

**Casas Adobes Terrace Homeowners Association**  
**Board of Directors Meeting Minutes**  
**Christ the King Church – Downstairs – 2800 W Ina Road**  
**December 7, 2017**  
**As Approved on February 1, 2018**

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

Absent: All Present

Homeowner Present: Andres Lamm and Katherine & Thomas Teegarden

Call to Order/Adoption of Agenda

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

Homeowner Forum

CC&R Compliance

Hearing

- Lot 182– The homeowner was present to discuss violation letter that have been issued for several occurrences where the garage door has been left over for extended periods of time. The homeowner explained the location of his property draws rodents and pests. He regularly spray the garage and leave the door open to air out. Repairs to his cars are also made. The homeowner was provided with the wording in the documents that does not allow garage doors to remain open. The Board discussed the concerns with the length of time the garage door has been staying open. On recent inspections, it has been noted the violation has been corrected. The Board determined to not assess a fine.
- Lot 71 – The homeowner was present to discuss a recent Friendly Reminder received for parking the street. The homeowner explained the vehicle noted in the letter belongs to her son who was visiting for the holiday. Another letter received referenced a green Honda which does not belong to the homeowner. When the son visits, the homeowner juggles vehicles to park all vehicles in the garage and driveway.
- Lot 29 – The homeowner was not present to discuss reconsideration for a parking a fine that has been issued. The Board discussed the parking in street has not been corrected. The Board determined that on the next occurrence fines will be issued.

Correspondence/Telephone

- Lot 74– The homeowner submitted a request for reconsideration for a parking fine that has been assessed to his account. The Board was provided with the homeowner's statement and current account history.

A motion was made to waive the fine if the violation has not reoccurred within the next 90 days. If the violation reoccurs in the next 90 days, the fine will remain and additional fines issued, seconded, and passed with a unanimous vote.

- Lot 22 – The homeowner submitted a request for reconsideration to waive late fees, late interest and handling charges that have been issued to the account. The Board was provide with a current account history. Management was directed to check with Senior Management to have the additional handling charges removed.

A motion was made to waive the late fees and late interest, but can not remove the handling charges applied, seconded, and passed with a unanimous vote.

- Lot 119 – The homeowner made a request to reconsider late fees, late interest and fines applied to the account for payment in full. Recent inspection have identified the violation of parking in the street has not been corrected.

A motion was made to not grant a waiver for any additional fees to be removed, seconded, and passed with a unanimous vote.

#### Approval of Minutes

*A motion to approve the September 28, 2017 meeting minutes and the October 27, 2017 Organization meeting minutes as amended was made, seconded and passed with a unanimous vote.*

*A motion to not adopt the September 5, 2017 and the October 3, 2017 ACC minutes as presented was made, seconded and passed with a unanimous vote.*

- The ACC will be asked to correct the minutes to include a section for all expired approvals. This item will be added to the next agenda.

#### Financial Report

- The September 2017 and the October 2017 financials were provided for review.
- There were no questions or concerns.

The September 2017 and the October 2017 financials were accepted as presented.

#### 2018 Proposed Budget

- The Board was provided with a revised proposed 2018 budget.
- The proposed budget does include a 3% increase for Waste Management and Associa Arizona.
- An updated contract from Dictograph includes an increase of \$1.00 per inspection. The amount budgeted will increase to \$1,092 per year.
- Landscape maintenance increase.

A motion was to approve the 2018 proposed budget as amended was made, seconded, and passed with a unanimous vote.

#### Officer, Committee and Management Reports

Officers Reports

- No Report

ACC

- No report given.

Landscape

- No report was given

Website

- No report given.

Associa Arizona Management Report

- The Board was a current management report which documented the management activities since the last meeting.

Old Business

Lot to Lot Drainage

- 30 possible lots have been identified as possibly missing a drainage swale in the front yard. These areas are located between the 2 properties.
- An inspection needs to be conducted to clearly identify which lot needs repairs.
- This item was tables for further review.

Transfer/Disclosure Packet Review- Updated version to be looked at

- This item was tabled for additional review.

CC&R Violation Letter/Policy Discussion

- The Board will work to schedule a working session to discuss this item.

New Business

2018 Key Dates

- The Board was provided with a calendar which identifies important dates for the association. Management was directed to make several updated and provide new document to the Board.

Town Sq vs Associa Access

- The Board express discontent with the recent email notification that have been sent to homeowners to sign up for Sign Sq without approval from the Board. Management was directed to ensure future communication sent to homeowners is approved by the Board prior to sending.

Dictograph 2018 Contract

- Dictograph provided an updated 2018 contract which includes an increase in the amount \$1.00 per inspection.

A motion to approve the Dictograph contract with an increase in the amount of \$1.00 per inspection was made, seconded, and passed with a unanimous vote.

Next Meeting

- February 1, 2018 - Christ the King Church -2800 W. Ina Road beginning at 6:30 pm

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.