades:**

- Jason Boelke moved, Stephanie Hammer seconded to approve Ursula Mancuso to proceed with the bidding, reviewing and selecting of a new HOA software company in an effort to upgrade our current TOPS software that is being phased out. The Board approved Ursula to proceed and not to exceed the budgeted amount of \$55k. Motion carried 4-0.

### **Parking of Vehicles in MPRHOA:**

- The Board of Directors had previously asked Jim Welch to obtain information from the Association Attorney Chandler Travis, on possibly changing the current rules on the parking of boats, RV's, etc., from the current rules that state; no boat, RV, etc., can be visible to neighboring properties, to possibly a more realistic time period of 3, 4, 5 days, for instances such as; loading, unloading, packing up, short time storage, charging, etc., of these types of vehicles. The Board was presented the information and tabled it until further notice.

### **New Executive Director Ursula Mancuso - Updates:**

- Jim Welch updated the Board that he (and the rest of Staff) have been working closely with Ursula, providing her information on our vendors, as she knows many of the vendors from prior work in the HOA business, in addition to; providing Ursula any pending homeowner issues, architectural requests that are pending, we have been driving the community, creating maps of the community, and mapping out and visiting areas owned and maintained by the City of Phoenix that are located in MPRHOA. Additionally, we have been going over standards on office protocol, explaining the process for board and annual meetings, including preparations thereof, and transferring files and documents to Ursula that pertain to; board meetings, annual meetings, committees, staff itineraries, legal matters, past and on-going projects, among other business and office related items of importance, in an effort to help with the smooth transition between Executive Directors.
- Jim Welch, who had put in his retirement notice last February 2025 to the Board of Directors, in an effort to give ample time for the Board of Directors to find his replacement, gave his final farewell to everyone, after 20½ years as MPRHOA Executive Director. He has never missed a Board meeting in all those years, and wished everyone the best.

### **Community Association Managers Report:**

- There were no questions on the monthly property report.

Adjournment: With no further business to discuss or questions regarding the MPRHOA community, Jason Boelke moved, Stephanie Hammer seconded to adjourn the Open Meeting at 6:45 pm. Motion carried 4-0.

*Respectfully Submitted,*

**Emma Kroum** *(Acting Secretary, by approval of the Board, submitted September 23, 2025)*