

Meeting Info

Topic:	Board of Directors Monthly Meeting
Date:	06-29-2021
Time:	6:30pm
Location:	Zoom Video
Minutes By:	Jackie Hoffmann

Participants

	BOARD:		HOMEOWNERS:
x	Antonio Moore	x	Maureen Bradley
x	Jackie Hoffmann		
x	Rich Warren		
x	Ted Frederick		
x	Vivian Pemberton		

Opening (Antonio)

Call to order	Quorum present; Called to order @ 6:36pm
Approve or amend minutes from past meetings: <ul style="list-style-type: none"> Last meeting 05/25/21 03/30/21 was never voted on (Antonio, Rich, Ted, Vivian were present & can vote) 	<ul style="list-style-type: none"> MOTION to approve 05/25/21 minutes without changes; seconded & passed MOTION to approve 03/30/21 minutes without changes; seconded & passed

Homeowner Q&A (Antonio)

Opportunity for homeowners present to ask questions or bring up a topic of discussion	<ul style="list-style-type: none"> Maureen suggested contacting Cameron, who always has such a beautiful garden and pictures, for ideas on plants for the common corners
---	---

Administrative/Secretary (Jackie)

Newsletter	<ul style="list-style-type: none"> Newsletter emailed to 144 homes on 06/26. Mailed via USPS to 41 homes with no email information on file 06/27.
New homeowner closing fees: Has Documentation fee of \$100 for new homeowners been dropped?	<ul style="list-style-type: none"> In Dec or Jan the \$100 documentation fee was dropped. The board kept the \$400 transfer fee, which is the max allowable under AZ law.

<p>A prior board meeting mentioned that this had already changed, but a Motion is not recorded. Clarify what the total closing/transfer fee structure is to new homeowners.</p> <p><i>This was tabled at last meeting due to lack of time</i></p>	<ul style="list-style-type: none"> • Previously, the \$400 transfer fee went to the HOA in whole and the \$100 documentation fee was split between the HOA and accountant Chris V, who processed the request for closing documents. Chris V no longer gets any payment for handling requests for closing documents. • To formally document this procedure the HOA is following, MOTION made to continue billing the \$400 transfer fee for new homeowners and discontinue the \$100 documentation fee; seconded & passed unanimously. • Discussion about how to ensure we get new homeowner contact information, which is not always given by title companies or homeowners. No decision made, will continue to discuss ideas how to best resolve.
<p>Record of Board Motions and Policies</p>	<ul style="list-style-type: none"> • Jackie recommends a log be kept of all motions and policies put into effect. This would help the board in place when they need to refer back to something, and would be a great help to new boards coming in with no information currently available. Jackie will create a log format and a future decision will be where to store this.

Committee Briefings – Landscape (Rich)

<p>Electrical Pedestals Repairs</p>	<ul style="list-style-type: none"> • New project work date of 08/03/21 scheduled with APS and Highland
<p>Beehive in monument wall @ 67th & Paradise</p>	<ul style="list-style-type: none"> • After last meeting, bee activity was noticed again & Rich contacted The Beehive for emergency exterminator service at a cost of \$185.
<p>CLOSED SESSION Landscape Contractor Evaluation</p>	<ul style="list-style-type: none"> • ILM is interested to bid and will have someone contact Rich.
<p>Underground water leak at Beverly & 68th St CLOSED SESSION</p>	<ul style="list-style-type: none"> • Rich contacted 6 companies to request bids • Received 1 bid from ILM this morning. Not sure if it's just the elbow or if it's the PVC running under the length of the street. ILM price for just the elbow is \$338, or \$2,459 if full PVC under the street needs to be replaced. • Do we perform the larger repair if we only need the smaller one? Probably best to do both given age of current PVC. Ted suggests adding a pressure regulator, board agrees. • SVH said they would come tomorrow to survey & quote. Rich has not heard back from the 5 other companies yet. • In the interest of moving forward quickly to turn the water bak on & keep the plants healthy, MOTION made to approve not-to-exceed \$3,000 for repairs, with vendor to be named by July 2nd. Goal is to obtain more than the 1 existing bid. MOTIONED, seconded & approved unanimously.

