

SaddleBrooke Villas Association No. 20, Inc.

MEETING MINUTES

Board of Directors

Thursday, August 21, 2014.

1. **CALL TO ORDER:** President Melanie Neilson called the meeting to order at 10:04 a.m. and established that a Board quorum was present.

BOARD MEMBERS PRESENT (5): Melanie Neilson, Esther Peabody, George Nersesian, Marvin Wycoff and via conference telephone Ed Sand

RESIDENTS IN ATTENDANCE (8): Ron Tuxbury, Jack Neilson, Britt Northcutt, Joe Witz, Phil & Helen Schetky and Dal & Liz Foreman

2. **MINUTES:** February 17, 2014 Special Board Meeting minutes were approved unanimously by Board Members via e-mail and are posted on the website.
3. **Not Present: HOA #1 General Manager Vivian Timian or Board Liaison Jim Daily**
4. **President's Report** – Melanie Neilson stated a check was received for past due payments of \$3,732.58 for Lot 24; five (5) Villa lots (3, 20, 26, 27 & 40) are listed for sale; Bill Howard is now home but very weak and Bob Fitzgerald is in hospice care; Rincon Roofing bill was finally received in the amount of \$29,951.27 which was slightly less than the original estimate. She also reviewed the procedure to access the Villas website on HOA #1 website.
5. **Treasurer's Report** -- Ron Tuxbury distributed and discussed the July treasurer's report and the Long Range Financial Plan that Mike Hatmaker had prepared. The Roofing contract payment will not show until the August report. He projected that we should have close to \$100,000 in the Villa accounts at the end of the year. The goal of the finance committee is to assure that no special assessment are needed.
6. **Committee Reports and Discussion of Proposed Action Items**
 - A. **Landscaping** -- Marvin Wycoff: The weekly service provided by Northwest Landscaping consists primarily of trimming uneven growth at the top of non-flowering shrubs, blowing and removing debris, and removing weeds. The irrigation system has been checked for leaks and placement of end caps during the regular rotation of quadrant maintenance. Two African Sumac trees have been removed. In May, 20 tons of rock at a cost of \$1,838 was spread on the NW quadrant. The spring planting of the SE and NE quadrants included 15 5-gallon shrubs and cacti and one 15 gallon tree. Cost was \$1,254.
 - B. **Maintenance/Painting** -- Ron Tuxbury: Leaks in two Villas roof have occurred since the roofs were inspected and repaired earlier this year and these have been fixed free of charge. Golf balls dings will be repaired in October. The painters have done these repairs free in the past.
 - C. **Insurance Renewal** -- Ron Tuxbury: The renewal includes a 2.8% increase for a total of \$9,970. Our policy is for \$9 million on the Villas structures which includes a \$250,000 replacement per Villa, \$2 million per incident and \$4 million total for liability. This bid was still cheaper than HOA #1 could do for us. Ron agreed to check on the viability of also purchasing an umbrella policy.
 - D. **Termites/Pests** -- Liz Foreman: Report was e-mailed to all Villas owners.

- E. **ALC/Documents** -- Doris Bickel: No action to report
- F. **Election Committee** -- Dal Foreman: Indicated that the date on the Notice of Election for counting ballots needs to be changed to Monday, December 29. There are 3 vacancies for the 2015 – 2017 Board.
- G. **Social** – Melanie reported that the September Happy Hour will have to be changed due to a conflict at the Club House. (Note new date confirmed for **September 18**)

7. ACTION ITEMS:

- A. Ed Sand moved and George Nesesian seconded approval to mail the 2015 Villas Notice of Election as presented and corrected by Dal Foreman. Motion passed unanimously.
- B. Marv moved, George seconded approval of the purchase of 20 tons of decorative rock from Northwest Landscaping in the amount of \$1,812.00 to complete filling bare areas on the Villas lots. Motion passed unanimously.
- C. George move, Ed seconded approval of the renewal of Villas State Farm Policy (Sept. 2014-2015) in the amount of \$9,970 which is an increase of \$271 (2.8%) over last year. Motion passed unanimously
- D. Ed moved, Esther seconded approval of the revised Long Range Plan and Assumptions as reviewed during this meeting. Motion passed unanimously.

8. Actions Approved Without a Meeting in March and April 2014:

- A. Unanimously approved April 8, 2014 the bid from Northwest Landscaping for 20 tons of small decorative rock (to closely match existing) to cover bare and thin areas in the Villas at a cost \$1,700 plus \$137.70 taxes for a total of \$1,837.70.
- B. Unanimously approved March 10, 2014 Northwest Landscaping proposal in the amount of \$1,329.63 for 23 new colorful plantings to be installed in certain Villas “front yards” to replace a large number of plants that had died and been removed.
- C. Unanimously approved Monday, February 17, 2014 Special Board Meeting Minutes.

9. QUESTIONS/COMMENTS FROM AUDIENCE: None

- 10. **ADJOURNMENT:** George moved and Ed seconded to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 10:57 a.m.

Esther Peabody, Secretary)