

Casas Adobes Terrace Homeowners Association

Board of Directors Meeting Minutes – September 26, 2019

Christ the King Church - Upstairs - 2800 W Ina Road

As approved December 19, 2019 (page 1 of 2)

Present: Rich Baumann, Fonda Thompson 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 4:01 p.m.

Homeowner Forum – There were no Homeowners present.

CC&R Compliance

Hearings

No hearing requested

Follow-Ups

Lot 106 - The Board previously determined to monitor any further parking violation at this property. The review was conducted over the past 2 months. No additional parking violations have been noted.

A motion was made to remove the outstanding fines. If the violation reoccurs in the next 6 months the fines will reapply and additional fines issued. The motion was seconded and passed with a unanimous vote.

Correspondence

Lot 11 - The Homeowner submitted a Request for Reconsideration of fines issued for a recent trash can sighting. The Board was provided with a copy of the request along with a copy of the current account history.

A motion was made to approve the Homeowners request to waive the fine issued for the trashcan sighting. If the violation is noted within the 6 months the fine will be reapplied and additional fines issued. The motion was seconded and passed with a unanimous vote.

lot 112 - The Board held a hearing with the Homeowner and tenant on July 25 to discuss on going parking violations. The tenant requested a copy of the Arizona state statute that allows emergency response vehicles to park in the street when the CC&R's do not allow street parking.

The Board determined that the statute reference was provided verbally to the Homeowner and Tenant at that hearing and would not be sending it so as not to be misconstrued as providing legal advice.

Approval of Minutes

A motion to approve the July 25, 2019 minutes as amended was made, seconded and passed with a unanimous vote.

A motion to adopt the July 3, 2019 and August 6, 2019 ACC minutes as presented was made, seconded and passed with a unanimous vote.

Financial Report

The Board was provided with the August 2019 financials for review. As of August 31, 2019 the operating account totaled \$58,677.97 and the Reserve account totaled \$59,470.38. Management report the additional \$50 transfer fee owed by Associa Arizona is being processed and should appear on the September financials. Delinquencies were discussed.

The August 2019 financials were accepted as presented.

A motion was made to transfer \$5,000 from the Operating account to the Reserve account for the annual reserve contribution. The motion was seconded and passed with a unanimous vote.

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Officer, Committee and Management Reports

Officers Report

No report was given

ACC

Minutes from the July 3, 2019 and August 6, 2019 ACC meetings were provided for adoption.

Landscape

Complete Landscaping is in the process of completing a revised 2020 contract. A price increase will be necessitated due to Arizona's increased minimal wage statute. Once received it will be accepted and signed.

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. The Board was provided with a drafted Exhibit A which shows a menu of charges outside the scope of the management contract. Management was requested to maintain the Auditors Assistance fee at \$95 and to reconsider the postage rate to include the US pre-sort rate rather than the US postal rate for a 1 oz letter.

Old Business

Interview Fred Kimball (ACC Candidate)

The Board has invited Fred Kimball to 3 Board meetings to conduct an interview and appoint him to serve on the ACC. Mr. Kimball has not been available to meet. Members of the Board will try to schedule something during the weekend at the park.

New State Statutes Regarding Billing Statements and collections

The new law regarding billing statements becomes effective January 2020. The statement is now required to show the immediately preceding account history. The new law also requires Final collection letters must give a 30 day notice before turning over to collection attorney and be sent by certified mail beginning August 27 2019. The Board is updating the current statements and collection policy to comply

New Business

Board Applications

Wilbur Beemer submitted an application to run for an upcoming vacant seat on the Board. No additional applications were received.

2020 Budget

Management presented the Board with a draft 2020 budget. The budget does not include any increase to assessment or management fees. Waste Management will have a 3% increase to their current contract, which was calculated in.

A motion was made to approve the draft 2020 budget as presented. The motion was seconded and passed with a unanimous vote.

Annual Meeting Mailing

The Annual Meeting is scheduled for October 24, 2019. To meet the bylaw requirements, the mailing has to be mailed by October 4, 2019.

Next Meeting – Annual Meeting October 24, 2019, 6:30pm at Christ the King Church

Adjournment – *With no further business to discuss, a motion to adjourn the meeting at 4:56 was made, seconded and passed with a unanimous vote.*

Respectfully submitted by Heather Donlan, CMCA, AMS, Community Director For Casas Adobes Terrace HOA