

Casas Adobes Terrace Homeowners Association

Board of Directors Meeting Minutes

Christ the King Church – Upstairs – 2800 W Ina Road

September 28, 2023 – draft

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

Absent: All Present

Homeowners: Lot 49, Lot 108, Lot 124, Lot 171

Call to Order/Adoption of Agenda

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

Homeowner Forum

- Return of Associa's ACH form via email is not secure; needs to be encrypted.
- Friendly reminder for trash collection on holidays need to be posted on TownSq/HOA website; Board may also post reminder signs within community.

CC&R Compliance (by Lot #)

- a. **Hearing(s) - None**
- b. **Follow-up, etc.**
 1. **Lot 40 – needs HOA approved colors/materials for driveway**
 - Awaiting ACC Committee member, Joe, to return to town, as he has a copy of the approved colors/materials. Homeowner will be contacted when information is received.
 2. **Lot 41 – requested waiver/credit of fine applied in 2020**
 - Board discussed. ***A motion to refund homeowner the \$200.00 fine that was applied to their account in 2020 (and paid) was made by Howard Buehler, seconded by Amelia Cruz and unanimously approved.***
 3. **Lot 150 – requested tree behind house be removed due to damage being caused to his back wall**
 - Board is reluctant to remove healthy tree. Will propose removing tree if homeowner submits referenced request for a pool to the ACC Committee. Howard Buehler to provide verbiage to management for reply to homeowner.
- c. **Correspondence**
 1. **Lot 152 – inquiry about forgiveness of accumulated fines**
 - Homeowner needs to provide date/time for ACC to conduct final inspection. Once final approval is received, the homeowner may submit a request to the Board to reconsider the applied fines.

Approval of Meeting Minutes

- a. **Review and approve July 27, 2023 Board meeting minutes.**
 - The July 27, 2023 Board meeting minutes were provided to the Board for review and approval. ***A motion to approve the July 27, 2023 Board meeting minutes as submitted was made by Howard Buehler, seconded by Amelia Cruz and passed with a unanimous vote.***
- b. **Adoption of July 11, 2023 and August 1, 2023 ACC approved minutes**
 - A copy of the July 11, 2023 and August 1, 2023 approved ACC minutes were provided to the Board for review. ***A motion to adopt the July 11, 2023 and August 1, 2023 ACC meeting minutes as submitted was made by Howard Buehler, seconded by Amelia Cruz and unanimously approved.***

Financials

- a. **Review July 2023 and August 2023 Financials**
 - The Board was provided with the July 2023 and August 2023 financials. ***A motion to approve the July 2023 and August 2023 financials as submitted was made by Howard Buehler, seconded by Amelia Cruz and passed with a unanimous vote.***

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- b. Delinquencies/Collections – discussed in closed session, following open meeting.

Officers, Committee, and Management Reports

Officers/Board Member Report

- There was no updated report given

ACC

- The meeting minutes from July and August were adopted.
- Ratify appointment of Rand Mellor to ACC Committee. ***A motion to accept the appointment of Rand Mellor to the ACC Committee was made by Howard Buehler, seconded by Amelia Cruz and passed with a unanimous vote.***

Landscape

- Park Irrigation/Landscaping – grass is still in good shape; will reduce water usage soon. Bushes along Shannon need to be addressed by landscaping company. Irrigation at entryways need to be checked. Dead tree behind Lot 164 needs to be removed.

Website

- Martha Lee continues to maintain the Association Website, updating as needed.
- No interest within the community to create and maintain new website.
- Board considering paying previous website monitor to maintain site until new one can be implemented.

Management Report

- The Board was provided with a current management report which documented the management activity since the last meeting. Board informed manager they are receiving more frequent TownSq notifications and manager needs to ensure forum settings is toggled off. Board would like to be notified when correspondence is received from homeowners regarding parking notices/fines.

Old Business

- Board Candidates** – received application from new candidate
- Association Credit Card** – Board's questions were answered via email; requested application be resent.
- Solar Installation; letter to all homeowners** – information included in Annual meeting notice
- County Supervisor Rex Scott to attend Annual Meeting** - Management to follow-up to confirm attendance.

New Business

- 2024 Budget** – The proposed 2024 draft budget was included in the packet for the Board's review. Board indicated some of the proposed GL amounts may need to be changed. ***A motion to approve the 2024 draft budget with a 5% assessment increase was made by Howard Buehler, seconded by Amelia Cruz and passed with a unanimous vote.***
- 2024 Exhibit A** – A copy of the 2024 Exhibit A for the Association was included in the packet for the Board's review. Board approved the noted increases to delinquency notices (1st, 2nd, and final). Management to verify Association should be receiving metered rate postage + 5% service fee; Management to submit to Branch President for review and approval.
- Ratify Waste Management Renewal** – Board approved renewing contract with Waste Management for another 5 years with first year cost being \$2,458.22/month.
- Annual Mailing** – Management informed Board that Optimal will need to be utilized for annual mailings going forward, as Associa Arizona will no longer be providing the envelopes needed for annual notices.

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Next Board Meeting – Annual Homeowners Meeting - Thursday, October 26, 2023 at 6:30 PM at Christ the King Church

Once Around the Table

- New/updated board books needed; digital copy okay.

With no further business to discuss, a motion to adjourn the regular meeting and adjourn to closed session at 8:20 p.m was made, seconded, and passed with a unanimous vote.

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