

# Casas Adobes Terrace Homeowners Association Board of Directors Meeting Minutes

**May 28, 2015**

As approved on August 6, 2015

**Present:** Rich Baumann, Howard Buehler, Peggy Ober (via phone) and Wilbur Beemer.  
Also present was Heather Donlan representing Associa Arizona.

**Absent/Excused:** All Present

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

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

## **Homeowner Forum**

- The Homeowner from Lot 79 attended the meeting to discuss issues with the rental home next to his property. He wanted to know his rights.  
**The Board provided information on the police activity at the neighboring property. The Board suggested reporting any suspicious activity to the police. Violations of the Association documents can be reported to the management company. The rental policy is posted on the website.**

## **CC&R Compliance**

### Hearing

- No Discussion

### Final Non-Compliance Notice

- Lot 001 – Parking – Ratify second fine would be \$100.00 – The issue was resolved and no further action is needed at this time.
- Lot 022 – Trim Bushes  
**A motion to impose the first fine for the bushes was made, seconded and passed with a unanimous vote.**
- Lot 029 – Repair Gate - Close
- Lot 034 – Tree Suckers – Re-inspect
- Lot 059 – Paint Satellite Cables – Re-inspect
- Lot 106 – The Homeowner advised the vehicle belongs to a non-resident who attends the local high school and is never parked on the street for more than 24-hours.  
**A letter will be sent to the Homeowner advising the fines will be removed if the parking violations are resolved within 14-days.**
- Lot 111 – Parking – Monitor and impose fine if the violation is noted again
- Lot 122 – Tree Suckers – Fine if not removed within 14-days
- Lot 150 – Paint Garage Door  
**A motion to impose the first fine for not painting the garage door was made, seconded and passed with a unanimous vote.**

Follow-Up

- Lot 067 – Oil on driveway – Close
- Lot 078 – Parking – Fine issued – Last noted on 02/21/15 - Close
- Lot 139 – Missing two shrubs – Fines issued – Noted closed on 03/20/15
- Lot 158 – Parking – Fines issued – Last noted on 05/18/15

Correspondence/Telephone

- Lot 002 – Payment terms – The Homeowner was offered a payment plan but has not responded. The account was forwarded to collection.
- The Homeowner from Lot 026 attended the meeting to discuss the river rock in the front yard. **Board members will inspect the property with the Homeowner to verify that water is not being diverted to other properties.**
- Lot 117 – The Homeowner was offered a payment plan but has not responded. **A motion to forward the account to collections was made, seconded and passed with a unanimous vote.**
- The Homeowner at Lot 158 is requesting that the Board waive the parking fines. **A motion to waive the fines if no additional violations occur within six months was made, seconded and passed with a unanimous vote.**

**Approval of Minutes**

**A motion to approve the March 24, 2015 Board Meeting minutes, as amended was made, seconded and passed with a unanimous vote.**

**A motion to approve the April 7, 2015 Special Board Meeting minutes, was made, seconded and passed with a unanimous vote.**

**A motion to adopt the March 3, 2015 and April 7, 2015 approved ACC Meeting minutes was made, seconded and passed with a unanimous vote.**

**Financial Report**

- The March 31, 2015 and April 30, 2015 financials were provided for review.
- The Board discussed the low water bill for April 2015. The April invoice was paid in March.
- All the invoices are posted to the strong room and available for the Board to review.
- Invoices are processed and paid in the Dallas office.
- Delinquencies were discussed.

**Officer, Committee and Management Reports**

Officers Reports

- No Report

ACC

- No Report

Landscape

- Information was provided on issues between the crew and management.
- The trees have not been planted since the paperwork was not signed.
- The Board discussed issues with the irrigation water pressure. An investigation determined the meter was replaced about the same time the issues began. A meeting is scheduled with the water company.

#### Website

- No Discussion

#### Associa Arizona Management Report

- A written report was included in the Board packet.

#### **Old Business**

##### Billing Statement

- A sample billing statement was provided for review.
- The Board discussed the format.
- The Board reviewed Newsletter articles.
- The Board approved the three page mailing.

##### Insurance Bids – Status Report

**A motion to table discussion for further review was made, seconded and passed with a unanimous vote.**

##### Updated Tenant List and Ratify \$15 Penalty for Those Not Returning Tenant Information Form

- The Board discussed imposing fines for Homeowners that have not returned the Tenant Information Form.

**A motion to impose fines for Homeowners that have not returned the Tenant Information Form was made, seconded and passed with a unanimous vote.**

#### **New Business**

##### Transfer/Disclosure Packet & CD

- Associa Arizona is providing the transfer/disclosure packet and CD to the Board.
- The Board expressed concern with the length of time it is taking to produce this information.
- The Board will review the information once it is received.

##### Black Shade Screens

- The Board discussed more Homeowners installing black shade screens.
- Homeowners should submit for this exterior alteration prior to beginning the work.
- The current Design Guidelines do not require the Homeowner to submit as long as the alteration blends with the window.
- The Board decided black or tan screens are acceptable and Homeowners are not required to file a submittal.

##### Potential Amendment to Violation Policy

- The Board discussed amending the final non-compliance letter to allow seven days to resolve the issue rather than 14-days.

- Associa Arizona was instructed to continue to use the 14-day time period.
- The Board has the authority to shorten the length of time if the violation is deemed warranted.
- The wording in the parking violation letters will be modified to clarify the restrictions.

As Brought Forth

- No Discussion

Next Meetings

- August 6, 2015 – Board Meeting

**Once Around the Table**

- No Discussion

**Adjournment**

**With no further business to discuss a motion to adjourn the meeting at 8:25 p.m. was made, seconded and passed unanimously.**