

Meeting Info

Topic:	Board of Directors Monthly Meeting
Date:	09-08-2020
Time:	6:30pm
Location:	Zoom Video
Minutes By:	Jackie Hoffmann

Participants

	BOARD:		OTHER ATTENDEES:
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 @ 6:38pm.
Reduce board meetings to once monthly on the last Tuesday of each month	MOTION to approve; seconded & passed unanimously.
Approve or amend minutes from 08-18-2020 board meeting	MOTION to approve minutes; seconded & passed unanimously.

Finance (Chris V & Rich)

Dues intake & finance summary	<ul style="list-style-type: none"> Rich: Currently 9 homeowners are past due more than 1 payment; significant improvement. Rich has created template letter for homeowners that are more than 1 payment behind. Sent a week ago, will wait about 2 weeks & then look into next steps (another letter with intent of following through on lien). Board needs to be prepared to file liens and send letters to homeowners notifying of such, per Bylaws. Ted would like Chris to coordinate getting preferred attorney on retainer or get a cooperation agreement in place. Rely on formal legal guidance to reduce exposure to the HOA & board members. Ted: Discussion on ways to replenish coffers, look at holistically for ongoing financial health, not as a one-time injection. We are confined to a cap of \$400 for documentation fees on title company/sale. Capital improvement fund fee could include a small
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	<p>contribution (.2 or .3% on cost of property) on property purchases. Consider implementing \$20 monthly assessment for FY 2021. Administer some sort of licensing fee for HOA short term rentals. Ted has asked Rich to look at & provide recommendation by end of month.</p> <ul style="list-style-type: none"> • We should involve attorney regarding the dues reduction of previous board to \$70. Ted’s understanding is that it can’t be done mid-year, must be at start of year. • Rich: Would like to return to annual assessments instead of semi-annual. Ted: We may be able to provide some payment flexibility once we get bill payment on the website. Jackie: Potentially look at charging handling fees for paying semi-annually or in shorter terms. Board to further evaluate before making changes. • Chris V: \$41K in bank (combined reserve + operating funds), still in a single account. We will wait to open a separate account for reserve funds until later in the year, there isn’t an immediate need. • \$35K of our total funds is currently the target amount to hold as reserve. Ted would like reserve analysis performed, we should more formally identify an accurate amount to reserve. Chris V emailed Rich & Ted with firms that do reserve analysis. • Chris V: 27 total people have some balance outstanding; of that, 17 owe \$70 (meaning they have missed only the last payment). Ted recommends sending out reminder in September to those 17. Chris V will send list of the 17 homeowner names to Jackie & Ted, who will cross-reference to see if we have email addresses to communicate with these people. • Chris V sent email with homeowner names who overpaid July dues but did not designate how to apply it. Ted will work on & let Rich know if he needs assistance. Options for overpayment: return to homeowner, apply to future dues, apply to Replenishment fund.
Accounts Payable	<ul style="list-style-type: none"> • Landscape maintenance has been paid for September. There are no bills pending payment or new outstanding expenses anticipated this month.

Secretary (Jackie)

Contact spreadsheet maintenance & publication	<ul style="list-style-type: none"> • Continue work to make the contact list complete. Not much progress since last meeting, but have received several updates from Chris V & board members.
We don’t have a Corporate Seal but it is required in the Bylaws	<ul style="list-style-type: none"> • Chris doesn’t feel this is relevant any longer & the HOA can do without. Jackie will start a running list of issues for Bylaws revision, and will add deletion of the Corporate Seal requirement to it.

