

APPROVED MINUTES
SaddleBrooke Villas Association No. 20, Inc.
BOARD OF DIRECTORS MEETING
Thursday, November 16, 2017
Activity Center

1. Called to Order – 9:30 AM
 - a. Board Members Present (5): Don Ebbeson, Melanie Neilson, Marvin Wycoff, Nancy Horvat and George Nersesian.
 - b. Owners Present—Doris Bickel, Dal and Liz Foreman, Bill Howard, Dennis and Marcia Hill, Tammy Brown, Britt Northcutt, Pierre Fabinski and Ron Tuxbury.
2. Approval of October 19, 2017 Board Meeting Minutes -- Don Ebbeson moved and George Nersesian seconded the motion to approve the October 19, 2017 minutes. Motion passed unanimously.
3. Report from HOA #1 General Manager Vivian Timian -- Ms. Timian was unable to attend.
4. President's Report – Melanie Neilson: (a.) expressed appreciation to Dal Foreman and members of the Election Committee for their efforts in securing two 2018 Board Candidates; (b.) Current status of Villas for sale and unoccupied; One villa going to Trustee Sale and the other has received notice of lien to be filed; (c.) Melanie thanked the Board and Owners for their continuing trust and support as demonstrated by electing her to serve on our Villas Board for the past 14 years and as president for the past 10 years! It has been a privilege to work with and for you over these past many years.
5. Treasurer's Report and 2018 Budget Handout Review and Discussion – Ron Tuxbury informed the Board that the expenses were below budget for 2017 and the new 2018 Budget would be emailed to all owners by November 30th.
6. Committee Report – Questions & Answers Regarding Committee Reports:
 - a. **Financial Report** – Ron Tuxbury explained that he collects budget request forms from Committee Chairs and then he and Mike Hatmaker work with the Finance Committee to draft a proposed budget for Board approval. It is hoped that the Maintenance Fee portion of the 2018 adopted budget will not need to be increased for at least two years. Repainting of the exteriors of all villas is budgeted for 2019.
 - b. **Landscaping** – Marvin Wycoff / Bill Howard (Effective November 6 after many years of effective service Marvin resigned as chair and Bill Howard has accepted the role as Landscape Committee Chair effective immediately.)
 - c. **Maintenance** – Ron Tuxbury reported that small maintenance projects were underway including planned replacement of the protective golf ball net between lots 16 & 17, and repair and repaint reported golf ball dings and other minor stucco damage to exteriors of villas.
 - d. **Roofing Committee** – Don Ebbeson (e-mailed report to all Villas Owners).
 - e. **Termites/Pests** – Liz Foreman (will e-mail report to all Villas Owners after December 1).
 - f. **ALC/Rules** – Doris Bickel reported that inspection walk-arounds revealed that most of the villas are following the rules. The committee will meet with villa owners as rules infraction issues arise.
 - g. **Social** – Cathy Howard now has possession of the Villas Petty Cash Container. She has agreed to facilitate the sale of 50/50 raffle tickets during the Winter Celebration Dinner that is to generate sufficient funds to pay the \$75 HOA #1 clean-up fee charged for use of the Activity Center for the Pot Luck Dinner. Upcoming Villas Social Events include: [\(5 p.m. Saturday, 1/13/18 Winter](#)

Celebration Dinner in RoadRunner Grill; 5 p.m. Saturday, 3/3/18 Pot Luck Dinner in Activity Center, and 4 p.m. Thursday, 1/25/18 is the next Villas Happy Hour in the Agave Lounge).

h. Election – Dal Foreman (e-mailed report to all Villas owners).

i. Website Liaison – Melanie reported that the website will be updated by the end of the year.

