

Casas Adobes Terrace Homeowners Association
Board of Directors Meeting Minutes
Christ the King Church – Downstairs – 2800 W Ina Road
October 24, 2024

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

Absent: None

Homeowners: Lot 6, Lot 16, Lot 96, Lot 124, Lot 168, and Lot 169

Call to Order/Adoption of Agenda

The meeting was called to order at 7:09 p.m.

Homeowner Forum

- * Lot 16 asked the Board if the \$200.00 fine on her account can be waived. ***A motion was made by Howard Buehler and seconded by Amelia Cruz to remove the \$200.00 fine from homeowner's account. The motion was approved unanimously.***
- * Lot 96 has a late fee (handling charge) of \$20.00 on her account due to financial circumstances and asked the Board if they would waive the fee. ***A motion to waive the \$20.00 handling charge was made by Howard Buehler, seconded by Fonda Thompson and unanimously approved.***

CC&R Compliance (by Lot #)

a. Hearing(s)

1. **Lot 111** – reconsideration of fine request; unable to attend meetings due to work schedule. ***A motion to waive the \$200.00 fine was made by Howard Buehler, seconded by Amelia Cruz, and unanimously approved.***
2. **Lot 132** – reconsideration of fine request; homeowner unable to attend due to health issues. ***A motion to waive the \$200.00 fine was made by Howard Buehler, seconded by Amelia Cruz, and approved with a unanimous vote.***

b. Follow-up, etc.

1. **Lot 121** – Management provided history, status and compliance process for the Board's review. Board expressed concern about how the fines are being applied to account for continued non-compliance issue. Management informed that the fines are applied upon completion of each inspection and the dates of the daily fine is stated in the notice with the total amount applied for the specified time-frame. Board asked management to include picture of the violation, for homeowner's reference, with the next notice.
2. **Lot 136** – ACC Committee referred outstanding issue to Board. Conduits and boxes have still not been painted to be compliant with the solar installation that was completed in May. Board directed management to send notice requesting a date when painting of the conduit and boxes will be completed. Deadline provided was 11/12/24; daily fines to be applied if homeowner does not comply.

Old Business

- a. Ratification of Approved 2025 Budget – ***A motion was made by Howard Buehler and seconded by Amelia Cruz to accept the approved 2025 budget. Motion passed with a unanimous vote.***
- b. Ratification of Updated Collection Policy – ***A motion to approve the updated collection policy was made by Howard Buehler, second by Amelia Cruz and unanimously approved.***
- c. Corporate Transparency Act Filing – Associa, Self, 3rd Party? – Board would like management to verify the actual cost for filing through Associa with the Branch President. Topic tabled.

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New Business

- a. Proposal on Webpage Design – Howard consulted with web design agency, Anchor Wave, but they're more for big businesses. Company provided names of employees that may be interested in providing custom service. Frank Williams provided a quote of \$4,500 to build the new web page and a \$300/month fee to maintain the website. Management provided name of another company that may be able to provide reasonably priced service, MoonDog Web Hosting and Design. Howard to obtain additional proposal from MoonDog and a decision about the website design and maintenance will be made at the next meeting.
- b. Dictograph – Board feels Dictograph is not providing accurate, consistent reports for parking violations. ***A motion to terminate the parking enforcement services of Dictograph at the conclusion of the business day on December 31, 2025 was made by Howard Buehler, seconded by Amelia Cruz, and unanimously approved.***

Management Follow Up Items

- ◆ Provide Board with the approved 2025 Exhibit A
- ◆ Verify yearly cost of CTA filing through Associa
- ◆ Send notice with fine to Lots 21 and 146 for unauthorized roof improvements
- ◆ Send termination letter to Dictograph

Next Board Meeting – Thursday, December 5, 2024 - 6:30 PM at Christ the King Church

Adjournment

- ***With no further business to discuss, a motion to adjourn the regular meeting to closed session at 8:00 p.m was made by Amelia Cruz, seconded by Fonda Thompson and passed with a unanimous vote.***