September Newsletter	<ul style="list-style-type: none"> • Ted will review newsletter draft & get back to Jackie. Target distribution by week ending 9/18. Distribute by email, post on the website, & post a link on Facebook. We currently have 1 homeowner identified as USPS mail only, so they will receive a hard copy.
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Digital Communication (Vivian)

Website development update	<ul style="list-style-type: none"> • Discussion regarding Marty Mogalian posting real estate info on website. Board agreed it's OK to post real estate info, sale, trends (publicly available information) on website, but Marty can't include his name or company/contact info. • Architecture form is fairly complex, will need to allow homeowner to upload drawings, photos, etc. Vivian will determine if we can have it completed online (preferred) or if homeowner will have to download the form to complete it. She can also look at providing a simple intake form & then determine 2nd step from there. • Vivian will soon be talking with Chris V about online payment, gathering details. This will be an opportunity for Chris V to abandon our old fashioned bookkeeping in Excel. Will be a multi-step transition. • Vivian will work on where to post newsletter. Can also put up a "subscribe to CT newsletter" option (would help us gather more email addresses)
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Committee Briefings – Landscape (Ted)

Landscape maintenance	<ul style="list-style-type: none"> • Ted has asked Wally several times for a description/scope of work of what he is required to do on monthly or weekly basis, etc. • Rich: Wally tacks on minor repair expenses with his monthly bill (\$20, \$50, etc.). Rich is asking for Wally to provide a photo or some documentation for change requests/approval before he spends anything above his monthly contracted rate. Ted will address with Wally. • Ted contacted landscape architect (Zach from Metropolitan Green) who has worked on Del Trailer development with similar corner layouts. Zach's consult will be no cost.
Review of electrical maintenance – bids & status	<ul style="list-style-type: none"> • Ted waiting on 1 more bid for electrical work.
Plumbing/backflow maintenance	<ul style="list-style-type: none"> • Ted has met with 3 plumbers & is waiting on 1 more bid to be submitted.

Lighting	<ul style="list-style-type: none"> Regarding the 11 corner lights that are not working, Ted will come up with an action plan by next board meeting.
Golden barrel cactus & agave	<ul style="list-style-type: none"> Ted has been watering the plants on his corner, Adam has as well. Doesn't appear to be making a difference. Chris M has noticed the agave are looking worse, turning brown, the golden barrel are also looking bad. For now, no changes. Rich: City of Phoenix will install new plants on Grandview & 68th St corner where the water line repairs were done. They will probably run new drip line irrigation to the plants as well since any existing irrigation lines were disrupted. Ted: City will also make sure that the water line going across Grandview to SW corner is reinstalled.

Committee Briefings – Architecture (Chris M)

Compliance/enforcement discussion	<ul style="list-style-type: none"> Developed Architecture request/submittal form. Working on updating the color palette. Chris sent letter to Beverly home with chickens indicating it's an HOA violation. Will see if homeowner does anything in response. Chris & Ted: Discussion that legal support is needed to determine mechanism for fines or other remedies before we can take this further. Has seen some issues with RVs and boats in the yard, not much problem with weeds. Holding back on sending letters on minor nuisances until we have more legal guidance on forcing compliance.
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Committee Briefings – Nominating & Social (Jackie)

Social Committee	<ul style="list-style-type: none"> The 08/26/20 meeting was cancelled, meeting rescheduled for 09/16/20. Goal is to approve routine welcome letter for new homeowners at that meeting.
Nominating Committee	<ul style="list-style-type: none"> First meeting scheduled for 09/23/20. Have increased committee membership to 5 members plus chair. <p>Action Items:</p> <ol style="list-style-type: none"> Board members to let Jackie know if they have strong feelings about whether or not they will run again in January.

New Business

N/A	
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Items Tabled for Future Discussion

N/A

Closing

Schedule next meeting	09/29 is the last of our scheduled meetings for every 3 weeks, and will be the first meeting that returns us to a regular interval of once monthly. Beginning 09/29, we will meet the last Tuesday of every month. Schedule for remainder of year: 10/27, 11/24, 12/29
Meeting end	MOTION to adjourn 8:28pm; seconded & passed unanimously.

Next Meeting

Topic:	Monthly Board Meeting
Date:	Tues 09-29-2020
Time:	6:30pm
Place:	Zoom