

**Meeting Info**

Topic:	Board Meeting
Date:	01/06/2021
Time:	6:30pm
Location:	Zoom
Minutes By:	Vivian Pemberton/Jackie Hoffmann

**Participants**

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

**Opening (Ted)**

Call to order	Quorum present, called to order at 6:45pm
Approve or amend minutes from last regular Board meeting on 12/01/2020	Per Ted, amendment required in Landscape section. Should state that electrical repair <i>does</i> require landscape labor (some trimming around oleander is required for access to electrical pedestal) & this is included in \$2500 total amount that was approved. <b>MOTION</b> to approve minutes with this revision; seconded & passed unanimously.

**Finance (Chris V & Rich)**

Finance Review by Chris V	Bank balance on 12/31/20: \$38,464.77  Chris V will complete final P&L by Fri 01/08/21 & send to Rich & Finance Cmte for review. Ted & Rich to review next week & decide on format to present P&L in Annual Meeting.  If all homeowners pay their Jan 2021 dues, CT will have about \$50K in bank. To date Chris V has received \$2,060 (15 homeowners). Also received 9 votes & 2 proxies.
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	<p>January dues invoices were mailed 12/17/20 &amp; state they are due in 30 days. Statements are normally mailed the 30<sup>th</sup> or 31<sup>st</sup> of month but went out early due to enclosed election materials. Assessments are due by 01/31/21--not 30 days from 12/17/20--in case there is any confusion or homeowner inquiries.</p>
<p>Late Payment Policy update</p>	<p>Discussion details &amp; language of the new late payment policy. Language is accepted as written, no changes were suggested. <b>Summary of policy/change: We are going from \$50 one-time fee to \$15 periodic fee, based on amounts due with each invoice submitted. Interest will accrue at 12% per annum on outstanding balance including the late fee.</b></p> <p>If this goes into effect 01/31/21 (with the January dues invoices), does it impact those who are carrying old past due balances, or only new past due balances effective 02/01/21?</p> <p><b>Clarification: Those homeowners currently on a payment plan are grandfathered. If past due homeowners have not made a payment plan with the Board or paid their outstanding balance by 01/31/21, then their balance will be recalibrated based on the new late payment policy.</b></p> <p>This new policy is in accordance with (Arizona Revised Statutes) ARS 33-1803 paragraph A &amp; Country Trace Bylaws Article 11, &amp; Country Trace CC&amp;Rs Sections 1 &amp; 9.</p> <p>Impact to existing past due homeowners? There are currently only 3 homeowners who owe enough to be affected by this policy change.</p> <p><b>CLOSED SESSION</b></p> <p><b>REDACTED</b></p> <p><b>MOTION</b> to implement new Late Payment and Delinquency policy; seconded &amp; passed unanimously.</p> <p>Language of new policy will be posted to website &amp; circulated to the community.</p> <p>Current past due total all homeowners: \$2,650.</p>

<p><b>CLOSED SESSION</b></p>	<p><b>REDACTED</b></p>
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**Secretary (Vacant position)**

	<p>Position vacant, nothing presented</p>
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**Digital Communication (Vivian)**

<p>Payment Gateway update</p>	<p>With use of the Payment Portal, the Board &amp; payee each receive an email—the only difference is that payee’s email shows which credit card they used.</p> <p>Vivian updated the payment page so that once payment is made it tells them to watch for email from Country Trace HOA.</p> <p>Chris V has not seen any of the test transactions put in today. He believes it will take at least 24 hours before he can see it.</p> <p>Vivian’s test payment from 01/05 showed Pending all day, then her bank showed that it had been Approved on 01/06, &amp; expectation is that it should show as Paid on Country Trace bank side by 01/07.</p> <p>Reconfirming: Convenience fee to homeowner is 2.9% + \$.25 per transaction.</p> <p>CT will receive incoming funds. At end of month, Chase will take the convenience fees.</p>
<p>Payment Gateway Go-Live</p>	<p>Vivian’s Go-Live + instructions to homeowners are pending confirmation from Chris V to confirm he received test payments. Chris should see homeowner name &amp; lot number so he can accurately credit the homeowner’s account. Vivian will not send instructions out to homeowners until Chris V has confirmed.</p>

