

Casas Adobes Terrace Homeowners Association

Board of Directors Meeting Minutes

Christ the King Church – Downstairs – 2800 W Ina Road

March 27, 2025 - draft

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

Absent: Amelia Cruz

Homeowners: Lot 49, Lot 145, Lot 146, Lot 151, Lot 157 and Lot 172

Call to Order/Adoption of Agenda

The meeting was called to order at 6:35 p.m.

Homeowner Forum

- * Numerous insurance companies are reportedly pulling out of Arizona; something the Board may want to be conscientious of.
- * Board needs to ensure documentation of the hearing motions in the meeting minutes since they are conducted during the open meeting.

CC&R Compliance (by Lot #)

a. Hearing(s)

1. **Lots 109, 119, and 131 were not present and no determination was made by the Board.**
2. **Lot 121** – Board will waive half of the applied fines on the condition that no violations are reported within 6 months.
3. **Lot 146** – Homeowner requested fine on account be waived. ***A motion was made by Howard Buehler and seconded by Fonda Thompson to waive the fine. Motion was unanimously approved.*** Homeowner requested credit remain on account.
4. **Lot 171** – Homeowner requested handling charge be removed from account. ***A motion was made by Howard Buehler, seconded by Fonda Thompson to waive the handling charge on the homeowner's account. Motion was unanimously approved.***
5. **Lot 172** – Homeowner requested the handling charge be removed from account. ***A motion to waive the handling charge on the homeowner's account was made by Howard Buehler, seconded by Fonda Thompson and was unanimously approved.***
6. ***A motion to waive the late fee, interest, and handling charge for the 7 homeowners identified by Board member, Amelia Cruz, was made by Howard Buehler, seconded by Fonda Thompson and was unanimously approved.***

Approval of Meeting Minutes

a. Review and approve January 23, 2025 Board meeting minutes

- The January 23, 2025 Board meeting minutes were provided to the Board for review and approval. ***A motion to approve the January 23, 2025 Board meeting minutes as submitted was made by Howard Buehler, seconded by Fonda Thompson and unanimously approved.***

b. Adoption of January 7, 2025 and February 4, 2025 ACC approved minutes

- A copy of the January 7, 2025 and February 4, 2025 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 Fonda Thompson and unanimously approved.***

Financials

a. Review January 2025 and February 2025 Financials

- The Board was provided with the January 2025 and February 2025 financials.

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A motion to accept the January 2025 and February 2025 financials as submitted was made by Howard Buehler, seconded by Fonda Thompson and unanimously passed.

- *Verify credit applied to GL5215 was for the assessment correction notice mailed*
- *Why was there no reported expense for GL6000 and GL6025?*
- *Why is the Net Income/(Loss) for December 0.00? Please explain change in Total Liabilities and Equity from December to January.*

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

Landscape

- Howard continues to work with the landscaping company to ensure common areas are taken care of

Website

- The new website has gone live. Everything looks good and so far homeowner reviews are positive.

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 – The Department of Treasury is not enforcing any penalties or fines associated with the BOI against U.S. citizens or domestic reporting companies. The Board believes the CTA is dead and acknowledged the risk of not filing. The Board will not be filing in compliance with the CTA unless substantial information is brought forth mandating compliance.
- b. HOA Website – discussed above
- c. Credit Card – Board was informed that an individual of the Board would need to apply/open a credit card account and provide the monthly statement to Associa for reconciliation of the financials.
- d. Insurance Claim - A claim was filed on behalf of the HOA for reimbursement for removal of the storm damaged trees. The claim was denied as coverage did not encompass wind damage.

New Business

- a. Commercial Insurance Renewal AIL - Board approved renewal of commercial insurance policy via email at an annual premium of \$1,299.00. ***A motion to ratify the action-in-lieu conducted via email was made by Howard Buehler, seconded by Fonda Thompson and was unanimously approved.***
- b. Homeowner Late Fee Waiver – Discussed during hearings
- c. FCB CD Maturity – CD scheduled to mature 4/18/25. Board will conduct an AIL to determine how to reinvest funds.
- d. Reinforcement of Drainage Easement – There have been reported issues with Javelina breaking through the fencing located in the easement between Lot 46 and Lot 47. Per a Board resolution made on 12/18/2001, the Landscape Maintenance Plan was revised to include maintenance of the drainage easements between Lots 23/24, 46/47, and 69/70 at the cost of the HOA. Board would like management to obtain quotes to reinforce the fencing.

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- e. Landscape Contract Renewal – Board was provided with contract renewal from Complete Landscaping. Proposed new monthly fee would be \$960.00/month, \$29.00 more a month than previously. Decision to be made via AIL.
- f. Legal Fee Allotment for Management - In an effort to streamline communication between the manager and the attorney, a proposal was made to allocate a set amount for legal consultations without prior Board approval. ***A motion was made to grant the manager \$250.00 in attorney time, at their discretion, when a legal opinion is needed. Topic was opened for discussion. Board member, Fonda Thompson, sought clarification on the criteria – specifically, whether the \$250 applies per topic, per month, per quarter, or per year. The motion failed to gain a second and was not further considered. Going forward, management to consult Board prior to seeking legal counsel.***

Management Follow Up Items

- ◆ Apply handling fee credit to noted homeowner accounts, as approved by the Board
- ◆ Provide Board with current bank rates
- ◆ Obtain quotes to repair drainage easement located between 3071 & 3077 W Corte Olivia; possible solution includes 3ft section of rebar across existing fencing, 6 inches apart.

Next Board Meeting – Thursday, May 22, 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 8:08 p.m was made by Howard Buehler, seconded by Fonda Thompson and passed unanimously.***