

**Casas Adobes Terrace**  
**Board of Directors Meeting**  
 Date: Wednesday, December 4<sup>th</sup>, 2025  
 Time: 6:30PM  
 Where: Christ the King Church 2800 W. Ina Road  
**AGENDA**

**BOARD MEMBERS:**

Amelia Cruz	President	Present
Fonda Thompson	Vice President	Absent
Howard Buehler	Treasurer	Present

**COMMUNITY MANAGER:** Kelly N. Community Manager & Nadine for notes-HOAMS

**QUORUM:** (Two Directors required) quorum was met with 2 directors present

**CALL TO ORDER:** Meeting was called to order at 6:30pm

**GUEST/HOMEOWNERS:**

**APPROVAL/REVIEW OF THE MINUTES:**

- Approval of September 25<sup>th</sup>, 2025, draft meeting minutes  
 Howard motioned to approve the September 2025 minutes, Amelia seconded and all approved

**REPORTS:**

**A. President’s Report:**

**B. Treasurer’s Report**

- Approval of the October 2025 Financials

Howard motioned to approve the October 2025 financials, Amelia seconded and all approved

Casas Adobes Terrace Homeowners Association

Balance Sheet w/ Code

Period Through 10/31/2025

<u>Assets</u>		
<u>Cash</u>		
10000	FCB Operating - 7371	11,820.08 ✓
<u>Total Cash</u>		11,820.08
<u>Reserve</u>		
10002	FDC Reserve - 7380	45,004.62 ✓
10003	FCB CD 1525 (4/18/26)	28,295.47
<u>Total Reserve</u>		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

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

**LANDSCAPING:**

- Estimates from Complete Landscaping – Board is happy with the estimate from complete Landscaping. The quotes have been approved.

Howard motioned to approve the landscaping quotes Amelia seconded and all approved

**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- Fine Waived
- Lot 90 Roof Repair            Fine Waiver – Fine Waived
- Lot 113 Landscape Gravel    Fine Waiver – Board requested invoice be mailed to them.
- Lot 131 Late Fee                Fine Waiver – Fine Waived

- January 2026 Assessment Cycle-  
Assessments for January 2026 will be \$232, an increase of 5% from last year. Our new management company will send out statements on or before December 18<sup>th</sup>. Homeowners with an e-mail address on file will receive their statement by e-mail, those without will receive them by USPS mail. We encourage you to provide an e-mail address if you haven't already. Payments will be due on January 1, 2026 and late after January 15, 2026. Payments can be made four different ways: 1) you may drop off a check in person at the HOAMS office on East

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Broadway; 2) you can mail a check to the HOAMS mailing address on East Tanque Verde Road (checks received in person or by mail will be processed at the HOAMS office and credited to your account the day received); 3) you may make a credit card payment on-line at the HOAMS website (fees may apply); 4) you may sign up for auto-pay using the form available on the CATHOA website and payments will be automatically deducted from your bank account. If you have questions we recommend you contact the Community Manager at [communitymgr@hoamanagementsolutions.com](mailto:communitymgr@hoamanagementsolutions.com) ”

**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)

Lot 16 Requested CC&Rs- Board provided a copy

Lot 106 -Homeowner brought interpreter and is upset about the work being done on lot 107. The Board did inform the homeowner that this is a neighbor-to-neighbor dispute and does not fall under HOA involvement. The board did offer the option of submitting an official complaint form but reiterated this is not an HOA matter.

There have been reports of Javelina entering the community and attacking dogs. Board will check the property and easement they are reported to be coming from. and see if they find any javelina activity.

**NEXT MEETING:** Thursday, January 22<sup>nd</sup>, 2026, at 6:30pm.

**ADJOURNMENT:** Meeting adjourned at 7:33pm and moved to executive session.