

Casas Adobes Terrace Homeowners Association

Board of Directors Meeting Minutes

Christ the King Church – Upstairs – 2800 W Ina Road

December 7, 2023 – approved

Present: Amelia Cruz, Howard Buehler, and Fonda Thompson. Also present was Community Manager Corena Selwitschka representing Associa Arizona.

Absent: All Present

Homeowners: Lot 40, Lot 49, Lot 118, Lot 124

Call to Order/Adoption of Agenda

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

Homeowner Forum

- Addressed Lot 40's inquiry to waive \$20.00 fine
- Martha Lee reminded everyone of the holiday potluck to be held on December 17, 2023 from 3pm-5pm; flyers being sent out
- A lost dog was found in the neighborhood. Anyone with information regarding the owner of the dog should contact Martha Lee.

CC&R Compliance (by Lot #)

- a. **Hearing(s) - None**
- b. **Follow-up, etc.**
 1. **Lot 30 – requested reconsideration of \$200.00 fine**
 - Board discussed. *A motion to refund the homeowner the \$200.00 fine that was applied to their account for an authorized improvement was made by Howard Buehler, seconded by Amelia Cruz and unanimously approved.*
 2. **Lot 36 - requested mesquite tree branches overhanging into yard be trimmed**
 - Board discussed. Board to obtain quote from Complete Landscaping to have tree trimmed.
 3. **Lot 40 - request to waive \$200.00 fine**
 - Homeowner was present to inquire if waiver of fine was approved and to ask if an application would be needed for reapplication of driveway coating in March. Board approved waiver of \$200.00 fine and informed homeowner that an application will not be needed.
 4. **Lot 152 – requested reconsideration of applied fines**
 - Board discussed. *A motion to refund the homeowner \$600.00 of the total applied fines of \$1,009.00 was made by Howard Buehler, seconded by Fonda Thompson, and was unanimously approved.*
- c. **Correspondence**
 1. **Lot 165 – requested trimming of trees behind his Lot and neighbors' in common area along Shannon**
 - Landscape Chair confirmed this issue was addressed.

Approval of Meeting Minutes

- a. **Review and approve September 28, 2023 Board meeting minutes & October 26, 2023 Organizational Minutes**
 - The September 28, 2023 Board meeting minutes and the October 26, 2023 Organizational minutes were provided to the Board for review and approval. *A motion to approve the September 28, 2023 Board meeting minutes and October 26, 2023 Organizational meeting minutes as submitted was made by Howard Buehler, seconded by Amelia Cruz and passed with a unanimous vote.*
- b. **Adoption of September 5, 2023; October 3, 2023; and November 7, 2023 ACC approved minutes**

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- A copy of the September 5, 2023; October 3, 2023; and November 7, 2023 approved ACC minutes were provided to the Board for review. ***A motion to adopt the noted ACC meeting minutes as submitted was made by Amelia Cruz, seconded by Howard Buehler and unanimously approved.***

Financials

- a. **Review September 2023 and October 2023 Financials**
 - The Board was provided with the September 2023 and October 2023 financials. ***A motion to approve the September 2023 and October 2023 financials as submitted was made by Howard Buehler, seconded by Fonda Thompson and passed with a unanimous vote.***
- b. **Delinquencies/Collections – discussed in closed session, following open meeting.**

Officers, Committee, and Management Reports

Officers/Board Member Report

- No report provided

ACC

- The meeting minutes from September, October and November were adopted.

Landscape

- Irrigation leak – sprinkler head repaired twice, then replaced; leak remained. Replaced first sprinkler in zone 2 and an additional one needs to be replaced and then issue should be resolved.
- Watering of park area is down to once a week.
- Landscape maintenance is now focused on the entryways and the common area along Shannon.

Website

- No new information was forthcoming.

Management Report

- The Board was provided with a current management report which documented the management activity since the last meeting. Manager conducted audit of outstanding Associa invoices that were paid this year. A comparison sheet was provided that included any credits applied to the invoices, the amounts paid for printing, copying, and postage and a breakdown of what was actually financially accountable for the current year. Board requested a line item be added to the financials showing total amount paid for outstanding invoices so it can be reconciled at the end of the year.

Old Business

- a. **Association Credit Card**
 - Board discussed. ***A motion to obtain Association Credit Cards was made by Amelia Cruz, seconded by Howard Buehler, and unanimously approved.*** Board to draft code of conduct policy for credit card use.
- b. **2024 Exhibit A & Budget**
 - Management wanted to confirm that the data for both the 2024 Exhibit A and the approved 2024 budget were accurate before sending out budget notice to homeowners. Board verified the information was correct.

New Business

- a. **Approval of \$300.00 Donation to CTK Church**
A motion was made to approve a donation of \$300.00 to Christ the King Church for the use of the meeting room was made by Howard Buehler, seconded by Amelia Cruz and unanimously approved.
Check to be posted in January and manager to have in hand for next meeting.

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b. Insurance Renewal

- The Board was provided with the insurance renewal packet for review. ***A motion to renew insurance with the Mahoney Group was unanimously approved.*** Manager to have insurance company correct the outdated information on the application and resubmit.

c. Dictograph Contract Renewal

- Board discussed. ***A motion to renew the Dictograph contract for 2024 was made by Howard Buehler, seconded by Amelia Cruz, and unanimously approved.***

Next Board Meeting – Thursday, January 25, 2024 - 6:30 PM at Christ the King Church

Once Around the Table

- Board member, Fonda Thompson, proposed converting the park area into a desertscape to decrease the Association's water cost. Pros and cons discussed. Fonda Thompson to provide proposal for consideration. Any decision to change the current use of the park area will have to be put to a Member vote.

With no further business to discuss, a motion to adjourn the regular meeting and adjourn to closed session at 7:49 p.m was made by Howard Buehler, seconded by Amelia Cruz, and passed with a unanimous vote.

Respectfully submitted by Corena Selwitschka, Community Manager
For Casas Adobes Terrace HOA