

Casas Adobes Terrace Homeowners Association

Board of Directors Meeting Minutes

Christ the King Church – Upstairs – 2800 W Ina Road

January 27, 2022

As approved on March 24, 2022

Present: Rich Baumann, Amelia Cruz and Howard Buehler. Also present was Community Director Heather Donlan representing Associa Arizona.

Absent: All Present

Homeowners: Joe Fernandez

Call to Order/Adoption of Agenda

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

Homeowner Forum

- The Homeowner from lot 96 had voiced concerns to a member of the ACC regarding not receiving communication from an email sent earlier in the month. The Homeowner would like to have the area behind his home cleaned-up. The area will be inspected, and direction passed along to the landscaper. Management was directed to contact the Homeowner with an update.

CC&R Compliance

- There were no issues to discuss.

Approval of Meeting Minutes

A motion to approve the September 23, 2021 Board meeting minutes as amended was made, seconded and passed with a unanimous vote.

A motion to approve the October 28, 2021 Board Organizational meeting minutes was made, seconded, and passed with a unanimous vote.

A motion to adopt the September 5, 2021, October 5, 2021, November 2, 2021 and December 7, 2021 ACC approved meeting minutes was made, seconded, and passed with a unanimous vote.

Financials

- The Board was provided with the September 2021, October 2021, November 2021 and December 2021 financials.
- As of December 31, 2021, operating funds totaled \$57,019.90 and reserve funds totaled \$70,090.00 including investments.
- A copy of the financials will be posted to Town Sq.
- Management will be submitting for the \$50 transfer fees for each home sale in 2021.
- Delinquencies were discussed.
- Management was directed to ensure required certified letter fees were posted to Homeowners account ledgers.

The September 2021, October 2021, November 2021 and December 2021 financials were accepted as presented.

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Officers, Committee, and Management Reports

Officers/Board member Report

- There was no updated report given

ACC

- The meeting minutes from September 5, 2021, October 5, 2021, November 2, 2021 and December 7, 2021 were adopted.

Landscape

- No report given

Web-site

- The web-site continues to be updated regularly.

Management Report

- The Board was provided with a current management report which documented the management activity since the last meeting. There were no questions.
- The Board was provided with the 2022 Exhibit A which outlined fees outside the scope of the management contract. The Board determined to set the annual office supply fee per lot at \$1.50 per lot, half the standard charge.

A motion to approve the 2022 Exhibit A as amended was made, seconded and approved with a unanimous vote.

Old Business

- There was no old business to discuss.

New Business

Key Date Calendar for 2022

- The Board provided with key date calendar for 2022.

A motion to approve the 2022 key date calendar as presented was made, seconded, and approved with a unanimous vote.

Contracts

- The Board was provided with the contract from Larry Recker for the preparation of the 2021 tax returns and year-end financial compilation, the updated 2022/2023 Complete Landscaping contract, and the 2022 Dictograph contract.

A motion to approve the above contracts as presented was made, seconded, and approved with a unanimous vote.

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Next Board Meeting – Thursday March 24, 2022

With no further business to discuss, a motion to adjourn the meeting at 7:49 p.m was made, seconded, and passed with a unanimous vote.

Respectfully submitted by
Heather Donlan, CMCA, AMS
Community Director
For Casas Adobes Terrace HOA