

Meeting Info

Topic:	Board of Directors Monthly Meeting
Date:	07-28-2020
Time:	6:30pm
Location:	Zoom
Minutes By:	Jackie Hoffmann

Participants

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

Opening

Call to order	Quorum present, called to order 06:35pm
Approve or amend minutes from 07-08-2020 board meeting.	MOTION to approve minutes; seconded & passed unanimously.

Finance (Chris V & Rich)

Dues intake & finance summary	<p>Chris V: Received July dues payments of \$8,302 from 106 homeowners (57% of total), of which \$191 were penalties & interest. An additional \$984 was received from approximately 30-40 homeowners who designated it to go to Replenishment Fund. Additional funds are credited to homeowner's account if homeowner overpaid but didn't specify it was to go to Replenishment Fund. Because extra \$ pay off past dues first, this is helping to catch some homeowners up to a more current status.</p> <p>Action items:</p> <ol style="list-style-type: none"> 1. Need to identify Replenishment Fund as a separate line item in general ledger. 2. Need to open a separate account for Reserve funds.
Don Hudspeth's remaining bill (attorney) & other accounts payable for July/August	Rich: Insurance hasn't been reviewed in a long time. Spoke to Agent, feels like we're adequately covered. Overall policy covers up to \$2M, D&O \$1M, & damage to premises up to \$100K. This is due in August & we are waiting to be billed.

	Don Hudspeth's final bill is \$4600; this completes the amount owed & there will be no further bills for his past services. MOTION to approve \$4600 payment, seconded & passed unanimously.
Past due members, balance outstanding, collection strategy	Clarification: \$50 late fee will kick in August 1 if the due date is 7/31 & homeowner has not paid. Once implemented, our new web features will allow homeowners to see balance & regular reminders of payment status. More discussion forthcoming about collection strategies, reviewing fees & penalties. Action Item: 1. Ted & Rich to schedule a meeting before the next board meeting to discuss.
QuickBooks & online bill payment status	Vivian would like to meet with Chris V & Rich to discuss details in August. Online payment option will come after all our previous functionality has been restored. Vivian is familiar with Gravity Forms & would like to use due to its security features. Chase may set up an authorized .net payment portal for us @ 2.75% (this was least expensive option for a guaranteed payment option). The biggest issue is security. The Chase portal allows us to avoid touching or storing anyone's card numbers, etc.
Reserve analysis plans	Chris V doesn't recall any reserve analysis being performed in the past. It was suggested in the 2018 audit conducted by independent 3 rd party. This is something that the board will add to task list.

Secretary (Jackie)

Contact spreadsheet maintenance & publication	Ted will make updates he has & send spreadsheet to Jackie. Jackie will maintain from there.
AZ Corp filings	Chris V took care of this by our last meeting & is a closed issue.
Title Company package	Jackie is updating the 2nd page of the title company package that Chris V sends out on request. The dues stated on this document are \$92.50. Ted requested to leave dues reflected at \$92.50 on this document & on the website, as next dues period is January & temporary reduction should be resolved by then. MOTION to leave dues published at \$92.50; seconded & passed with 1 nay. Clarification of fees on this document: Transfer fees are \$400, which are negotiable as to buyer or seller paying. We don't mention "Disclosure fee" anywhere, which is capped at \$400 & must be paid by seller per AZ statute. We also charge \$100

	<p>document fee & TaxTime bills Country Trace \$50 for each of these since they handle the documentation & communication.</p> <p>ACTION ITEM:</p> <ol style="list-style-type: none"> 1. Review what Transfer & Disclosure fees are for & if we should be charging one, the other, or both. <p>Note: New website will contain a form to be completed by title company or requesting party. Requestor will provide the property address & other pertinent info (contact info, fax number, etc.) & submitting this will trigger an email request to Chris V at TaxTime. Vivian will send list of required fields that she's including in the form to Chris V & he will review for accuracy.</p>
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Digital Communication (Vivian)

