

**Casas Adobes Terrace Homeowners Association
Board of Directors Meeting Minutes
Christ the King Church – Downstairs – 2800 W Ina Road
February 1, 2018
As Approved on March 22, 2018**

Present: Rich Baumann, Fonda Thompson and Amelia Cruz. Also present was Community Association Manager Heather Donlan representing Associa Arizona

Absent: All Present

Committee Members: ACC Chair Wilbur Beemer

Call to Order/Adoption of Agenda

- The meeting was called to order at 6:28 p.m.

Homeowner Forum

- There were no Homeowners present.

CC&R Compliance

Follow-Up

- Lot 29 – The Board previously determined the parking in the street has improved and no fines were issued. It was recently observed there was regular parking in the street activity. Management was directed to check previous communication to determine if the homeowner was advised of the Board decision. If no communication was issued, a letter will be sent to indicate the parking in the street has increased and fines will be issued.

Correspondence/Telephone

- Lot 17 – The homeowner submitted a request for reconsideration of fine issued for parking. The Board was provided with a current account history.

A motion was made to notify the homeowner that attendance at the meeting to request reconsideration was required to reconsider the request, seconded, and passed with a unanimous vote.

- Lot 115 – The homeowner submitted a request for reconsideration for a late fee and late interest issued to the account. The Board was provided with a current account history.

A motion was made to waive the late fees and late interest, seconded, and passed with a unanimous vote.

- The homeowner of lot 20 has had an increase to the amount of street parking. The parking is mostly observed in the evenings. Management was directed to issue a letter indicating the parking in the street has been seen multiple times.

Approval of Minutes

A motion to approve the December 7, 2017 meeting minutes as amended was made, seconded and passed with a unanimous vote.

A motion to adopt the September 5, 2017, October 3, 2017, and November 7, 2017 ACC minutes as presented was made, seconded and passed with a unanimous vote.

Financial Report

- The November 2017 and December 2017 financials were provided for review.
- As of December 31, 2017, operating funds totaled \$49,098.59 and reserve funds totaled \$54,095.32.
- Management was directed to provide the Board with a listing of all payments through 2017 made to Metro Water.
- Management was requested to rename the line item under 4835
- Delinquencies were discussed.

The November 2017 and December 2017 financials were accepted as presented.

Officer, Committee and Management Reports

Officers Reports

- No Report

ACC

- The Chair of the ACC, Wilbur Beemer was present to discuss concerns with the Board.
- The ACC is responsible to review and approve/deny landscape and architectural applications.
- A quorum of the ACC is made up as a majority of the members.
- The Governing Document do not allow a denial to be appealed to the Board of Directors. The ACC will review any previous denial once additional information has been provided by the homeowner. The Board has no part in the decision making on any applications unless an alternate is needed for quorum.
- The ACC does report monthly to Board.
- The ACC would like to modify the letter which accompanies the signed ACC decision letters. Once created, the Board will adopt the template.
- The ACC and management will continue to copy the Board on emailed submittals to ensure any possible application that may be an open violation is identified.

Landscape

- Complete Landscaping has presented the Board with a new contract which will begin January 1, 2018.
- A review of the needs of the association determined an increase in man hours is necessary to maintain the high expectations.
- The rate will increase from \$660.00 per month to \$778.00 per month.
- The price increase is based on several factors, the increase to man hours and the recent state law which increases the minimum wage.

A motion to accept the new contract from Complete Landscaping as presented was made, seconded and passed with a unanimous vote.

- The current irrigation timers run off electricity.
- The cost to install new battery timers at the park will run approximately \$500.00.

- Battery timers cannot be installed at the park due to the large valves.
- The Board determined to continue with the current timers.

Website

- No report given.

Associa Arizona Management Report

- The Board was provided with a current management report which documented the management activities since the last meeting.

Old Business

Lot to Lot Drainage

- This item was tabled for further review.

Transfer/Disclosure Packet Review- Updated version to be looked at

- This item was tabled for additional review.

CC&R Violation Letter/Policy Discussion

- The Board will work to schedule a working session to discuss this item.

New Business

Letter of Engagement from Larry Recker

- Larry Recker provided the Board with a Letter of Engagement to complete the 2017 tax return and the 2017 financial compilation. The cost for these services remains unchanged at \$300.00.

A motion to accept the services from Larry Recker was made, seconded, and passed with a unanimous vote.

Next Meeting

- March 22, 2018 - Christ the King Church -2800 W. Ina Road beginning at 6:30 pm

Once Around the Table

- No Discussion

Adjournment

With no further business to discuss a motion to adjourn the meeting at 8:15 p.m. was made, seconded and passed unanimously.