

Meeting Info

Topic:	1 st Meeting of the New Board of Directors
Date:	06-17-2020
Time:	6:00pm
Location:	Zoom Video
Minutes By:	Jackie Hoffmann

Participants

	BOARD:		OTHER ATTENDEES:
x	Ted Frederick	x	Chris Vasilas
x	Jackie Hoffmann		
x	Chris Mathers		
x	Vivian Pemberton		
x	Rich Warren		

Opening

Call to order	Quorum present, called to order @ 6:03pm
Approve or amend minutes from last (interim board) meeting	MOTION to accept minutes; seconded & passed unanimously.

Administrative

Certify board for the vote	81 ballots were received, officially electing Chris Mathers, Jackie Hoffmann, Rich Warren, Ted Fredrick, Vivian Pemberton. MOTION to certify the vote; seconded & passed unanimously.
Formal position appointment/vote-in	Discussion about roles needing to be filled. Each of the following Director seats were MOTIONED, then seconded & passed unanimously. Treasurer – Rich Warren Secretary – Jackie Hoffmann President - Ted Fredrick Vice President – Chris Mathers Digital Communications Officer - Vivian Pemberton Chris Vasilas from TaxTime remains the HOA Accountant, but is no longer a board member.

<p>Committee chair appointment/vote-in – Landscape, Architecture, Finance, Nominating, Social</p>	<p>Discussed each committee that will be formed, each with its own chair from the board – except Nominating & Social committees will have 1 chair doing both. Vivian will not chair any committees, as her work with web redesign will be substantial on its own.</p> <p>MOTION to approve each of the following as committee chairs; seconded & passed unanimously:</p> <p>Finance - Rich Architectural – Chris Nominating & Social - Jackie Landscape - Ted</p>
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Finance

<p>Discussion of the financial position of the HOA with Rich & Chris V, FY20 forecast</p>	<p>Finance overview by Chris V: At the end of May, previous board President Ray Wargo had Chris V close out the reserve account CD, moving the \$35,601 reserve into the operating account (Chase checking account). We currently have \$40,876 in checking, after paying a larger number of bills than usual. Chris V put a hold on processing any further bills for payment in the interim, until the new board was in place. Not only did he need board approval to process, but paying all bills would substantially eat into the reserve funds.</p> <p>There was a great deal of discussion about our landscape contractor Wally Brown @ Native Green, what his rates are, what is a fixed recurring monthly fee vs. what is an unpredictable expense (e.g., repairs to the water lines), how much maintenance does he need to perform & how often is he working at Country Trace (weekly, biweekly, monthly). His invoices do not appear to be reducing with the lower maintenance landscaping. Ted will contact Wally to schedule site meet to discuss fees & scope of work; Rich requested to be invited.</p> <p>Board would like to understand how much was spent on the landscape project. Work was done by multiple contractors in 2019 & 2020. Some of the recent plants were purchased by Wally Brown & invoiced, some purchased by Ray Wargo who received reimbursement under the previous board. Chris V will send copies of invoices to Ted.</p> <p>Rich & Chris V will coordinate visit to Chase Bank to remove Ray, add Rich & add Ted to the checking account. Chris V confirmed there are no debit or credit cards for the HOA that he ever set up, paid bills for or has any knowledge of. In the</p>
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	meantime MOTION to remove Ray Wargo and all previous board members from all financial instruments & signatory of the HOA; seconded & passed unanimously.
Don Hudspeth's bill (attorney)	Don had already been paid \$3500 by previous board, is still owed approximately \$8600. Don offered to take 2 installments over a 2 month period. Ted will discuss with Don, then confirm with Chris V to pay 1 st half.
Utilities & other accounts payable for the month of June (APS, City of Phoenix, American Family) + implement standard process for expenditures approval	The board approved all currently open bills to be paid. The American Family bill (liability insurance) is not due until August, so it will not be paid immediately. Process moving forward: Chris V will send all invoices/bills to Rich, who will route to/obtain approval from board member who is responsible for the expenditure. (The board member should have already been in communication with Rich about it, to ensure funds were available prior to incurring any new expenses.) Rich will then advise Chris V how to proceed. Ted will be copied on all payment correspondence as a co-approver.
Content/narrative for the July billing statement	Ted drafted a communication to include with the dues mailing, with a brief explanation of the HOA's reduced funds. The dues mailing will allow homeowners to pay the new reduced fee, or the higher old fee or another amount if they wish. There were no objections or suggested changes to the verbiage. Chris V will review the draft & respond by end of week, which will give his office a full week to prepare the dues mailing.
Past due members, balance outstanding, collection strategy	Chris V will provide spreadsheet including penalties & interest to board. He'll put this together with the upcoming dues mailing.
QuickBooks & online bill pay	QuickBooks is the platform used by Chris V @ TaxTime, but billing system is on Excel. Vivian is aware & will look at use of QuickBooks in web development. Goal is to eventually support online payment through new website.

