

# Casas Adobes Terrace Homeowners Association

## Board of Directors Meeting Minutes

Christ the King Church – Upstairs – 2800 W Ina Road

January 26, 2023

As approved on March 23, 2023

Present: Amelia Cruz and Howard Buehler. Also present was Community Director Corena Selwitschka representing Associa Arizona.

Absent: All Present

Homeowners: Lot 145, Lot 165

Call to Order/Adoption of Agenda

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

Hearings – Lot 09 & Lot 61

- Homeowners were invited to attend meeting to address noted violations. Neither homeowner was in attendance. Board advised management to continue to issue fines.

Homeowner Forum

- Lot 145 expressed concern about continuing issue with unleashed dogs; it is a safety issue. Park is also being utilized as a dog park.
- Lot 165 provided Neighborhood Watch update on behalf of Martha Lee. Upcoming events include Earth Day and Citrus Walk. Martha also met with Rich regarding the Association's website.

Approval of Meeting Minutes

A motion to approve the December 8, 2022 Board meeting minutes as amended by Howard Buehler was made, seconded, and passed with a unanimous vote.

A motion to adopt the December 6, 2022 ACC approved meeting minutes was made, seconded, and passed with a unanimous vote.

Financials

a. Review November 2022 and December 2022 Financials

- The Board was provided with the November 2022 and December 2022 financials.

A motion to approve the November 2022 and December 2022 financials as submitted was made, seconded, and passed with a unanimous vote.

b. Delinquencies/Collections

1. Status of Optimal Billing

- Management reported no known issues with the first billing cycle of statements processed through Optimal.

2. Strongroom

- Board expressed concern with invoices being erroneously assigned to their Association. – **Management to follow up on issue and Board will continue to closely monitor incoming invoices to make sure they are correctly assigned.**

Officers, Committee, and Management Reports

Officers/Board member Report

- There was no updated report given

ACC

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- The meeting minutes from December 6, 2022 was adopted.

### Landscape

- Sprinklers are still on a 1 cycle/week until April. Still need an irrigation manager/volunteer. Blankets were put over pipes to prevent freezing.

### Website

- The Website continues to be updated regularly.
- Possible redesign of website was discussed.

### Management Report

- The Board was provided with a current management report which documented the management activity since the last meeting. There were no questions.

### Old Business

- Update on Resolution of Overcharge on Waste Management Contract  
A credit of \$118.10 was applied to account for misapplied 4% contract increase instead of 3%, as stated. Administrative fee of \$8.50 has been paid since November 1, 2021 when fee was changed with notice provided by company.
- 2023 Key Dates Calendar  
Revised calendar provided in packet for Board's review.
- CTK Church "Contribution" for Meeting Room  
Management provided the Board with a check for \$300.00 to submit to Christ the King Church for use of meeting room for the year. Howard Buehler to personally deliver check.
- Exhibit A  
Reviewed Exhibit A to ensure previously approved exceptions were applied.

### New Business

- Smith & Wamsley Fee 2023 fee Schedule  
A copy of the new fee schedule for Smith & Wamsley was provided in the packet for the Board's review. Howard Buehler to call Smith & Wamsley to discuss the fee schedule to determine how it may affect the HOA financially.
- CPA for 2022 Taxes  
A letter of engagement from March & McMillin and Larry Recker were included in the packet for the Board's review for the preparation of the Association's 2022 taxes. Board discussed. A motion to approve and retain Larry Recker for the preparation of the Association's 2022 taxes was made by Howard Buehler, seconded by Amelia Cruz and passed with a unanimous vote.
- Board Candidates  
Members of the Board still trying to recruit volunteers to join the Board.
- Bulk Pickup (April 27, 2023)  
Board requested management to contact Waste Management and schedule bulk pick for April 27, 2023 and provide confirmation.

Next Board Meeting – Regular Board Meeting - Thursday, March 23 at 6:30 PM at Christ the King Church

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With no further business to discuss, a motion to adjourn the meeting at 8:04 p.m was made, seconded, and passed with a unanimous vote.

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