

Meeting Info

Topic:	Board of Directors Monthly Meeting
Date:	05-25-2021
Time:	6:30pm
Location:	Zoom Video
Minutes By:	Jackie Hoffmann

Participants

	BOARD:		GUESTS:
x	Antonio Moore	x	Linda Marie Perreault, SW Property Mgmt
x	Jackie Hoffmann		
x	Rich Warren		HOMEOWNERS:
x	Ted Frederick	x	Maureen Ben
x	Vivian Pemberton	x	Kathi Mogalian
		x	Marty Mogalian

Opening (Antonio)

Call to order	Quorum present; Call to order @ 6:35pm
Approve or amend minutes from previous meetings: 01/06/21 (only Rich, Ted, Vivian were present & vote) 02/03/21 minor changes (Antonio, Rich, Ted, Vivian vote) 02/23/21 in full (Antonio, Rich, Ted, Vivian vote) 03/30/21 in full (Antonio, Rich, Ted, Vivian vote) 05/04/21 in full (Antonio, Rich, Ted, Vivian vote)	MOTION to approve 01/06/21 minutes; seconded & approved MOTION to approve 02/03/21 minutes with revision; seconded & approved MOTION to approve 02/23/21 minutes with revision; seconded & approved Skipped MOTION on 03/30/21 minutes (Jackie neglected to send to Board); will handle at next meeting. MOTION to approve 05/04/21 minutes; seconded & approved

Homeowner Q&A

None	
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Administrative/Secretary (Jackie)

Vote on Board Director change	Jackie Hoffmann to fill board position left open by Mary Johnson, to assume office of Secretary and remainder of Mary's 1-year term. Board already voted via email but will formalize the vote in this meeting. MOTION to appoint Jackie to open Board position and Secretary office; seconded & passed unanimously.
Open issues from past meetings	<ul style="list-style-type: none"> • Status of Marty Mogalian & Ombudsman position: Marty resigned as Ombudsman with the January election/new board. Marty was not asked for assistance by any homeowners during his time as Ombudsman, so this does not seem to be an active/needed position. MOTION to suspend the position; seconded & passed unanimously. Will reactivate Ombudsman position & search for candidates if it becomes needed. • Motion is not recorded for electrical pedestal project & its cost. Project & cost (approx. \$6500 incl electrician & permit) were discussed at a previous board meeting, but formal record of a vote and approval are missing. Board voted today to formalize: MOTION to repair/replace 3 electrical pedestals, including cost of electrician, parts, city permits & landscape support; seconded & approved unanimously. • Motion is not recorded for backflow testing activity & cost (work has already completed). Board discussed at previous meeting & agreed to cost of approx \$440. Board voted today to formalize: MOTION to approve backflow testing & associated cost; seconded & passed unanimously. • Has Documentation fee of \$100 been dropped for new homeowners? Previous meeting mentioned that this had already changed, but a Motion is not recorded. – <i>In the interest of time, tabled for discussion at future meeting.</i> • Late Payment Policy needs to be documented in full, posted to website & communicated to homeowners. Vivian will document & post to website. Will send to Board for review before posting. ARS 33-1803.
Newsletter	Due to time constraints at today's meeting, Jackie will initiate newsletter conversation with board via email. Will need input from others on areas to be covered. Goal is to have newsletter ready for circulation by end of June.

Property Manager Presentation (Linda Marie Perrault)

Presentation (max 15 minutes)	<ul style="list-style-type: none"> • Linda Marie owns Southwest Property Management, has a portfolio of 11 accounts • She leans more toward limited accounting services than full
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	<p>management</p> <ul style="list-style-type: none"> • Uses a 3rd party that mails statements, handles payments • Will facilitate prep for annual meeting & attend. Would sit in on monthly Board meetings if we need. • Creates a set of financials every month • Uses one bank for all clients (not Chase) • Has web services on request (did not include in our bid); they are somewhat minimal • Total staff: Linda + 1 part-time employee
Q&A (max 15 minutes)	<ul style="list-style-type: none"> • Question regarding how cost is determined, considering CT would be Linda Marie's largest client. Per Linda Marie, accounting services are fairly stable regardless of HOA size. • Linda Marie will look over Rich's list of Property Manager duties & advise if there's anything on there she wouldn't handle

