

# Casas Adobes Terrace Homeowners Association

## Board of Directors Meeting Minutes

Christ the King Church – Upstairs – 2800 W Ina Road

January 25, 2024 – approved March 28, 2024

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

**Absent:** All Present

**Homeowners:** Lot 49, Lot 124, Lot 173

### Call to Order/Adoption of Agenda

The meeting was called to order at 6:31 p.m.

### Homeowner Forum

➤ Reminder of neighborhood clean-up on February 3, 2024 along Shannon Rd.

### CC&R Compliance (by Lot #)

- a. **Hearing(s)** - None
- b. **Follow-up, etc.**
  1. **Lot 159** – request for the \$280.00 fine be waived was tabled until project is complete.
- c. **Correspondence**
  1. **Lot 9** – **inquired about rental restrictions.** Board directed management to send Rental Packet.
  2. **Lot 94** – **missing recycle bin; requested replacement.**
  3. **Lot 119** – **requested new trash can**
  4. **Lot 140** – **complained about violation notice received for parking.**

### Approval of Meeting Minutes

- a. **Review and approve December 7, 2023 Board meeting minutes**
  - The December 7, 2023 Board meeting minutes were provided to the Board for review and approval. ***A motion to approve the December 7, 2023 Board meeting minutes as submitted was made by Howard Buehler, seconded by Amelia Cruz and passed with a unanimous vote.***
- b. **Adoption of December 5, 2023 ACC approved minutes**
  - A copy of the December 5, 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 Howard Buehler, seconded by Amelia Cruz and unanimously approved.***

### Financials

- a. **Review November 2023 and December 2023 Financials**
  - The Board was provided with the November 2023 and December 2023 financials. ***A motion to approve the November 2023 and December 2023 financials as submitted was made by Howard Buehler, seconded by Amelia Cruz 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 December 5, 2023 were adopted.
- A letter regarding the approval process for solar panels to be drafted by Board and provided to management to be included with any solar panel application or violation.

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### Landscape

- North side mesquite tree at park is overgrowing into homeowner's Lot. Tree scheduled to be trimmed back late January.
- Dead tree in planter area to be removed.
- Landscaping crew to focus on areas along wall on Shannon and the entryways.

### Website

- Still being maintained by Martha
- No new developments for a new website were forthcoming.

### Management Report

- The Board was provided with a current management report which documented the management activity since the last meeting. Management to submit transfer of resale fund from 2022-2023. A quarterly settlement report will be provided to the Board moving forward.

### **Old Business**

#### **a. Association Credit Card**

- A draft of the proposed policy for the issuance and use of Association credit cards was provided for review. Policy to be approved prior to completion of credit card application and issuance of cards to designated members.

#### **b. Park Conversion to Desertscape**

- Plan development in progress. Proposal in the works.

#### **c. Insurance Renewal**

- Renewal was approved at last meeting, however, Board would like company to correct the outdated information before payment is made.

### **New Business**

#### **a. Homeowner/Associa Communications**

- Discussed issues with new client service "tracking" program for incoming calls/emails to customer service. Created tickets post to TownSq with no information attached. Management has taken steps to have all incoming homeowner calls routed directly to manager. All tickets to make notes visible on TownSq so Board is assured the homeowner has received a response.

#### **b. Landscape Contract Renewal**

- Board considering obtaining additional proposals for price comparison.

#### **c. CPA Engagement**

- Two-year contract was signed with CPA Larry Recker last year and the Board elected to retain his services for the preparation of the 2023 state and federal taxes.

#### **d. Smith & Wamsley Rate Increase Notice**

- A notice of increased rates for Smith & Wamsley was provided to the Board for discussion.

**Next Board Meeting – Thursday, March 28, 2024 - 6:30 PM at Christ the King Church (room change – TBA)**

### **Once Around the Table**

- Homeowner present noted there should be a liaison for homeowners – establishment of communication committee

- Management to note buffer yards with overgrown trees during next inspection

***With no further business to discuss, a motion to adjourn the regular meeting and adjourn to closed session at 7:54 p.m was made by Howard Buehler, seconded by Amelia Cruz, and passed with a unanimous vote.***