Secretary

Documentation & control transition update for relevant accounts/signatory. ID any gaps that we need to address with previous board.	<p>Much of the documentation is old meeting minutes & newsletters of historical interest but not in need of any action. Jackie will review in more detail for information relating to the landscape project and dues reduction. For now this will remain in paper format, but eventually will be scanned & all paper discarded.</p> <p>Bank transitions are being scheduled.</p> <p>Jackie & Vivian will schedule a call with Luke Wargo re: website & transfer of domain name ownership.</p>
AZ Corp filings	Jackie & Chris V will renew the HOA with AZ Corporation Commission, which is 2-3 months late. We will also update all board officer & contact information.
Re-key PO box & obtain extra keys	PO issued 2 keys with our post office box. Chris V confirmed he has only 1 key; Jackie has checked with several previous board members & none of them have the missing key. Chris V & Jackie will coordinate a time in the next week to visit the PO & have the lock changed & 3 new keys issued.
Who will pick up mail from PO box on regular basis?	Chris V recommends it be 1 person who consistently picks up mail. Ted asked Chris V to continue being the person who picks up mail once weekly. Most mail is either dues or bills, which is primarily Chris V's domain.
Points of contact for the community and title companies (e.g., need to offload landscape calls from Chris V)	This will be covered by listing new board & their roles & contact information in the AZ Corp Commission update, and by updating the website information that is published.
Website & Facebook	Table for separate discussion in digital communication sphere. Will return to this board meeting when design proposals are ready or more information is needed.

Landscape

Discuss approaches to deferred maintenance at common corners (backflow preventers, electrical, etc.)	APS contacted previous board with information on several corner pedestals that need repair. Chris V will check if he has the letter, but in the meantime Ted will contact APS to have them resurvey or resend the information.
What can be reasonably accomplished at corners by January (ongoing discussion)	Table for next meeting

General

Discuss expectations on committee participation & reporting to board	Committee chairs have committed to preparing & presenting brief reports on their committee status each month at the regular board meetings.
Newsletter to include with dues mailing	Jackie will draft a newsletter, including election results, for inclusion in the dues mailing. Chris V needs by early next week.

Homeowner Issues/Requests

Shalyn Baker, Lot 182, request for paint color outside approved palette. Body: Fine Grain DE 6213, Trim & Garage: Barnwood Gray DE 620	Use of these colors were approved via email by Ted, Chris, Rich & Vivian on 06/12/20. These colors are already in use in Country Trace & are very close to the existing approved palette. Documented here for record purposes.
Ted received request today just prior to this meeting from homeowner (6734 E Aire Libre, Lot 21) who wants to add carport.	Ted asked homeowner to email renderings of what they want to do, including colors, & board will review.

Items Tabled for Future Discussion

Annual Meeting & Election 2021 - Encourage members to participate in committees prior to running for office (recommendation by Chris V) – discussed as overview in today's meeting, will address this with committees and future nominating committee

Closing

Next meeting	Scheduled below
Meeting end	Adjourned 8:05pm

Next Meeting

Topic:	Monthly Board Meeting
Date:	Tues 07-28-2020 (last Tuesday of the month)
Time:	6:00pm
Place:	Zoom