

# Casas Adobes Terrace Homeowners Association

## Board of Directors Meeting Minutes

**January 28, 2014**

As Approved on March 25, 2014

**Present:** Rich Baumann, Wilbur Beemer, Howard Buehler and Steven Utter. Also present was Heather Plunkett representing Lewis Management Resources.

**Absent:** All Present

### Call to Order/Adoption of Agenda

The meeting was called to order at 6:30 p.m.

### Homeowner Forum

- The Homeowner at Lot 099 attended the meeting to discuss issues with the previous tenant and fines. The tenant was evicted and the Homeowner is requesting that the Board waive the fines. **A motion to waive the fines and late fee for Lot 099 was made, seconded and passed with a unanimous vote.**

### Compliance

#### Final Non-Compliance Notice

- Lot 052 – Parking – Last noted on 01/10/14  
**A motion to impose fines if the parking violation is noted again was made, seconded and passed with a unanimous vote.**
- Lot 062 – Parking – Last noted 10/25/13  
**A motion to close the parking violation for Lot 062 was made, seconded and passed with a unanimous vote.**
- Lot 080 – Desert Broom  
**A motion to fine Lot 080 for desert broom was made, seconded and passed with a unanimous vote.**
- Lot 127 – Parking – Truck with large dog grooming trailer – Operating a business out of trailer  
**A motion to fine Lot 127 for parking if the violation is noted again was made, seconded and passed with a unanimous vote.**
- Lot 158 – Recycle can visible  
**A motion to fine Lot 158 for the trash container violation was made, seconded and passed with a unanimous vote.**
- Lot 175 – Stickers on mailbox  
**A motion to fine Lot 175 for the mailbox stickers was made, seconded and passed with a unanimous vote.**

#### Final Non-Compliance Notice – Ratify

- Lot 047 – Paint without ACC Approval – Fines Issued – The Homeowner submitted a new application for review.

**A motion to ratify the approval to issue the final non-compliance notice and impose a fine was made, seconded and passed with a unanimous vote.**

- Lot 168 – Oil in driveway – Extended until 01/28/14 to clean or fine

**A motion to ratify the approval to issue the final non-compliance notice and impose a fine if the oil stain is not removed within 14 days was made, seconded and passed with a unanimous vote.**

- Lot 173 – Re-rock front yard – Extended until 01/28/14 to complete or fine

**A motion to close the violation since the front yard rock project was complete was made, seconded and passed with a unanimous vote.**

#### Follow-Up

- Lot 002 – Weeds/Window AC/Parking/Trash//Recycle can visible – Fines and legal demand letter sent. The AC unit was removed and the violation will be closed.
- Lot 022 – Trim dead from bushes – Fines issued – to be closed per 12/13/13 inspection – The violation was corrected and will be closed.
- Lot 029 – Parking – Fine issued
- Lot 029 – Satellite Cable – Fine issued
- Lot 029 – Oil on the driveway – Fines issued – This issue will be reviewed for self-help if it not resolved by the next inspection.
- Lot 067 – Homeowner attended meeting to request fine removal. Information was provided about stain removal.

**Ms. Plunkett was requested to send a letter to the Homeowner requesting they provide their vehicle information.**

- Lot 077 – Weeds & Parking – Legal action
- Lot 078 – Parking – Fines issued, last noted on 09/24 – Homeowner moved out and the property is rented. The violation will be closed
- Lot 084 – Missing one tree – Extension until 03/01/14
- Lot 099 – Desert broom – Fines issued – The violation will be closed.
- Lot 099 – Trailer on driveway – Fines issued – The violation will be closed.
- Lot 111 – Paint satellite cables – Fine issued – Home was sold and violation was disclosed to buyer. The violation will begin again with the new Homeowner.
- Lot 113 – Paint mailbox – Fine issued – Per 01/23/14 inspection the mailbox was painted so the violation will be closed.
- Lot 121 – Garage door painting – Monitor per ACC project completion

#### CC&R Inspection Report

- The violation report was provided for the Board to review.

#### Correspondence/Telephone

- No Discussion

#### **Approval of Minutes**

**A motion to approve the November 21, 2013 Board Meeting as presented, was made, seconded and passed with a unanimous vote.**

**A motion to adopt the November 5, 2013 approved ACC Meeting minutes was made, seconded and passed with a unanimous vote.**

### **Financial Report**

- The November 30, 2013 and December 31, 2013 financials were reviewed with those present.
- The Board discussed the accrual accounting system used for the financials.
- Delinquencies were discussed.

**A motion to approve the November 30, 2013 and December 31, 2013 financials with amortization method noted as not being representative of how our business operates was made, seconded and passed with a unanimous vote.**

### **Officer, Committee and Management Reports**

#### Officers Reports

- 21 people participated in the tour of the detention basin.

#### ACC

- The ACC discussed whether to require the Homeowner at Lot 100 to replace trees in the buffer yard. The concern is that the trees will cause damage to the wall and sidewalk. The Homeowner was given until March to obtain a variance from the County.

#### Landscape

- No Discussion

#### Website

- A written report was included in the Board packet.

#### LMR Management Report

- A written report was included in the Board packet.

### **Old Business**

#### Waste Management Bulk Pickup Date

- The bulk pickup will be scheduled for the week of April 21, 2014.

#### Ratify CD Roll Over with Alliance Bank

**A motion to ratify the approval to roll over the CD with Alliance Bank was made, seconded and passed with a unanimous vote.**

#### “No Trespassing” Signs

- Steve Utter volunteered to repair the chain link fence and install a new “No Trespassing” sign.

### **New Business**

#### Collection Attorney Review

- Information on three collection attorneys was previously provided for review.
- Two of the companies charge all fees to the Homeowner.
- One company charges the Association for collection fees.

**Ms. Plunkett was requested to obtain input from other manager's regarding the companies that provided bids.**

Contract Larry Recker, CPA for 2013 Taxes and Compilation

**A motion to contract with Larry Recker, CPA to prepare the 2013 taxes and the compilation report was made, seconded and passed with a unanimous vote.**

Driveway Oil Tips to Include with Violation Letter

- The Board discussed including a driveway oil tips attachment with the violation letter.
- Board members were requested to provide cleaning tips.

2014 Key Dates

- The master calendar was provided for review.
- The Board discussed including the "Call for Candidates" with the June statement in order to save postage.

Landlord Issues with Property Management Company Delegation

- The Association has no legal basis for dealing with property management companies.
- The Association does not have an administrative process for dealing with management companies.
- The Board discussed a recent situation where the Homeowner evicted the tenants and decided to waive the fines and close the violations.

As Brought Forth

- The Board discussed contracting to have the mailboxes painted and new numbers attached to the post.
- The contractor will be contacted to negotiate the price.
- The Board determined to table this item for a later date.

Next Meetings

- March 25, 2014 – Board Meeting

**Once Around the Table**

- No Discussion

**Adjournment**

**With no further business to discuss a motion to adjourn the meeting at 8:37 p.m. was made, seconded and passed unanimously.**