7. Action Items:

- a. Marvin moved and Don seconded approval of Unit 20's **\$300** donation to the HOA #1 Employees Appreciation Christmas Party. Motion passed unanimously.
- b. George moved and Marvin seconded approval that *Pursuant to Villas Bylaws that there being only enough candidates to fill vacant positions, these candidates **Chris Costello and Dennis Hill** be duly elected to the Board effective January 1, that the Election Committee be thanked for their service, and that a Special Board Meeting be called for early January (January 4, 2018) for the purpose of administering the oath of office and electing Officers for the upcoming year, and adopting a schedule of meetings.* Motion passed unanimously.
- c. George moved Nancy seconded approval of **10 a.m., Thursday, January 4, 2018** date for the Special Board Meeting to administer the oath of office to Chris and Dennis; elect Board Officers of President, Vice President and Secretary; appoint non-voting board members Treasurer, Assistant Treasurer and Recording Secretary; and take any other actions as needed. Motion passed unanimously.
- d. Marvin moved and Don seconded approval of the continuation of the Villas Association Management Agreement with HOA #1 in the amount of \$575.00 (same as previous four years) per month = \$6,900 annually. Motion passed unanimously
- e. George moved and Don seconded approval of a **\$300** tax exempt donation to "Catalina Nature Program" in appreciation of Jim Cloer's on-going assistance to the Villas Association regarding pests and critters. Motion passed unanimously.
- f. George moved and Marvin seconded approval of the SaddleBrooke Villas Association No. 20, Inc. **2018 Budget** as presented. Motion passed unanimously
- g. George Nersesian moved and Marvin seconded approval of the SaddleBrooke Villas Association No. 20, Inc. 2018 Maintenance Fee (includes operating expenses and all reserve accounts except tile roof replacement) of \$180 monthly. Motion passed unanimously.
(Note: Villas 2018 monthly billing will be a total \$220 which includes the \$180 Maintenance Fee plus the monthly Tile Roof Replacement Reserve Assessment of \$40 that was approved at the October 19, 2017 Board Meeting.)
- h. George moved and Don seconded approval of the corrected 2018 Schedule of Board Meetings to reflect 10 – 11:30 a.m. Friday, December 28, 2018 as the time and date to count ballots. Motion passed unanimously.
(Rationale for this correction is that the Rules, Regulations & Policies, ARTICLE VII, Section 7.11 Tabulation of Ballots states, "Ballots shall be tabulated by the Election Committee at 10 a.m. on the last Friday of December unless otherwise set by the Villas Board. The ballot counting location shall be determined by the Villas Board.")

- i. Don moved and George seconded approval retroactively to May 13, 2017 Complete Landscaping's revised 3-year contract that took effect on June 1, 2017 with the SaddleBrooke Villas Association No. 20, Inc. in the amount of \$1,476 per month for thirty-six months, yearly cost of \$17,712 commencing on June 1, 2017, or as directed, thru May 21, 2020.
(Rationale: This action item was to have been approved as "Action Without a Meeting" based on an e-mail I sent to all five Board Members on May 10, 2017 requesting that they approve the revised contract that was attached to the e-mail. In the e-mail I voted yes to approve the contract and asked that the other four Board Members also vote via e-mail to approve it. Although there was unanimous oral agreement that this contract was approved in May 2017, no written documents can be located to confirm that officially the Board unanimously approved the contract. This unanimously approved motion confirms approval of the contract as revised.)

8. Conference Items:

- a. Old Business: Melanie discussed the **dilemma that she cannot find any written evidence that the three-year Complete Landscaping contract was officially approved as an "Action Without a Meeting" in May 2017.** Even though there was unanimous oral agreement that it was approved, we need to show written approval in our official Board Meeting Minutes. Therefore action item "i." was added to the agenda for this meeting and official unanimous vote was recorded to approve the Complete Landscaping contract.
- b. New Business
- c. Questions/Comments from Audience

9. George moved and Don seconded approval to adjourn the meeting. Motion passed unanimously and the meeting adjourned at 10:45 a.m.

The next Special Board Meeting is scheduled **10:00 a.m. Thursday, January 4, 2018 in the Activity Center** to install two new board members; elect Board Officers President, Vice President and Secretary; appoint non-voting Treasurer, Assistant Treasurer and Recording Secretary. Treasurer, Assistant Treasurer and Recording Secretary may be appointed by the Board and do not have to be one of the five elected Board members.

Nancy Horvat, Secretary