

# Casas Adobes Terrace Homeowners Association Board of Directors Meeting Minutes

March 24, 2015

As approved on May 28, 2015

**Present:** Rich Baumann, Howard Buehler and Wilbur Beemer. Also present was Heather Donlan representing Associa Arizona.

**Absent/Excused:** Peggy Ober

## **Call to Order/Adoption of Agenda**

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

## **Homeowner Forum**

- The Homeowner at Lot 028 attended the meeting to discuss his delinquent account, parking fines and not painting a patch on the home. He requested that the Board waive the fines.  
**The Board explained the violation process and the letters that are issued. Fines could be imposed if the violation is not corrected in a timely manner. The Association contracts for night inspections that note vehicles parked on the street.**  
**A motion to waive the fines with the stipulation the account must be paid current within 14 days was made, seconded and passed with a unanimous vote.**
- The Homeowner representative for Lot 166 attended the meeting to request that the Board waive the parking fines.  
**A motion to waive the parking fine was made, seconded and passed with a unanimous vote.**
- A Homeowner expressed concern with the wildflowers planted by her neighbor.  
**A violation letter was sent to Lot 68 requesting the wildflowers be removed.**
- A Homeowner expressed concern that a resident does not have his dog on the leash. The owner is not removing the pet waste.  
**Ms. Donlan was requested to issue a letter to the Homeowner at Lot 20 to remind him the dog must be on leash and pet waste must be removed.**

## **CC&R Compliance**

### Hearing

- No Discussion

### Final Non-Compliance Notice

- Lot 067 – Oil on driveway - Monitor
- Lot 078 – Parking  
**A motion to fine the Homeowner for parking violations was made, seconded and passed with a unanimous vote.**
- Lot 158 - Parking  
**A motion to fine the Homeowner for parking violations was made, seconded and passed with a unanimous vote.**

### Follow-Up

- Lot 029 – Parking – Fine issued – Last noted 01/28/15 – Monitor
- Lot 067 – Oil on driveway – fresh oil noted on 03/04/15
- Lot 075 – Landscaping – Agave removed on 01/28/15 – Manager recommended closing
- Lot 103 – Parking – Fine issued – Vehicle information provided
- Lot 112 – Reflective material in garage windows – Material removed 02/20/15 - Close
- Lot 113 – Parking – Fine issued – Last noted 10/20/14 – Home vacant
- Lot 121 – Two Trees – Homeowner planted the trees – Close
- Lot 139 – Missing two shrubs – Fines issued – The Homeowner requested an extension to 04/01/15 - Monitor
- Lot 151 – Rope lighting – Last inspection noted the lighting was removed - Close

### Correspondence/Telephone

- The Homeowner at Lot 42 advised the Camaro does not belong to him.  
**Ms. Donlan was requested to obtain a report on the Camaro to determine ownership.**
- The Homeowner at Lot 42 requested that the Board waive the fines for the gate cover.  
**A motion to deny the request to waive the fines for the gate cover and continue to charge \$5.00 per day until the violation is resolved was made, seconded and passed with a unanimous vote.**
- The Homeowner at Lot 175 is requesting that the Board waive the violation fines.  
**A motion to remove the fine with the understanding that violation notices are sent regular mail only was made, seconded and passed with a unanimous vote.**

### Approval of Minutes

**A motion to approve the January 27, 2015 Board Meeting, minutes, was made, seconded and passed with a unanimous vote.**

**A motion to adopt the December 2, 2014 and February 2, 2015 approved ACC Meeting minutes was made, seconded and passed with a unanimous vote.**

### Financial Report

- The January 31, 2015 and February 28, 2015 financials were provided for review.
- The transfer fees were included in the February 2015 financials. The Board requested the transfer fees be posted in December.
- The Association income taxes were paid.
- Delinquencies were discussed.
- The collection report was provided for review.
- The homeowner of lot 91 requested that the Board waive his late fee and interest.  
**A motion to waive the late fee and interest was made, seconded and passed with one abstained vote.**
- The Homeowner at Lot 163 requested that the Board waive the late fee and interest.  
**A motion to waive the late fee and interest was made, seconded and passed with one abstained vote.**

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

### Officers Reports

- No Report

### ACC

- No Report

### Landscape

- The Board discussed replacing the three dead trees in the park.
- The landscapers have not addressed the erosion issues at the wall along Shannon Road.
- The Board reviewed the workflow priority landscaping map.
- The Board discussed their dissatisfaction with the current landscape company. They discussed obtaining bids for the landscape maintenance contract.
- Discussion was tabled until the next meeting.

### Website

- The Association does not own casadobesterrace.com.
- The website is not being maintained and will become obsolete.
- Associa Arizona submitted a proposal for an Association website.
- Rich Baumann will investigate the website offered by Associa Arizona.
- The Board determined to stay with the current web-site provider due to the fact the web-site offered through Associa required a password for access and all documents are not able to be downloaded.

### LMR Management Report

- A written report was included in the Board packet.

### **Old Business**

#### Ratify AAZ Announcement & Holiday/Bulk Trash Pick-Up Flyer

**A motion to ratify the approval of the Associa Arizona announcement and Holiday/Bulk Trash pick-up flyer was made, seconded and passed with a unanimous vote.**

#### Ratify AIL Approval of 2015 Key Date Calendar

**A motion to ratify the approval of the AIL approval of the 2015 key date calendar was made, seconded and passed with a unanimous vote.**

### Statements

- Rich Baumann will meet with Barbara Daoust to discuss issues with the statements.
- The statement included four references regarding payment options.
- Associa Arizona advised the previous space for blurbs is no longer available.
- Ms. Donlan suggested authorizing Associa Arizona to issue a statement in letter form.  
**Ms. Donlan was requested to verify that the Associa Arizona system will allow the financial information to merge into a letter form.**

### Rental List Update

- The updated rental list was provided for review.
- Ms. Donlan will make sure the list is updated and maintained.
- 26 properties were identified as rentals. 23 Homeowners have not completed and returned the tenant form.

### **New Business**

#### Insurance Policies – Obtain New Bids

- The Board discussed obtaining bids for the insurance coverage.

#### As Brought Forth

- No Discussion

#### Next Meetings

- May 26, 2015 – Board Meeting

### **Once Around the Table**

- No Discussion

### **Adjournment**

**With no further business to discuss a motion to adjourn the meeting at 8:23 p.m. was made, seconded and passed unanimously.**