

CASAS ADOBES TERRACE



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Casas Adobes Terrace Homeowner's Association
2009 Annual Meeting
Christ the King Episcopal Church
2800 W. Ina Road

MINUTES of 2009 ANNUAL MEETING

DATE: December 8, 2009
TIME: 6:30 p.m.
LOCATION: Christ the King Episcopal Church

Present: Mike Brinks, President; Colleen Fernandes, Secretary/Treasurer
Absent: Peggy Ober, Vice-President
Management: Christine Johnson, ADAM, LLC
Homeowners: eleven owners present

- I. Meeting called to order at 6:30 p.m. and quorum established.
- II. Agenda adopted by consent
- III. Introductions completed
- IV. Proof of Notice - proof of notice of 12.08.09 Annual Meeting submitted
- V. Minutes of November 18, 2008 Annual Meeting approved as submitted to include the addition of 12.31.07 Balance Sheet and Income/Expense Report.

Chris Lambert moved that that Committee Chairpersons provide written reports to the membership at subsequent Annual meetings. Motion seconded and passed in a unanimous voice vote.

Barbara Bourne moved that the annual meeting minutes include the financial report. Motion was seconded and passed in a unanimous voice vote.

(Over)

VI. Community Update

- President's Report - Mike Brinks gave verbal and attached report
- Financial Report including 2010 Budget and Assessment - Mike Brinks gave report
- Landscaping Report - Peggy Ober's report attached. In response to concerns about utility earth work on common area section bordering Shannon south of Calle Lucinda, management was asked to contact utility requesting earth leveling and plant replacement.
- Architectural Control Committee Report - Mike Brinks gave report.
- Strategic Planning Report - Peggy Ober's report attached
- Importance of Volunteers - Mike Brinks gave report.
- Neighborhood Watch Report - Beth Puhler gave report
- Gating Opportunity: The Need and Means for Balanced Information - Mike Brinks gave report

VII. Questions and Answers - Discussion on: individual yard sales; ACC review process

VIII. 2010 Nomination Committee - Colleen Fernandes' gave verbal and attached report.

IX. Announce Election Results - Beth Puhler announced Colleen Fernandes elected to serve on the Board of Directors until October, 2011 .

X. Adjournment

Meeting adjourned at 8:20 p.m.

Respectfully submitted by Christine Johnson, ADAM, LLC

Casas Adobes Terrace Homeowner's Association
Annual Meeting
December 8, 2009; 6:30 p.m. to 8:30 p.m.

PRESIDENT'S REPORT NOTES FOR MEETING MINUTES

1. Results of this past year
 - a. Web Site:
 - 1) Mission, Vision and Value Statements were added;
 - 2) Financials from the previous month added to the Financial Page;
 - 3) CCR's and Bylaws are now on the web and they are searchable; and
 - 4) "Did Ya Know" added for useful tidbits of knowledge.
 - b. Violations
 - 1) Clarified that the Board, not the Architectural Control Committee is responsible for enforcing our Governing Documents.
 - c. Board
 - i. Approved the 2010 Association budget and 2010 assessment amount – details in financial report;
 - ii. Moved Annual Meeting to October (per CCR's and Bylaws);
 - iii. Barbara Bourne conducted a review of Association records and reported back to the Board;
 - iv. Approved revised Architectural Standards, Guidelines and Rules;
 - v. Clarified that the Board, not the Architectural Control Committee is responsible for enforcing our Governing Documents; and
 - vi. In the future we will report the number of violations, incidents of hearings, incidents of the Imposition of Fines, and incidents of "out-of-compliance to compliance" that occurred as a result of the Board following the Violation Protocol, but it is not available yet.
 - d. Park
 - i. Two concrete picnic tables, two benches with backs and two trash containers were purchased and installed to replace worn out tables, benches and trash containers.
 - e. Neighborhood
 - i. replaced 14 gallon open recycling containers with 35 gallon closed recycling container; (Over)

- ii. Sidewalk repair;
 - iii. Light repaired on Lucinda;
 - iv. Pothole repaired on Madelena;
 - v. Began "Yard Card" handed out to homeowners who have done an excellent job caring for their residence;
 - vi. The Board researched and reviewed the possibility of changing our individual mail boxes to "banks of mail boxes" and deemed that too expensive at this time; and
 - vii. Two Members of our Association researched the possible benefits and costs of installing gates to control access into Casas Adobes Terrace. The Board decided it is important for the Members to consider this opportunity and will be overseeing putting together a "Gated Opportunity Members Booklet" with arguments in favor and against the proposal, with at least two "Town Forums" for Members to ask questions after they have had the opportunity to review the Booklet prior to a vote of the Members.
- f. Strategic Planning Committee Formed. Headed by Peggy Ober, developed and approved the Values, Mission and Vision of Casas Adobes Terrace;
2. Importance of Volunteers – The Vital Importance of Member Participation to help accomplish the Mission and Vision of Casas Adobes Terrace. **Our Mission is "To develop a sense of community through the promotion of common interests, maintaining the aesthetics of the neighborhood, ensuring the value of our property, and preserving a high quality of life within Casas Adobes Terrace.** In order to do that we need:
- a. Community Relations (5-7)
 - b. Landscape Committee (minimum 3)
 - c. Strategic Planning (3 additional)
 - d. Architectural Control Committee Members (5-7)
 - e. Board Members (2)
 - f. Compliance Committee (minimum 3)
 - g. Finance Committee (2 additional)
 - h. Nominating Committee (minimum 3)
 - i. PASS OUT VOLUNTEER INFORMATION SHEET

Submitted by Mike Brinks

Landscape Report

The biggest achievement of Landscaping was the purchase of new tables and benches for the Retention Basin Park on Adella. The old tables, benches and waste receptacles were safety hazards. Two tables and two benches and 2 waste receptacles were installed.

Maintenance service was continued by Sol Design.

Submitted by Peggy Ober

Strategic Planning Report 12/09

The Strategic Planning Chair was established this year. Peggy Ober Chaired and Mike Brinks was a member. Meetings were set up to devise a SWOT survey, or in other words, Strengths, Weaknesses, Opportunities, and Threats. Many businesses use this format. Many good ideas were received and will be working on during the coming year.

From this survey, a Mission, Vision and Value statement was developed, distributed and placed on the website as a draft for homeowner input. It was then approved by the Board September 2009.

One homeowner mentioned the need for larger recycling containers. Upon investigation it was agreed by the board to get the larger sized containers at no extra cost. It seems to be working well for all.

Committees were identified.. As part of Board Development, existing and future board members were given a tour of Casas Adobes for familiarity of valves, timer boxes, easements and scope our responsibilities along Shannon. and the two basins. Board responsibilities were reviewed.

Submitted by Peggy Ober

The Nominating Committee is to recruit and review applicants to the board of directors. They look for homeowners who would be interested in serving on the board. They also interview applicants for the board. I went through this interview process when I submitted my nomination to the board. It was a very informal process but gave the committee a chance to ask me questions and for me to ask questions of the committee. I felt there was a good exchange of information.

Submitted by Colleen Fernandes

Approved 10.26.2010