

# Casas Adobes Terrace Homeowners Association

## Board of Directors Meeting Minutes

### Christ the King Church – Downstairs – 2800 W Ina Road

### July 24, 2025

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

**Homeowners:** Lot 69, Lot 144, and Lot 165

#### Call to Order/Adoption of Agenda

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

#### Homeowner Forum

- \* A homeowner that is consistently putting signs/flags in front yard – this is a violation of the Association’s governing documents. **Board is aware of the issue and is being addressed accordingly per the enforcement policy.**
- \* Many homes in the community appear to have exterior lighting that may not be compliant with the design guidelines. **Any exterior modifications require approval from the ACC Committee. If there is a concern about lighting, please inform management of the address so that we can ensure an application was received and approved.**
- \* A concern about windows that were installed may not have been approved by the ACC Committee, particularly a new window that now overlooks into the concerned homeowner’s yard. **Management will verify if application for the new window was approved by the Committee.**

#### CC&R Compliance (by Lot #)

- a. **Hearing(s)**
  1. **Lot 27 – Reconsideration of fine:** Homeowner was not present and no written request received. No decision was rendered and the issue was tabled.
- b. **Follow-Up, etc.**
  - 1.

#### Approval of Meeting Minutes

- a. **Review and approve May 22, 2025 Board meeting minutes**
  - The May 22, 2025 Board meeting minutes were provided to the Board for review and approval. **A motion to approve the May 22, 2025 Board meeting minutes as submitted was made by Howard Buehler, seconded by Amelia Cruz and unanimously approved.**
- b. **Adoption of May 6, 2025 and June 3, 2025 ACC approved minutes**
  - A copy of the May 6, 2025 and June, 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 Amelia Cruz, seconded by Howard Buehler and unanimously approved.**

#### Officers, Committee, and Management Reports

##### Officers/Board Member Report

- No report provided.

##### ACC

- The meeting minutes from the May and June meetings were adopted.

##### Landscape

- Easement fences have been reinforced.
- Graffiti on wall in the easement at Montessa was removed.
- Drip Doctors replaced the irrigation at the Lucinda entrance planters and installed new emitters.

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- Overgrown detention basin to be addressed beginning August 4, 2025.
- Bees in the park were removed.
- Work order submitted to AOC to remove anthill in park

### Website

- GoDaddy account now being managed by MoonDog Web Design.

### Management Report

- The Board was provided with a current management report which documented the management activity since the last meeting. Management had nothing to verbally add.

### **Old Business**

- a. Credit Card – Topic tabled.
- b. Reinforcement of Drainage Easements - complete
- c. Assessment Due Date Deadline – Timely receipt of assessments continue to be an issue. Associa to investigate payment processing workflows and mailing adjustment of the billing statements to resolve the issue. Will ensure any changes are compliant with the CC&Rs.

### **New Business**

- a. AIL – Detention Basin Clean-Up – ***A motion was made by Howard Buehler to ratify the approval of the detention basin clean-up. Amelia Cruz seconded the motion and the motion passed unanimously.***
- b. Assessment Refund Policy – Howard provided a revised draft of the proposed policy for the refund of assessment overpayments. ***A motion to adopt the refund policy for assessment overpayments as submitted was made by Howard Buehler, seconded by Amelia Cruz and was unanimously approved. Effective date of the policy is July 24, 2025.***
- c. AIL - Irrigation Replacement – Lucinda – ***A motion to ratify the approved irrigation replacement at Lucinda was made by Howard Buehler, seconded by Amelia Cruz and passed unanimously.***
- d. 2026 Budget & Exhibit A – Budget to be approved in time to be included in annual mailing. Any changes to Exhibit A will need to be approved by the Associa Branch President.
- e. Management Contract – Board will need to approve updated contract by December 1, 2025. Board to schedule a meeting the Associa Branch President to discuss contract terms and conditions.

### **Financials**

- a. **Review May 2025 and June 2025 Financials**
  - The Board was provided with the May 2025 and June 2025 financials. ***A motion to accept the May 2025 and June 2025 financials as submitted was made by Howard Buehler, seconded by Amelia Cruz and unanimously passed.***
- b. **Delinquencies/Collections** - discussed in closed session following the open meeting.

### Management Follow Up Items

- ◆ Contact PPB Bank about payment processing protocols.
- ◆ Check CC&Rs about mailing date for assessments.
- ◆ Email Howard copy of last collection report received and the financial report that reflects the settlement payment received for the outstanding collection case.

**Next Board Meeting – Thursday, September 25, 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 8:16 p.m was made by Howard Buehler, seconded by Amelia Cruz and passed unanimously.***