

**Casas Adobes Terrace Homeowners Association
Board of Directors Meeting Minutes
Christ the King Church – Library – 2800 W Ina Road
January 28, 2016
As Approved on March 29, 2016**

Present: Rich Baumann, Peggy Ober and Howard Buehler. Also present was Heather Donlan representing Associa Arizona.

Absent/Excused: All Present

Call to Order/Adoption of Agenda

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

Homeowner Forum

- The Homeowner at Lot 123 requested to keep the green light year round.
The meeting was recessed to Executive Session at 6:33 p.m.
The meeting reconvened at 6:34 p.m.
The Architectural Design Guidelines regarding this issue were read to those present. The issue will be resolved in action in lieu of a meeting.
- The Homeowner at Lot 123 expressed concern about receiving a violation letter for a trash container. He advised he was ill and not able to bring the container in.
The Homeowner was advised to contact the management company if there was a reasonable cause that prevented the trash container from being put away. The Board explained the rules for trash containers.
- The Homeowner at Lot 109 attended the meeting to discuss a trash container violation. He requested that notices be mailed to his address. He also requested the Board waive the fines.
Several violation letters were issued and fines were imposed.
A motion to waive the fines if there are no further violations within six months was made, seconded and passed with a unanimous vote.

CC&R Compliance

Hearing

- No Discussion

Follow-Up

- Lot 123 – The Homeowner requested to keep the green light year round.
The meeting was recessed to Executive Session at 6:33 p.m.
The meeting reconvened at 6:34 p.m.
- Lot 028 – Paint solar boxes – The Homeowner is working with Solar City – not painted
- Lot 029 – Changed paint colors without approval – Resolved and closed

- Lot 078 – Missing roof tiles – paint fascia – air conditioner has been removed – Fines issued and continuing.
- Lot 100 – Paint solar boxes – Completed 12/01/15 pending ACC final approval
- Lot 101 – Solar boxes and roof vents painted 12/18/15 - Closed
- Lot 173 – Paint house by front entrance – Closed
- Lot 105 – The metal scalloping under the roof tile is painted a different color – Letter will be issued

Correspondence/Telephone

- Lot 058 – Communication for trash container violations
A motion to send pictures of the violations with the date to the Homeowner and advise no action will be taken on the July 2015 violation since a picture was not taken was made, seconded and passed with a unanimous vote.
- Lot 084 – Fine reconsideration
A motion to waive the fines if there are no further violations within six months was made, seconded and passed with a unanimous vote.
- Lot 159 – Fine reconsideration
A motion to waive the fines if there are no further violations within six months was made, seconded and passed with a unanimous vote.
- Lot 173 – Fine reconsideration
A motion to waive the fine was made, seconded and passed with a unanimous vote.
- Lot 059 – The Homeowner requested date and time stamped pictures of the trash container violations.
Ms. Donlan was requested to forward the pictures of the violation along with the rules.
- Lot 175 – Vulgar letter regarding a trash container violation.
Ms. Donlan was requested to explore possibly having the Associa Arizona President issue a letter to the Homeowner.
- Lot 103 – Fine reconsideration
A motion to waive the fines was made, seconded and passed with a unanimous vote.

Approval of Minutes

A motion to approve the December 8, 2015 Board Meeting minutes as amended was made, seconded and passed with a unanimous vote.

A motion to table the adoption of the November 3, 2015 approved ACC Meeting minutes due to no meeting being held in December 2015 or January 2016 was made, seconded and passed with a unanimous vote.

Financial Report

- The November 30, 2015 and December 31, 2015 financials were provided for review.

Officer, Committee and Management Reports

Officers Reports

- No Report

ACC

- The Committee approved adding a 30-day clock to paint after solar is installed that would be included in the approval letter.
- The Committee will investigate adding a fillable ACC form to the website.

Landscape

- No Report

Website

- No Report

Associa Arizona Management Report

- A written report was included in the Board packet.

Old Business

Insurance Bids – Status Report

- Insurance bids were provided for review.
- Discussion was tabled for further investigation.

CD Funds Reinvest

- Tabled pending evaluation of alternatives.

Transfer/Disclosure Packet & CD

- Tabled

Violation Letter and Policy Potential Changes

- The Board discussed the form violation letters and the information automatically included in the base of the letter.
- Any reference to 14-days to resolve the issue will be removed from the letter.

New Business

Associa Vendor Access

- Associa started a new vendor portal that allows vendors to access their invoices and payments.
- Vendors are required to pay \$150.00 per year to access the portal.
- A third party company will monitor insurance coverage for all vendors to make sure it is current and meets industry standards, have proper licensing and pass a background check.
- The Board has the option of signing a waiver for any vendor that would allow them to continue to work for the Association without paying the \$150.00 fee. The vendor will still be required to update their profile and provide proof of insurance.

Dictograph Contract

- The Dictograph renewal contract was provided for review.
- Dictograph charges \$30.00 for inspections conducted on holidays. They were requested to suspend inspections for the Thanksgiving and Christmas holidays.

Ms. Donlan was requested to verify tours would not be conducted the weeks of Thanksgiving and Christmas. She was also requested to verify they will place notices on the vehicles at no additional charges.

- The Board approved the proposed contract

Larry Recker CPA Contract for 2015 Compilation

- The cost is \$300.00 for the compilation and income taxes preparation. The contract for the 2015 compilation was provided for review. The Board approved the contract as presented.

Mailbox – Maintenance Condition

- The Board discussed mailbox maintenance.
- The mailboxes will be inspected to develop a list of maintenance issues.

Potential Special Trash/Recycle Inspections

- An extra trash container inspection will cost \$55.00.
Ms. Donlan was requested to determine when personnel will be available to conduct trash container inspections.

As Brought Forth

- No Discussion

Next Meeting

- March 29, 2016 – Board Meeting

Once Around the Table

- No Discussion

Adjournment

With no further business to discuss a motion to adjourn the meeting at 8:37 p.m. was made, seconded and passed unanimously.