

Casas Adobes Terrace Homeowners Association

Board of Directors Meeting Minutes

Christ the King Church – Downstairs – 2800 W Ina Road

December 6, 2018

As approved on January 24, 2019

Present: Rich Baumann, Fonda Thompson and Amelia Cruz. Also present was Community Association Manager Heather Donlan representing Associa Arizona

Absent: All Present

Call to Order/Adoption of Agenda

- The meeting was called to order at 6:28 p.m.

Homeowner Forum

- There were no questions or concerns from Homeowners present.

CC&R Compliance

Hearings

- Lot 071 – Visible Trash Cans and Parking – The Homeowner was present to discuss both violations. A guest had been staying at the home which increased the number of vehicles. To keep the vehicles off the street, the vehicles were parked at the entrance to the association. The Homeowner is working to clear out to the garage to allow for 2 vehicles. Once the Homeowner received the Cease and Deist notification, the vehicles were immediately moved. The Board reminded the Homeowner that the driveway can be widened to allow more parking spaces if needed. If a guest is visiting for several days, the Homeowner was asked to contact Associa Arizona to obtain permission for short term parking.

Several occurrences of the trash can left out have been identified with the lot. The Homeowner stated a few of the observations, the can belonged to the neighbor. Due to the late pick-up, the Homeowner no longer puts the recycle can out. The Board determined that if no additional trash can violations are observed in the next 6 months, the violation will reset to a Notice of Violation

- Board Application for lot 071 – The Homeowner submitted a completed Board Application to fill a vacant seat on the Board. The Board conducted an interview. At this time, the Board remains concerned with the amount of time the homeowner will be out of the state and unable to participate. The Board will consider the application at a later date.

Follow-Ups

- Lot 141 – Solar installed without prior approval – Fine issued. The Homeowner was previously requested to obtain a written statement from the solar company stating why the panels could not be moved to a less visible location on the roof. Statement has not been provided. If found valid, the ACC would reconsider the previous denial of the solar installation.

A motion to issue a fine in the amount of \$5 per day beginning November 5, 2018 was made, seconded, and passed with a unanimous vote.

- Lot 175 – The Homeowner did not appear at the September hearing for a visible trash can.

Correspondance

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- Lot 133 – The Homeowner submit a request to reconsider the fine that was issued for the non-compliance issue of a visible trash can.

A motion to waive the fine issued for the visible trash can with the exception that if the violation reoccurs in the next 6 month the amount will be reapplied with additional fines, was made, seconded, and passed with a unanimous vote.

Approval of Minutes

A motion to approve the September 27, 2018 minutes as amended was made, seconded and passed with a unanimous vote.

A motion to approve the October 25, 2018 Organizational meeting minutes as presented was made, seconded, and approved with a unanimous vote.

A motion to adopt the September 4, 2018, October 2, 2018 and November 6, 2018 ACC minutes as presented was made, seconded and passed with a unanimous vote.

Financial Report

- The Board was provided with the October 2018 financials for review.
- As of October 31, 2018, Operating funds total \$41,822.53.
- The total amount for all Reserve funds which includes one CD, totaled \$59,268.71.
- Delinquencies were discussed.

A motion to approve the October 2018 financials as presented was made, seconded, and passed with a unanimous vote.

Approve 2019 Budget

- The Board was presented with a drafted 2019 budget with no increase to the semi-annual assessment.
- The recently approved 2019 contract with Waste Management, has decreased the yearly trash amount from \$26,937 to \$26,343.
- The last increase to the assessment was in 2009.
- The Board was provided with a copy of the January 2019 billing statement. Statements will be printed and mailed by December 15, 2018.

A motion to approve the 2019 budget as presented was made, seconded, and passed with a unanimous vote.

Officer, Committee and Management Reports

Officers Report

- No report was given

ACC

- Minutes were provided.

Landscape

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- Tree work has been completed.
- Complete Landscaping has provide a tree trimming deal to all Homeowners. The deal has been posted to the website.

Website

- The web-site continues to be updated monthly.

Associa

- A management report was provided to the Board which documented all management activities since the previous meeting.
- The Board was provided with the Exhibit A which list all ancillary charges not covered by the current management contract.
- The Board will research the option of providing envelops to cut down on the expense.

Old Business

- There was no Old Business discussed.

New Business

Dictograph Contract Renewal

- Dictograph provided a 2019 contract. Beginning in January 2019, each inspection will increase from \$21 to \$21.75.
- 1 inspection per week will continue in 2019.

Insurance Renewal

- The association has 2 insurance policies. One policy covers liability and the other covers Directors & Officers.
- Both policies expire in February 2019. Once renewed, the D&O policy will not expire for 3 years. The general liability policy is valid for 1 year.
- Management was directed to follow up with the insurance provide to obtain the necessary paperwork.

Key Dates for 2019

- The Key Dates outlines important association deadlines for 2019.

Next Meeting – Thursday January 24, 2019

With no further business to disucss, a motion to close the meeting at 8:28 was made, seconded and passed with a unamious vote.

Respectfully submitted by

Heather Donlan, CMCA, AMS