<p>Website development update</p>	<p>The board is not inclined to recreate the online request form, since homeowners are being given other more direct ways of reaching board directors & committee chairs. The downside would be the lack of a tracking mechanism for requests submitted. We may possibly implement some type of ticketing to track email requests. Whatever method is used, it's important that homeowners can attach or upload attachments (drawings, photos, etc.). This is still in discussion stage. Richard & Cameron will work on a logo for the website. Vivian will load the history of financial documents like we had before (annual budget, actual, etc.). Marty has done a write-up of Country Trace & local info for the landing page. Vivian has been adding various levels of security & intrusion prevention as she's developing the site.</p>
<p>Points of contact publication</p>	<p>Vivian will work on setting up email addresses with office names (e.g., President@countrytracehoa.com or architecture@countrytracehoa.com). The Committee page will have lists of all committees & their members, plus there will be a form to submit for anyone newly interested to volunteer on committees.</p> <p>Action Item:</p> <ol style="list-style-type: none"> 1. Vivian requested all board members to go to countrytracehoa.com & advise her of any changes needed for the board member bio/info page so she can finalize.

Committee Briefings – Landscape (Ted)

Committee meeting review	Held introductory meeting, establishing objectives what to try to accomplish for remainder of 2020
Review of electrical maintenance – bids & status	Have received a couple of bids for electrical repairs to the APS pedestals & common corner needs - this is a primary concern. One bid was time & materials, which is concerning because we don't have a high confidence level of what all may be required for repairs. Sunbelt (a commercial electric company) submitted another bid for \$19K. Actively working on getting a 3 rd bid right now.
Plumbing/backflow maintenance	Backflow preventers are not installed in an ideal location on each corner. Could be moved further off the thoroughfare for better aesthetics & security. Not as critical, secondary priority.
Lighting covers (lens or shield)	We can look at purchasing lenses or removing paint with some type of solvent. Biggest issue is that there are about 50 common area light fixtures. Lowest priority.
Discussion of corners & monuments for future changes	Ted has found about a dozen Del Trailer subdivisions in the area & looked at some to get an optic on "Country-Trace-what-could-be." He shared photo with Landscape committee, asking them to be creative about what might be possible for corners as time & funding permit.
Golden barrel cactus & agave	Rich has noticed that the new (planted in May under the direction of the previous board) golden barrels & agave are dying. Talked to landscaper Wally about this, who said his agreement with previous board was for Wally to hand water every 2 weeks (none of these are on drip system). These may not be salvageable without installing a working drip system & providing shade to the golden barrel - both unrealistic options. Action Item: 1. Rich can find out from Wally what he would charge for more frequent watering & if that would save the plants.

Committee Briefings – Architecture (Chris M)

Committee meeting review	Held introductory meeting, looking at color palette, may remove some from existing palette.
Compliance/enforcement discussion	68 th & Aire Libre painted house white with black (or very dark color) over the front door. Rich questioned if this is considered an accent color or a trim color. Ted sent an email to the buyer's agent about this being a non-compliant color. Action item: 1. Ted requested Chris to send letter to homeowner for non-compliance of the dark color; body color is ok.

Color palette	Mentioned above, initial discussion in 1 st Architecture Committee meeting
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Committee Briefings – Nominating & Social (Jackie)

Discuss fall plans (virtual events, etc)	1 st Social Committee meeting scheduled for 07/29/20. Other committee updates tabled for next meeting.
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New Business

N/A	
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Homeowner Issues/Requests

Carry forward from 07/08/2020 meeting: 07/08/2020 email from Shasta Perez @ SPRI, requesting solar architectural form for 16216 N 67 th St (Farrell residence). Chris has followed up with solar vendor SPRI & homeowner.	Homeowner has sent request echoing what solar contractor initially requested. Vendor has sent a rendering of equipment placement on back of house. MOTION to approve, seconded & passed unanimously.
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Items Tabled for Future Discussion

N/A	
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Closing

Schedule next meeting	Will meet every 3 weeks for the near future. Next 3 meetings are 8/18 9/8, 9/29
Meeting end	Adjourned 8:41pm

Next Meeting

Topic:	Monthly Board Meeting
Date:	Tues 08-18-2020
Time:	6:30pm
Place:	Zoom