

Casas Adobes Terrace Homeowners Association

Board of Directors Meeting Minutes

Christ the King Church – Downstairs – 2800 W Ina Road

January 23, 2025 - approved

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

Absent: none

Homeowners: Lot 49, Lot 124, Lot 131, Lot 169, and Lot 173

Call to Order/Adoption of Agenda

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

Homeowner Forum

- * Advocacy for a landscape committee to aid the Board via observance and “reporting”; Board would then address the issues accordingly. *While the Board is not opposed to a landscape committee, it would require a member of the Board to chair it and the current directors’ time is already spread thin. Homeowners are welcome to send photos and concerns to community manager to be forwarded to the Board for follow-up.*
- * The puddle in the park has returned. *Howard to follow-up.*
- * Trash was not collected on Thursday as scheduled. *Delayed pick up most likely due to the Martin Luther King, Jr. holiday.*
- * Homeowner inquired as to the purpose of the homeowner correspondence section listed on the agenda; how is it beneficial to the homeowners? *This section is more for the Board’s reference; section to be moved into the manager’s report going forward.* Also, why is “Officer” and “Officer (s)/Board member(s) report(s)/comment(s) section included on agenda; who is the “officer(s) and there is never any documentation provided under this topic. *Management to remove referenced topic line from agenda moving forward.*
- * Concern about speeding cars in the neighborhood
- * Lot 16 needs a printed copy of the approval letter for her window project. *Manager to hand-deliver to homeowner to ensure receipt.*

CC&R Compliance (by Lot #)

a. Hearing(s)

1. **Lots 109, 140, 146 (attended previous meeting), and 158 were not present and no determination was made by the Board**
2. **Lot 131** – requested fine on account be reconsidered, however, the Board has not received the final approval from the ACC Committee yet. Once the project is determined to be complete, the homeowner may then request a reconsideration of the fine.

b. Correspondence

- Since the date of the last meeting, management received correspondence from Lots 7, 34, 37, 40, 43, 47, 52, 56, 64, 90, 92, 97, 128, 131, 138, 146, 153, 154, 157, 161, 169, and 177.

Approval of Meeting Minutes

a. Review and approve December 5, 2024 Board meeting minutes

- The December 5, 2024 Board meeting minutes were provided to the Board for review and approval. *A motion to approve the December 5, 2024 Board meeting minutes with a correction to include the follow-up action taken on Lot 145’s request was made by Howard Buehler, seconded by Amelia Cruz and unanimously approved.*

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b. Adoption of November 5, 2024 and December 3, 2024 ACC approved minutes

- A copy of the November 5, 2024 and December 3, 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 Amelia Cruz, seconded by Howard Buehler and unanimously approved.***

Financials

a. Review November 2024 and December 2024 Financials

- The Board was provided with the November 2024 and December 2024 financials.
A motion to accept the November 2024 and December 2024 financials as submitted was made by Amelia Cruz, seconded by Howard Buehler and unanimously passed.
 - *Budget for website was exceeded due to engagement of vendor to create/design new website*
 - *Why does the charge for the meeting room rental appear in December and not the month the check is actually issued (January)? Verify payment is only being accounted for once.*
 - *Is there a report that shows the actual amount of fines paid?*
 - *Is a report available that provides the accruals vs actuals?*

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 November and December meetings were adopted.
- Committee continues to address applications received in a timely manner.

Landscape

- Primary focus continues to be the common area along Shannon Rd at this time

Website

- MoonDog Web Hosting & Design had provided the Board with a beta version of the new website. The design looks good. May remove some obsolete pages from final version. Next step is to move forward with a transition plan.

Management Report

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

Old Business

- a. CTA Filing – Due to the most recent injunction, all reporting deadlines to file with the CTA have been suspended, but beneficial owners are still encouraged to voluntarily submit their information to FinCen; action on this have been tabled until further notice.
- b. HOA Website – discussed above
- c. Credit Card - Management relayed that utilization of a credit card through Associa would be time-consuming and problematic. Board would like management to seek alternative credit card options through already established banking partners.
- d. Insurance Claim - A claim was filed on behalf of the HOA for reimbursement for removal of the storm damaged trees. Photos, invoices, and statement of events were provided to the insurance adjustor for review. Management to continue to follow-up for status updates and outcome.

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- e. Desertscape - tabled until further notice.

New Business

- a. Insurance Renewal - Board approved three-year term D&O Policy for an annual premium of \$1,306.00.

Management Follow Up Items

- ◆ Ensure transfer fees for 2024 are processed and reimbursed to HOA
- ◆ Ensure cost of meeting room is only reported once
- ◆ Determine if there are reports available for 1) amount of fines actually paid and 2) accruals vs actuals
- ◆ Monitor status of insurance claim
- ◆ Credit card options through partnered banks

Next Board Meeting – Thursday, March 27, 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 8:03 p.m was made by Amelia Cruz, seconded by Howard Buehler and passed unanimously.*