

Casas Adobes Terrace
Board of Directors Meeting
Date: Wednesday, December 4th, 2025
Time: 6:30PM
Where: Christ is King Church
AGENDA

BOARD MEMBERS:

Amelia Cruz	President
Fonda Thompson	Vice President
Howard Buehler	Treasurer

COMMUNITY MANAGER: Kelly N. Community Manager -HOAMS

QUORUM: (Two Directors required) quorum was met with (__) directors present

CALL TO ORDER: Meeting was called to order at ____ pm

GUEST/HOMEOWNERS:

APPROVAL/REVIEW OF THE MINUTES:

- Approval of September 25th, 2025, draft meeting minutes
_____ motioned to approve the September 2025 minutes, ____ seconded and all approved

REPORTS:

A. President's Report:

B. Treasurer's Report

- Approval of the October 2025 Financials
_____ motioned to approve the October 2025 financials, ____ seconded and all approved

Casas Adobes Terrace Homeowners Association

Balance Sheet w/ Code

Period Through 10/31/2025

Assets

Cash

10000	FCB Operating - 7371	11,820.08	✓
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Total Cash

11,820.08

Reserve

10002	FDC Reserve - 7380	45,004.62	✓
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10003	FCB CD 1525 (4/18/26)	28,295.47	
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Total Reserve

73,300.09

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Manager's Report

Updated addresses/phone numbers/tenant info/mailing addresses/emails reviewed minutes from prior Board Meetings; reviewed monthly Financials, Transfers and Welcome packages to new homeowners, answering homeowner questions by phone and email, corresponding with the Board.

➤ **HOAMS open items:**

- Keeping HOAMS portal updated

REPORTS:

ARCHITECTURAL SUBMISSIONS/ APPROVAL OF MINUTES: (attached)

- 2 September ACC Meeting Minutes
- 7 October ACC Meeting Minutes
- 4 November ACC Meeting Minutes

_____ motioned to approve the September 2025 – November 2025 ACC minutes, _____ seconded and all approved

LANDSCAPING:

- Estimates from Complete Landscaping

ONGOING BUSINESS:

- Lot 38 Side Yard Buffer Policy Discussion

NEW BUSINESS:

Owners may request hearing in private under Executive Session

- Lot 14 Roof Replacement Fine Waiver
- Lot 90 Roof Repair Fine Waiver
- Lot 113 Landscape Gravel Fine Waiver
- Lot 131 Late Fee Fine Waiver
- January 2026 Assessment Cycle

HOMEOWNER INPUT/OPEN FORUM: (Open forum is for homeowners to voice concerns or questions to the Board for action. Time limits are imposed. Homeowners are asked to sign in for documentation in the minutes and to identify themselves before speaking)

NEXT MEETING: Thursday, January 22nd, 2026, at 6:30pm.

ADJOURNMENT: Meeting adjourned at _____ pm and moved to executive session.