

**Meeting Info**

Topic:	Board of Directors Monthly Meeting
Date:	08-18-2020
Time:	6:30pm
Location:	Zoom Video
Minutes By:	Jackie Hoffmann

**Participants**

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

**Opening (Ted)**

Call to order	Quorum present, called to order @ 6:31pm.
Approve or amend minutes from 07-28-2020 board meeting	MOTION to approve minutes; seconded & passed unanimously.

**Finance (Chris V & Rich)**

Dues intake & finance summary	<ul style="list-style-type: none"> <li>Since July 1 have taken in \$11.5K dues.</li> <li>We have about \$40K in checking (combined Operating, Replenishment &amp; Reserve funds).</li> </ul> <p><b>Action Items:</b></p> <ol style="list-style-type: none"> <li>By next board meeting, Rich, Ted &amp; Chris V will visit Chase &amp; open separate account for Reserve funds.</li> <li>By week of 08/24, Chris V will provide list of homeowners who overpaid July dues. Board will contact these people to see if they want to apply overage to Replenishment Fund.</li> </ol>
August Accounts Payable	<ul style="list-style-type: none"> <li>There are no bills pending payment or other expenses anticipated in August. Insurance bill was already received and paid.</li> </ul>

<p>Past due members, balance outstanding, collection strategy <b>CLOSED SESSION</b></p>	<p>1. <b>REDACTED</b></p>
<p>Reserve analysis plan</p>	<ul style="list-style-type: none"> <li>Ted would like to have an independent, third party perform a reserve analysis. The 2018 audit recommended this, but that consulting firm did not provide this particular service.</li> </ul> <p><b>Action Items:</b></p> <ol style="list-style-type: none"> <li>Chris V will check into 3<sup>rd</sup> party consultant</li> </ol>

**Secretary (Jackie)**

<p>Contact spreadsheet maintenance &amp; publication</p>	<ul style="list-style-type: none"> <li>Ted sent spreadsheet that he created to Jackie. Jackie updated with new email addresses received with recent dues payments.</li> <li>We now have email addressed for 122 lots, or 66% of total lots. Jackie will continue to research and update email addresses.</li> <li>The Social Committee is anxious to use this for communication in the near future.</li> <li>Homeowner contact information will be kept private for use by the board and committees at this time. In future, we may publish parts of the database to homeowners, but will need to create a process for homeowners opting in/providing approval. Lower priority, can be addressed after more critical projects.</li> </ul> <p><b>Action Items:</b></p> <ol style="list-style-type: none"> <li>Jackie will contact Chris V for new email addresses he’s received in the past 2 weeks with dues payments.</li> </ol>
<p>Title Company package</p>	<ul style="list-style-type: none"> <li>Chris V will update Jackie each time he receives notice from a title company of homeowner change, so the homeowner contact database can be updated.</li> </ul>
<p>September Newsletter</p>	<ul style="list-style-type: none"> <li>Ted proposed a newsletter be distributed via email in September, providing updates on various projects (website, landscape, etc.).</li> </ul> <p><b>Action Items:</b></p> <ol style="list-style-type: none"> <li>Jackie to draft newsletter</li> <li>Each board member provide items for newsletter inclusion from their areas of responsibility.</li> </ol>

	<p>3. Include board meeting schedules so that homeowners are aware of when we meet, as they have the right to attend.</p>
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**Digital Communication (Vivian)**

<p>Website development update</p>	<ul style="list-style-type: none"> <li>• The new landing page is up and running, featuring Marty’s write-up on Country Trace. There are currently menu options across the top of the page; Vivian will add drop-down menus in future.</li> <li>• Title company form delivers the request to Chris V’s email (successfully tested &amp; verified).</li> <li>• Community page will be next and will include CCRs, Bylaws, color palette and annual meeting minutes. Board and Committee meeting minutes will not be published but will be made available to homeowners by request.</li> <li>• Discussion on what to do with requests that were submitted through the old website, would like to retain these for historical documentation. Can create Google Docs spreadsheet with this info and build on it with new requests, use for tracking which board member handled, date completed, how it was resolved, etc. Not certain of best method, but will keep in Google Docs spreadsheet for now.</li> <li>• Feedback needed for Events page. Social Committee will be meeting next week &amp; may be able to start targeting specific date/s for fall activities.</li> </ul> <p><b>Action Items:</b></p> <ol style="list-style-type: none"> <li>1. Board members to give Vivian changes on board bios, any commentary on the colors used throughout the website, and which website functions board would like to see next in priority.</li> <li>2. Vivian will research how/where to store Google Docs tracking spreadsheet of homeowner requests.</li> </ol>
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**Committee Briefings – Landscape (Ted)**

