

SaddleBrooke Villas Association No. 20, Inc.
Board Approved minutes of January 4 2018 Meeting
SPECIAL MEETING OF BOARD OF DIRECTORS
10:00 am , Thursday, January 4, 2018
Activity Center

1. **Call to Order**-Melanie called the meeting to order at 10:00 AM.
2. **Election Committee Report** – Dal Foreman
 - A. Dal Foreman administered the Oath of Office to two newly elected 2018 – 2020 Board Members: Chris Costello and Dennis Hill
 - B. Establish Quorum of Board Members—Don Ebbeson, Nancy Horvat, George Nersesian, Dennis Hill and Chris Costello
 - C. Owners Present—Melanie Neilson, Joan Ebbeson, Constance and Francis Witkowski, Ron Tuxbury, Sue and Ron Spaniol, Doris Bickel, Joanne Lowry, Britt Northcutt, Pierre Fabinski, Mike Hatmaker, Audrey Costello, Tammy Brown, Liz and Dal Foreman and Richard Robertson, Jan Earnest.
3. **Approve Minutes of November 16, 2017 Board Meeting**-George moved to approve the minutes of the November 16, 2017 Board Meeting and Dennis seconded the motion. Motion passed unanimously.
4. **Adjourn into Executive Session**
 - A. Elect 2018 Board Officers: President, Vice President and Corporate Secretary.
 - B. Confirm **appointments** of Mike Hatmaker as Board Treasurer and Ron Tuxbury, Assistant Treasurer.
5. **Board Meeting Reconvenes / Action Items:**
 - A. George moved to approve Election of 2018 Board Officers: Don Ebbeson- President, Dennis Hill- Vice President and Nancy Horvat- Corporate Secretary and Dennis seconded the motion. Motion passed unanimously.
 - B. George moved to appoint non-voting Board Officers: Mike Hatmaker, Treasurer and Ron Tuxbury, Assistant Treasurer and Dennis seconded the motion. Motion passed unanimously.
6. **Report from HOA #1 General Manager Vivian Timian**—Not Present.
7. **President’s Report** –Don commended Melanie for her commitment and service to the Villas. Words of thanks seem hardly enough for all her efforts these many years. Don pledged to work within the guidelines of the rules governing our HOA and to maintain and increase owner equity in their homes.
8. **Discussion Items** (All Committees must be Board approved and listed on the published 2018 Approved Committee Chair & Members list including the names, phone numbers and e-mail addresses of the chair and members):
 - A. The responsibilities of the Document Committee were discussed.
 - B. Report of activities and discussions of casual group organized by Don Ebbeson to discuss possible revisions of current exterior Villas lighting.

9. **Committee Reports (questions/discussion regarding e-mailed reports):**

- A. Landscaping – Chair Bill Howard (unable to attend)
- B. Maintenance – Chair Ron Tuxbury –will report at annual meeting
- C. Termites/Pests – Chair Liz Foreman –Report will be mailed in early February
- D. Documents/Rules/ALC – Chair Dennis Hill—No report
- E. Social – Co-Chairs Cathy Howard & Connie Witkowski—Winter celebration fully subscribed
- F. Neighborhood Watch – Chair Cathy Howard—no report
- G. Election – Chair Dal Foreman (was e-mailed to all owners)
- H. Website Liaison – Melanie (Updated website materials will be submitted by the end of 2017)
- I. Roofing Report – Don Ebbeson –Rincon did inspection and 2 issues were found and repaired.
- J. Treasurers Report—Mike Hatmaker—Mike distributed report and supporting documents

10. **Action Items:**

- A. Approve creation of standing **Roofing Committee** to be **chaired by Don Ebbeson**. (The Committee's purpose, responsibilities and members names are to be submitted for approval at the next Board Meeting.) Delayed for more information
- B. George moved to approve creation of **Ad Hoc Lighting** Committee to be chaired by Pierre Fabinski. (The Committee's purpose, responsibilities and members names are to be submitted for approval at the next Board Meeting.) Chris seconded the motion. Motion passed unanimously.
- C. George moved to approve proposed 2018 Committee Chairs: **Bill Howard**, Landscape Committee Chair; **Ron Tuxbury**, Maintenance Committee Chair; **Liz Foreman**, Termite & Pest Committee Chair; **Mike Hatmaker and Ron Tuxbury**, Treasurer/Assistant Treasurer & Finance Committee Co-Chairs; **Britt Northcutt**, Unit Representative; **Dennis Hill**, Document/Rules/ALC Chair, **Cathy Howard & Connie Witkowski**, Social Committee Co-Chairs; **Dal Foreman**, Elections Committee Chair; **Cathy Howard**, Chair Neighborhood Watch; and (If Board approved) **Don Ebbeson**, Roofing Committee Chair; and (If Board approved) Ad Hoc Lighting Committee Chair **Pierre Fabinski** Website Liaison ; **Pierre Fabinski**. Chris seconded the motion. Motion passed unanimously.
- D. George moved to approve **Resolution of Recognition, Thanks and Appreciation** of 2017 volunteers and Chris seconded the motion. Motion approved unanimously.
- E. Dennis moved to approve **Notice of Annual Meeting** of Owners/Members that is to be mailed by 1/17/2018 and George seconded the motion. Motion passed unanimously.
- F. George moved to approve Resolution authorizing required signatures on Villas Association Bank of the West Account(s) to be Don, Mike H, Ron T, Nancy and Mike Tribor and Washington Federal CD(s) to be Don, Ron T, Mike H, and Nancy and Chris seconded the motion. Motion passed unanimously.
- G. Chris moved to approve Complete Landscaping bid of \$4,089.20 for the delivery and installation of 40 tons of landscaping rock and its distribution throughout the Villas property. With assurance that Bill would negotiate with Complete Landscaping to meet the other bidders price and George seconded the motion. Motion passed unanimously.

- H. George moved to approve \$100 gratuity to be split \$50 per each of two regular Complete Landscapers as requested by Landscape Committee Chair Bill Howard. (Bill will request the check and distribute the funds as approved.) Chris seconded the motion. Motion passed unanimously
- I. Chris moved to approve continuation of Northwest Pest control contract at the cost not to exceed \$570 every other month = \$3,420 annually (March 1, 2018 to February 28, 2019) and George seconded the motion. Motion passed unanimously.
- J. Dennis moved to approve Northwest Exterminating renewal of the Sentricon Termite warranty at a cost not to exceed \$6,785 annually (May 1, 2018 to April 30, 2019) and George seconded the motion. Four board members voted for the motion and one voted against. Motion passed.

11. Questions/Comments from Audience-- George reminded everyone that smoke detectors need to be changed every 10 years.

12. Adjournment—George moved to adjourn at 11:55 AM and Dennis seconded the motion. Motion passed unanimously.

The Annual Members (Villas Owners) Meeting will be held 9:00 a.m. on Monday, February 19, 2018 in the Coyote North Room in the HOA #1 Clubhouse with a possible Board Meeting immediately following the Annual Meeting. There will be a Special Board Meeting following the February 19th Annual Members Meeting

Nancy Horvat, Corporate Secretary