

Casas Adobes Terrace Homeowners Association

Board of Directors Meeting Minutes

Christ the King Church – Upstairs – 2800 W Ina Road

December 19, 2019

As Approved on January 30, 2020

Present: Rich Baumann, Wilbur Beemer and Amelia Cruz. Also present was Community Director Heather Donlan representing Associa Arizona

Absent: All Present

Call to Order/Adoption of Agenda

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

Homeowner Forum

- A Homeowner present requested an update on the previous discussion to post a sign to remind Homeowners of the trash pick-up schedule. Trash reminders are currently included on the semi-annual billing statement along with a schedule posted to the web-site.

CC&R Compliance

Hearings

Lot 73 – The Homeowner completed a roofing project prior to receiving ACC approval. The home was recently sold. The new Homeowner submitted an ACC application and is currently working with the roofing company to have the remainder of the project completed. The Homeowner was granted an extension to have the repairs completed by January 7, 2020.

Follow-Ups

Lot 96 – The Homeowner recently installed a shed in the rear yard prior to ACC approval. The Homeowners did submit an ACC application which was denied by the ACC. The Homeowner was requested to remove the shed within 30 days. If the shed has not been removed, fines will be issued. The recommendation from the ACC was to enter the property and have the shed removed. The Board determined to begin with fines.

Lot 173 – The Homeowner recently removed a tree in the front yard and made a request for additional time to replace. Currently the front yard only has one tree.

A motion was made and seconded to allow the Homeowner until January 6, 2020 to replace the tree. The motion passed with a unanimous vote.

Approval of Minutes

A motion to approve the September 26, 2019 minutes as amended was made, seconded and passed with a unanimous vote.

A motion to adopt the September 3, 2019, October 1, 2019, and November 5, 2019 ACC minutes as presented was made, seconded and passed with a unanimous vote.

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Financial Report

The Board was provided with the November 2019 financials for review. The treasurer was previously provided with the September 2019 and October 2019 financial report. Delinquencies were discussed. Management was requested to obtain an updated collection report from Carpenter Hazelwood.

The September 2019, October 2019 and November 2019 financials were accepted as presented.

Officer, Committee and Management Reports

Officers Report

No report was given

ACC

Minutes from the September 3, 2019, October 1, 2019, and November 5, 2019 ACC meeting minutes were adopted.

Landscape

Complete Landscaping has provided a new contract slated to begin 2020. The new contract will increase the monthly maintenance. The Board is currently in the process of obtaining competitive proposals for consideration. One of the three backflows throughout the association has been leaking and is need of replacement. The cost for replacement is expected around \$800. Follow-up with Metro Water will occur to check on any kind of upgraded backflow preventer that can be installed.

Website

The web-site continues to be updated monthly.

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

Updated Collection Policy

Based on the recent new law that requires the last delinquency notice to be sent certified and allow the Homeowner an additional 30 days to make a payment, the Board was provided with an updated Collection Policy. The propoed policy includes the new state law requirements.

A motion was made and seconded to approve the Collection Policy as presented. The motion was approved with a unanimous vote.

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New Business

Appointment of Officers

A motion was made and seconded to appoint Rich Baumann as President, Wilbur Beemer as Vice President and Amelia Cruz as Treasurer/Secretary. The motion was approved with a unanimous vote.

2020 Key Date Calendar

The Board was provided with a 2020 Key Date Calendar that documents all important dates for the year. Management was requested to make one correction.

Getting New Homeowners into the System Faster

When a new Homeowner purchases a home, it takes 4-6 weeks to have the account created and any payment made at closing entered. The Board requested Associa Arizona to continue to collect one assessment ahead to ensure the new Homeowners' account remains current.

2019 CPA Compilation Approve Retainer/Contract

A motion was made and seconded to accept the Letter of Engagement from Larry Recker in the amount of \$350 for the preparation of the 2019 tax return and the year-end financial compilation. The motion was approved with a unanimous vote.

2020 Dictograph Contract

A motion was made and seconded to approve the 2020 Dictograph Contract with an increase from \$21 per hour to \$23 per hour. The motion was approved with a unanimous vote.

Next Meeting – January 30, 2020

With no further business to discuss, a motion to close the meeting at 7:30 was made, seconded and passed with a unanimous vote.

Respectfully submitted by

Heather Donlan, CMCA, AMS

Community Director

For Casas Adobes Terrace HOA