<p>Review of electrical maintenance – bids &amp; status</p>	<ul style="list-style-type: none"> <li>• Ted has had a number of contractors visiting common corners, last bid to be received by next board meeting. Expecting \$15-\$20K.</li> </ul>
<p>Plumbing/backflow maintenance</p>	<ul style="list-style-type: none"> <li>• Plumbing issues with deferred backflow maintenance. City of Phoenix has told us they need to be tested, some work &amp; some don’t.</li> <li>• Install new backflow preventers in cages so they are not easily damaged.</li> <li>• Locate them further away from thoroughfares, again to prevent</li> </ul>

	<p>damage.</p> <ul style="list-style-type: none"> <li>• Expecting \$1K-\$1.5K per location (about \$10K total). Needs to be planned for, not urgent.</li> <li>• Landscaper Wally will also need to move rock &amp; trench where plumbing work will be done.</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>• Rich noticed 11 corner lights are not working.</li> <li>• Discussion about how this has been previously handled. Vivian believes previous board had a contractor who handled, but replacing bulbs didn't always resolve, appears there are some electrical problems.</li> </ul> <p><b>Action Items:</b></p> <ol style="list-style-type: none"> <li>1. Rich will send list of corner lights that are out to Ted.</li> <li>2. Landscape committee will discuss.</li> </ol>
Golden barrel cactus & agave	<ul style="list-style-type: none"> <li>• Cactus appear to be doing ok, agaves are in various states of decline. Board discussed via email &amp; decided not to reconnect water system (approx. \$4.5K) in attempt to save \$4.5K of plants that are generally disliked.</li> <li>• Landscaper Wally declined performing additional hand watering for a cost, does not have available schedule. Ted watered his adjacent corner for 2 weeks and noticed no difference--did not feel it would be effective to add more watering to these corners.</li> </ul>

**Committee Briefings – Architecture (Chris M)**

Compliance/enforcement discussion	<ul style="list-style-type: none"> <li>• Chris has not noticed an excess of weeds or other non-compliant issues.</li> </ul> <p><b>Action Items:</b></p> <ol style="list-style-type: none"> <li>1. Ted asked Chris to send letter to new homeowner @ Aire Libre &amp; 68<sup>th</sup>, confirming that accent wall needs to be painted a compliant color. (It was approved for trim but not for accent.)</li> </ol>
Homeowner Requests	<ul style="list-style-type: none"> <li>• New requests have slowed.</li> <li>• 6755 E Kings has requested approval for same colors used at Aire Libre &amp; 68th. Chris will reply with approval on this (for body and trim, not body and accent walls).</li> </ul>

**Committee Briefings – Nominating & Social (Jackie)**

Social Committee	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> meeting was 07/29/20.</li> <li>• Next meeting is next week (08/26/20) and we will try to nail down enough details to begin communication on a fall event.</li> <li>• We will soon have a routine welcome letter drafted for new homeowners.</li> </ul>
Nominating Committee	<ul style="list-style-type: none"> <li>• Committee has not met yet, will schedule 1<sup>st</sup> meeting soon.</li> <li>• Added a 3<sup>rd</sup> person to the committee, but could really use a couple more people. Asked if any board members would be willing to participate.</li> <li>• In finding nominees, look to members of committees for active people who have some idea of level of commitment and effort involved.</li> </ul> <p><b>Action Items:</b></p> <ol style="list-style-type: none"> <li>1. Board members to let Jackie know if they are willing to participate in Nominating committee.</li> <li>2. Board members to let Jackie know if they think they may or may not run again in January. Nominating committee needs to know how many nominees we need to actively seek out.</li> </ol>

**New Business**

N/A	
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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 meetings are 9/8 and 9/29
Meeting end	MOTION to adjourn 8:13pm; seconded & passed unanimously.

**Next Meeting**

Topic:	Monthly Board Meeting
Date:	Tues 09-08-2020

Time:	6:30pm
Place:	Zoom