Other Digital Comm updates	<p>Removed Jackie's info from Board page on website &amp; listed as open position.</p> <p>Emails/inquiries to Social &amp; Nominating Committees will route to the Board in the interim. Will manage as a Board until new 2021 Board is in place.</p>
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### General Meeting Overview

Discussion on how to conduct General Meeting with Zoom	<p>Chris V has received some inquiries about how to use Zoom for the General Meeting.</p> <p>Vivian &amp; Ted will talk offline to set up Zoom test pre-meeting for homeowners who feel the need. Viv can be available by text during the live meeting, as Tech Support.</p> <p>Vivian will record the meeting &amp; make the playback link available post-meeting to homeowners, for anyone needing to review. Will post link on website.</p>
Agenda / content & presentation issues	<p>Ted circulated meeting agenda; asked for input on changes.</p> <p>2 large discussion areas expected to be Finance &amp; HOA Overview (what's within HOA responsibility &amp; what's not). Allow a 15 minute Q&amp;A after each.</p> <p>Close meeting with a review of election process. Explain about interim board &amp; that all seats are up for election now, but this will not be standard going forward. Terms are 1-2-3 years. Directors will decide among themselves for term length or draw straws. Homeowner ballots must be postmarked by Jan 27.</p> <p>Let homeowners know they can use chat to submit questions. If Board can't address questions during meeting they will get a response after the meeting.</p> <p>Goal is to complete meeting within 2 hours</p> <p>Scheduled Board dry run of Annual meeting presentation on 01/19 following homeowner Zoom tutorial</p> <ul style="list-style-type: none"> <li>• Zoom tutorial 6 -6:30pm with homeowners</li> <li>• Presentation dry run immediately following with</li> </ul>

	Board only
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**Committee Briefings – Landscape (Ted)**

	None presented
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**Committee Briefings – Architecture (Chris M)**

	None presented
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**Committee Briefings – Nominating & Social (Vacant Position)**

	None presented, position vacant
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**Election updates**

Various election details	<p>Ted is removing drop box from his home. Putting up signage with instructions to mail ballots.</p> <p>Chris V will open and count ballots, acting as independent party. Will retain ballots if an audit is needed.</p> <p><b>MOTION</b> to have Chris Vasilas handle vote count as independent party; seconded &amp; passed unanimously.</p> <p>What happens if there is a tie? Discussion concerning use of a runoff.</p> <p><b>MOTION</b> to use runoff election in the event of a tie in the initial election; seconded &amp; passed unanimously.</p> <p>How to stagger the Director terms (1-2-3 year terms). It's not based on election, but determined after by the Board. Discussion tabled for now, will address later.</p>
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**HOA Legal issues**

<p>Attorney Resources as needed</p>	<p>Ted, Rich, Chris V had conversation with Javier Delgado from law firm Carpenter Hazelwood. They don't have a retainer arrangement, but operate on a per item menu price for various HOA services. They have a large, significant list of clients. There's no risk having them be a go-to attorney since we don't have to retain them. Chris Mathers already vetted them in July.</p> <p>Brought up proposed Capital Improvement fee; Javier said anything that's providing clarity around an existing construct should not be a problem to change. But adding a capital improvement fee would require modifying the CC&amp;Rs because it's a new issue.</p> <p>We also are limited by ARS statutes &amp; have power to reduce a requirement but not exceed an ARS requirement. Example: ARS limits the Transfer fee at \$400 &amp; we were charging \$400 + a \$100 documentation fee. We have now discontinued the \$100 document fee as a result.</p>
<p>Process Development &amp; Improvement</p>	<p>Attorney Javier indicated they can help with process review.</p> <p>Ken Mazikowski suggested we create a new Process committee.</p>

**Homeowner Issues/Requests**

	<p>None presented</p>
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**Items Tabled for Future Discussion**

<p>How to decide on who gets what term – Draw straws?</p>
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**Closing**

<p>Next meeting</p>	<p>Tentative next regular Board meeting 02/23/21</p>
<p>Meeting end</p>	<p><b>MOTION</b> to adjourn end the meeting; seconded &amp; passed unanimously</p>

**Next Meeting**

Topic:	Dry Run of Annual Meeting Presentation
Date:	01/19/21
Time:	6:30pm
Place:	Zoom link to be provided

