

Casas Adobes Terrace Homeowners Association

Board of Directors Meeting Minutes

Christ the King Church – Upstairs – 2800 W Ina Road

January 24, 2019

As Approved on March 28, 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 6:30 p.m.

Homeowner Forum

- The Homeowner from lot 6 was present to discuss her concerns with a recent notice she received regarding her trash can visible on a non-trash day. The Board will check the previous history. Based on the findings the Board may determine if the violation re-occurs the same notice will be issued rather than being escalated. The Homeowner was reminded a copy of Waste Management's holiday schedule is included with every billing statement as well as a current schedule posted on the web-site.

CC&R Compliance

Hearings

- 139 – Visible Trash Cans – The Homeowner was present to request reconsideration for several fines issued for the trash can visible on a non-trash day. The Board reminded the Homeowner that several of the occurrence were observed during a holiday week. The Homeowner was encouraged to check the web-site regularly to view the holiday's observed by Waste Management. The Board will review the current history of the violation. After review, the Board may consider a waiver of the fines pending no further occurrences in the next 6 months. The Homeowner will be provided with an update.
- Lot 142 – Parking and Trash Can – The Homeowner was present to request reconsideration for fines issued for the trash can visible on a non-trash day. The Board will review the history of the violation. Based on the findings, the Board may consider waiving the fine issued pending no further occurrence in the next 6 months. The Homeowner will be provided with an update

The Homeowner also discussed notices regarding violation notices for parking. The Homeowner stated the notices are for care givers that regularly visit the home. The Board asked the Homeowner to provide the vehicle information, including make, model and license plate number of the regular caregivers and the possible times of the day the cars may need to be parked in the street. The Board also indicate these vehicles need to be parked in the driveway when space is available.

Follow-Ups

- Lot 127 – Re-Roof without prior approval, not paint trim after – The Homeowner has submitted a completed ACC form for review of the roofing project and painting of the exterior. The Board will review waiving fines issued once final approval has been granted.
- Lot 141 – Solar without prior approval – No additional information has been receiving from the Homeowner. After the February ACC meeting, the Board will consider continuing with the fines. A motion to continue with daily fines following the February ACC meeting was made, seconded, and passed with a unanimous vote.

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- Lot 14 – The tenant provided a request for reconsideration for fines issued for a visible trash can. Management confirmed no Tenant Form is currently on file for the property. The Board determined a Tenant Form is required to be on file prior to any consideration for fine waiver will be considered.

Correspondance

- Lot 159 – The Homeowner submit a request to reconsider the fine that was issued for the non-compliance issue of roof work prior to receiving approval and a fine issued for a trailer in the driveway. The Board determined the Homeowner has submitted a completed form to the ACC for review. The trailer has been removed from the association. The Board may consider waiving the fines for the unapproved roof work being completed pending final approval from the ACC.

A motion to waive the fine issued for the trailer in the driveway 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.

- Lot 175 – The Homeowner previously requested a hearing before the Board for contiuing occurrence of a visible trash can on a non-trash day. The Homeowner was not present for the hearing. No further action was taken at this time.

Approval of Minutes

A motion to approve the December 6, 2018 minutes as amended was made, seconded and passed with a unanimous vote.

A motion to adopt the December 4, 2018 ACC minutes as presented was made, seconded and passed with a unanimous vote.

Financial Report

- The Board was provided with the December 2018 financials for review.
 - As of December 31, 2018, the operating account totaled \$49,00.98. The total amount of the Reserve account including all investments was \$59,316.60.
 - The yearly reserve contribution in the amount of \$5,000 was completed in October.
 - The Board was provided with several items from Waste Management, a copy of a current invoice, a past invoice, the current approved contract and the previous contract.
 - Concerns remain with the recently billing received from Waste Management. A new contract was approved in October 2018. The invoice now includes a line item as well as charge for fuel/environmental charges along with regulatory fees.
 - In the past thee fees have largely varied and increased the amount paid by the association.
 - The Board will continue discussion with a Waste Management Representative to remove the line item from the invoice or ensure there is no dollar amount listed.
 - Delinquencies were discussed.
- The December 2018 financials were accepted as presented.

Officer, Committee and Management Reports

Officers Report

- No report was given

ACC

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- Minutes from the December 2018 meeting were provided for adoption.

Landscape

- Complete Landscaping continues to offer a special tree trimming rate to all Homeowners.
- A proposal from Desert West Tree and Landscaping in the amount of \$1,825. The proposal includes the trimming/pruning of 5 trees along Shannon and 3 trees in the park area.
- A proposal was provided by Desert West and Complete Landscaping for consideration. Due to the higher rate, the proposal from Complete Landscaping was not accepted.

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.

Old Business

Approve Insurance renewal due in February

- A renewed policy from the Mahoney Group was provided to the Board. The premium for general liability along with D&O coverage is \$1,060. There is no change to the term of the policy.
- The increase to the policy is \$35.00 from last year.
- An additional proposal was received and review. The deductible was quoted at \$5,000, which would increase the deductible by \$2,500 from the current policy.
A motion to accept the renewed insurance policy in the amount of \$1,060 from the Mahoney Group was made, seconded, and approved with a unanimous vote.

New Business

Approve CPA Letter of Engagement – Larry Recker

A motion was made to approve the Letter of Engagement from Larry Recker in the amount of \$300 for the completion of the 2018 tax return and year end financial compilation was made, seconded and passed with a unanimous vote.

Next Meeting – Thursday March 28, 2019

With no further business to discuss, a motion to close the meeting at 8:16 was made, seconded and passed with a unanimous vote.

Respectfully submitted by

Heather Donlan, CMCA, AMS

For Casas Adobes Terrace HOA