<p>Oleander at corners</p> <p>CLOSED SESSION</p>	<ul style="list-style-type: none"> • Discussion on how board should handle oleander plants at the common corners (approx. 15 plants at 14 corners). These are part of the plantings that have been a source of confusion for years. They may have been originally planted by the builder, have working drip lines from the HOA water source, and the HOA landscape contractor trims them. However, they are not within HOA property and technically belong to homeowner property. • Some of them will be heavily trimmed back, possibly removed, for the upcoming project because the electrical pedestals can't be reached as plants grew over and around. Will board replace these if needed? HOA could stop watering & caring for & tell the homeowners they are responsible, & we could end up with oleanders at the corners in a variety of conditions. We could charge corner homeowners a small fee for the HOA to continue watering & maintaining these plants. • No decision at this time, topic will be discussed more in future as ideas evolve.
---	--

Committee Briefings – Architecture (Ted)

<p>Policy on Homeowner Violations & Enforcement/Penalties</p>	<ul style="list-style-type: none"> • Establish process for notifying homeowners, providing timeframe for response. Ted prepared simple slide for basic process, target is to keep process really simple. Will review ARS (AZ laws) on this topic before publishing policy to community.
<p>Homeowner Architectural requests</p>	<ul style="list-style-type: none"> • No new requests received
<p>Homeowner Violations</p>	<ul style="list-style-type: none"> • No violations reported
<p>Hampton Group Development project (SW corner Bell & Scottsdale)</p>	<ul style="list-style-type: none"> • Ted sent Hampton information packet to board; Vivian will post on website

Committee Briefings – Nominating & Social (Antonio)

<p>Social Committee</p>	<ul style="list-style-type: none"> • Tony is periodically in touch with Kathi Mogalian to send welcome letters to new homeowners. • Tony will begin to review block party type social event with committee. Ted suggested October timeframe.
<p>Nominating Committee</p>	<ul style="list-style-type: none"> • Tony is in process of recruiting people to serve on the committee, have lost members from last year.

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

Financial Status/ Bank Account Balances	<ul style="list-style-type: none"> As of last week, checking balance is \$46,729.67; Reserve account balance is \$20,000.04. Once we get through July with dues income, Vivian will start to evaluate anticipated spend for balance of 2021 and how much funding can be transferred to reserve account this year. Next plans to forecast how much can be routinely transferred into reserve every 6 months. Will have balance sheets for review next month.
Assessment Invoices for 2 nd half of 2021	<ul style="list-style-type: none"> Dues notices were mailed 06/24/21. New payment policy was stapled to the dues notice. 9 dues payments have been received by 06/29/21
CLOSED SESSION Third Party Audit	<ul style="list-style-type: none"> Vivian obtained 3 bids; 2 were significantly higher around \$4,000. Homeowners Compliance and Protection is the auditor previously used in 2018. Robb bid his services at \$2,500, offering a discount for returning client. He needs half (\$1,250) up front and half on completion, is able to start mid-July. Robb Arthur from Homeowners Compliance and Protection will perform a complete audit, looking at compliance to governing documents and A.R.S. homeowner association laws, as well as a financial review. MOTION to contract Robb Arthur @ \$2500 & proceed with audit; seconded & passed unanimously. Vivian will also ask Robb to make some recommendations on reserve balance.
Mission Statement or Charter for Finance Committee (other committees as well?) <i>This was tabled at last meeting due to lack of time</i>	<ul style="list-style-type: none"> No progress. Vivian would like to know what board sees as charter for Finance Committee. Table discussion for next meeting.
CLOSED SESSION Delinquencies & misc.	<ul style="list-style-type: none"> 17 are behind; 12 have missed 1 payment, 5 have missed more than 1 payment Received \$100 payment from Judy Huyge Tracy Chavez & Jillian Kranson are the 2 largest delinquent accounts. Hoping to see some activity with the new dues statement that was just mailed. Vivian is close to recommending legal action with these 2 delinquent accounts.

Committee Briefings - Digital Communication (Jackie/Vivian)

Website updates (late payment policy, etc.)	<ul style="list-style-type: none"> Vivian added late payment policy as an FAQ
Facebook Group	<ul style="list-style-type: none"> Mary Johnson gave Jackie administrator rights, there are now 3 administrators of the group (Mary, Vivian, Jackie)

Committee membership	<ul style="list-style-type: none"> Mary has agreed to remain on the Digital Communication Committee
----------------------	--

Project – Property Manager

<p>Board Discussion of Property Manager 05/26/21 presentation, and ongoing discussion/evaluation of this service</p> <p><i>Lack of time at last meeting only allowed very brief conversation following the presentation</i></p>	<ul style="list-style-type: none"> Ted asks board members to individually look at what Linda Marie put together, come up with list of points or questions, then we review as a group at future meeting. Look at services she provides and contrast with what we have now.
---	--

New Business

Board policy of emergency spending without usual approvals (e.g., what is needed for emergency bee hive removal)	<ul style="list-style-type: none"> Informal policy created: Board members agreed they would seek approval from the rest of the board via email if there is an emergency expense that is \$500 or higher. If less than \$500 and it's an emergent/dangerous situation, the board member can proceed with the expense.
Lawyer for The Hampton Group requested meeting with CT HOA Board	<ul style="list-style-type: none"> <i>Did not discuss; table for next meeting</i>

Closing - Antonio

Schedule next meeting	07/27/21
Meeting end	MOTION to adjourn @ 8:29pm

Next Meeting

Topic:	Monthly Board Meeting
Date:	07/27/2021
Time:	6:30pm
Place:	Zoom