

# Casas Adobes Terrace Homeowners Association

## Board of Directors Meeting Minutes

Christ the King Church – Upstairs – 2800 W Ina Road

December 16, 2020

As approved on January 28, 2021

**Present:** Rich Baumann, Amelia Cruz, and Howard Buehler. Also present was Community Director Heather Donlan representing Associa Arizona

**Absent:** All Present

**Homeowners Present:** Mark Hamilton

### Call to Order/Adoption of Agenda

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

### Homeowner Forum

- There were no questions or concerns presented by those present.

### CC&R Compliance

- Lot 175 – Recently moved a large political banner/flag from the front of the house to the garage which is visible from the street when the garage door is open. Current state statute requires all political signage to be removed from property 3 days after the election. This will be monitored over the next month and discussed at the next meeting.

### Approval of Meeting Minutes

***A motion to ratify the AIL approval of the September 23, 2020 meeting minutes as presented was made, seconded and passed with two approvals and one abstained.***

***A motion to adopt the September 23, 2020, October 6, 2020 and the November 3, 2020 ACC meeting minutes as presented was made, seconded, and passed with a unanimous vote.***

### Financial Report

- The Board was provided with the November 2020 financials for review.
- The Annual Reserve contribution in the amount of \$5,000 has been completed.
- Delinquencies were discussed.

***A motion to approve the November 2020 financials as presented was made, seconded, and passed with a unanimous vote.***

### Officer, Committee and Management Reports

#### Officers Report

No report was given

#### ACC

- Minutes from the September 1, 2020, October 6, 2020 and November 3, 2020 were adopted.

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### Landscape

- No updated report given.

### Website

- The 2020-yard sale was cancelled due to the pandemic.
- Clarification is needed to determine if two-yard sales are planned in 2021 or just one. The Board will follow-up with the head of the Neighborhood Watch.
- Consideration will be taken into account, to schedule the 2021-yard sale 1 week prior to the bulk trash pick-up.

### Associa Arizona

- A management report was provided to the Board which documented all management activities since the previous meeting. There were no questions.

### **Old Business**

#### Review of Violation Policy, Letters, ets

- This item was tabled for a later date.

#### Change in Collection and General Attorney/Law Firm

- The Board has accepted the contract presented by Goodman Holgrem Smith for collection activity and general counsel.
- The new contract still includes no additional fee to the association for collection activity. All fees are charged and paid by the delinquent Homeowner.
- Several accounts have been transferred to the new attorney to begin collection efforts.
- State statute now requires a certified notice be sent to a Homeowner prior to the account being transferred to the collection attorney. The notice allows the Homeowner an additional 30 days to make a payment.

***A motion to apply any certified mailing costs directly to the Homeowners account for collection efforts was made, seconded and passed with a unanimous vote.***

### **New Business**

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### Dictograph 2021 Contract

***A motion to accept the 2021 Dictograph Contract was made, seconded and passed with a unanimous vote.***

### 1.1.21 Billing Statements

The 1.1.21 billing statement has been prepared and mailed to all Homeowners

Over the past few years, Homeowners have made double payments resulting in refunds being issued. The Board discussed the possibility of additional administrative fees for processing and determined to take no action at this time. This will be considered in the future if the amount of double payments increases.

### 2021 Key Dates

The Board was provided with the 2021 Key Dates documenting important association activity required throughout the year.

Management was request to contact CPA Larry Recker to clarify what type of corporation the association files taxes under and to clarify the exact date state/federal taxes are due.

**Next Meeting** – January 28, 2021

***With no further business to discuss, a motion to adjourn the meeting at 7:38 was made, seconded and passed with a unanimous vote.***

Respectfully submitted by

Heather Donlan, CMCA, AMS

Community Director

For Casas Adobes Terrace HOA