

Casas Adobes Terrace Homeowners Association

Board of Directors Meeting Minutes

Christ the King Church – Downstairs – 2800 W Ina Road

December 5, 2024 - approved

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

Absent: Fonda Thompson

Homeowners: Lot 16, Lot 49, Lot 124, Lot 145, Lot 151, Lot 157, Lot 159

Call to Order/Adoption of Agenda

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

Homeowner Forum

- * Lot 16 needs a hard copy of her final approval for the windows she had installed; never received in mail
- * Lot 145 would like a copy of the ACC design guidelines emailed to her; email was sent.
- * Did the Board provide for a more flexible landscaping budget in light of this year's expenses? **No, only because the expenses incurred were an anomaly and couldn't be anticipated (damages due to storms). Board has filed an insurance claim in the hopes of obtaining reimbursement for some, if not all, the extra costs.**
- * Did the Board increase the budget for the water expense for 2025? **Yes, the Board increased the water budget in preparation for the ongoing hotter-than-average summer**

CC&R Compliance (by Lot #)

a. Hearing(s)

1. **Lot 146 – Present** - The Homeowner was present to request reconsideration of fine applied to account for the unauthorized roof replacement that was conducted. Homeowner was not aware application was required and promptly sent one upon receipt of notice. **Board tabled decision until ACC Committee grants final approval. Homeowner's attendance is not required to request reconsideration of the applied fine; her presence at this meeting serves as her hearing.**
2. **Lot 159** – Homeowner received final notice for parking and requested the Board provide clarification on the parking rules. Homeowners was shown the excerpt from the CC&Rs that pertain to parking as well as the definition of a "resident", specifically how the term relates to the parking notice they received.
3. **Lots 109 and 140 were not present and no determination was made by the Board.**

b. Correspondence

- Since the date of the last meeting, management received correspondence from Lots 2, 7, 16, 21, 34, 37, 38, 49, 56, 64, 69, 89, 90, 107, 110, 111, 112, 121, 122, 127, 132, 145, 147, 149, 154, 162, 166, 169, 172, and 178. A brief description of each call/email from the noted lots was provided on the agenda for the Board's reference.

Approval of Meeting Minutes

a. Review and approve September 26, 2024 and October 24, 2024 Board meeting minutes

- The September 26, 2024 and October 24, 2024 Board meeting minutes were provided to the Board for review and approval. **A motion to approve the September 26, 2024 and October 24, 2024 Board meeting minutes as submitted was made by Howard Buehler, seconded by Amelia Cruz and unanimously approved.**

b. Adoption of September 3, 2024 and October 1, 2024 ACC approved minutes

- A copy of the September 3, 2024 and October 1, 2024 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.**

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Financials

a. Review September 2024 and October 2024 Financials

- The Board was provided with the September 2024 and October 2024 financials.

A motion to accept the September 2024 and October 2024 financials as submitted was made by Amelia Cruz, seconded by Howard Buehler and unanimously passed.

- Board would like clarification on where to find income from fines; what GL?
- Does Homeowner Receivables include fine amounts?

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

Officers, Committee, and Management Reports

Officers/Board Member Report

- No report provided.

ACC

- The meeting minutes from the September and October meetings were adopted.
- Committee continues to address applications received in a timely manner.
- A one-page insert was included with the January billing statement that disclosed the results of the parking vote and reiterated the need for an ACC application for roof and solar projects.

Landscape

- The cause for the wet spots in the park was determined to be a soft poly pipe that is collapsing; issue will be addressed.
- Will be focusing on the common area along Shannon

Website

- Proposal obtained from MoonDog Web Hosting & Design. Cost for website design and development is \$2,400 and the yearly website hosting is \$150. Prepaid support packages for ongoing maintenance available for purchase, depending on needs. ***A motion to engage the services of MoonDog Web Hosting & Design to update and develop a new HOA website was made by Howard Buehler, seconded by Amelia Cruz and was unanimously approved.***

Management Report

- The Board was provided with a current management report which documented the management activity since the last meeting.

Old Business

- CTA Filing – Board would like clarification on yearly cost of maintaining CTA filing.
- HOA Website – see motion under “Website”

New Business

- Notice of Continued Regulation of Parking – parking vote needs to be recorded and filed with Pima County. Attorney’s office can conduct the necessary filing at an estimated cost of \$300-\$375. ***A motion to approve the attorney drafting and filing the necessary notice for the parking vote in an amount not to exceed \$500.00 was made by Howard Buehler, seconded by Amelia Cruz and unanimously approved.***

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Management Follow Up Items

- ◆ Ensure transfer fees for 2024 are processed and reimbursed to HOA
- ◆ Do not issue \$300 check for CTK Church until after January 1st, 2025
- ◆ Follow up with collection attorney regarding previous Lot 78 homeowner

Next Board Meeting – Thursday, January 23, 2025 - 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 8:25 p.m was made by Amelia Cruz, seconded by Howard Buehler and passed unanimously.*