Committee Briefings – Finance + Treasurer's Report (Vivian)

Financial Status	<ul style="list-style-type: none"> • \$45,225.41 in checking as 05/18/21 • Vivian & Chris went to Chase & opened reserve account with \$20K
Third Party Audit	<ul style="list-style-type: none"> • Reached out to auditor Robb Arthur, who performed 2018 audit of 2017 year; Vivian owes him information in order for him to provide next steps.
Assessment Invoices for 2 nd half of 2021	<ul style="list-style-type: none"> • Chris will include verbiage for new late payment policy on every invoice. This will be permanent wording on all invoices going forward, not a separate insert for this mailing only. • Board has nothing to include in the mailing & no additional information or direction for Accountant; Chris can proceed with dues mailing. • Vivian will make sure that Chris mails dues invoices by 06/30/21.
Mission Statement or Charter for Finance Committee (other committees as well?)	<ul style="list-style-type: none"> • Vivian would like to have some sort of formalized charter so that homeowners joining Finance Committee (or other committees) know what their purpose is. <i>Due to lack of time, will deal with this by email or push to next board meeting agenda.</i>
CLOSED SESSION	<ul style="list-style-type: none"> • REDACTED

Committee Briefings – Architecture (Ted)

Policy on Homeowner Violations & Enforcement/Penalties	Ted hopes to have more progress next week, will have language around infractions & fee structure.
Homeowner requests	<ul style="list-style-type: none"> • Tanya Kvakic 16418 N 67th St (Lot 19) sent pic of new garage door; Board approved via email. • Zoning ordinance that Sandy Wilson is working on, in progress but not pending action of CT Board at this point.

CLOSED SESSION	<ul style="list-style-type: none"> • REDACTED
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Committee Briefings – Landscape (Rich)

Electrical Pedestals Repairs	<ul style="list-style-type: none"> • Scheduled for Thurs 06/10/21 with APS and Highland Electric. • Asked Wally to prepare oleanders. Emailed specific list/description, needs done by end of week. • Rich will reach out to SVH if Wally doesn't complete.
CLOSED SESSION	<ul style="list-style-type: none"> • REDACTED
Beehive in monument wall	<ul style="list-style-type: none"> • Rich hasn't seen any continued bee activity at that corner & no homeowners have reported any issues. Closed issue unless homeowners report new activity.

Digital Communication (Jackie/Vivian)

Miscellaneous	Vivian will post new late payment policy on website
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Committee Briefings – Nominating & Social (Antonio)

Social events	<ul style="list-style-type: none"> • Possible events: Food drive, block party. Have to consider current comfort level with Covid plus rising heat.
Nominating Com	<ul style="list-style-type: none"> • Nothing new to report on Nominating committee.

Project – Property Manager

Board Discussion of Tonight's Property Manager Presentation	Schedule did not permit much discussion. <i>Board will continue conversation over time & will see how Linda Marie responds to tonight's follow-up questions.</i>
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Items Tabled for Future Discussion

<ul style="list-style-type: none"> • Various follow-up required as noted in minutes above • Has Documentation fee of \$100 been dropped for new homeowners? Previous meeting mentioned that this had already changed, but a Motion is not recorded. – <i>In the interest of time, tabled for discussion at future meeting.</i> • Vivian would like to have some sort of formalized charter for Finance Committee (perhaps all committees), so homeowners understand their purpose when serving on the committee. <i>Due to lack of time, will deal with this by email or push to next board meeting agenda.</i>
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Closing

Schedule next meeting	06/29/21
Meeting end	MOTION to adjourn @ 8:34pm; seconded & carried unanimously

Next Meeting

Topic:	Monthly Board Meeting
Date:	06/29/2021
Time:	6:30pm
Place:	Zoom