

SaddleBrooke Villas HOA #20
BOARD OF DIRECTORS MEETING MINUTES

Date: November 15, 2018

Time: Immediately following the Meet the Candidate Meeting

Location: SaddleBrooke Activity Center 64518 East Galveston Lane

Board of Directors

Board President

Don Ebbeson	President
Dennis Hill	Vice Present
Nancy Horvat	Secretary
George Nersesian	Director
Chris Costello	Director

Call to Order at 9:35 AM.

Quorum (a minimum of 3 board members are required)

ADAM LLC. Representative: Jennifer Pemberton, Community Association Manager
Bill Maguire, Principal of ADAM LLC.

Homeowners Present:

Lot 1 Frank Witkowski
Lot 6 Dave and Sue Schliepsieke
Lot 7 Karl Bartosz
Lot 14 Janet Schmidt
Lot 16 Britt Northcutt
Lot 18 Barbara Katz
Lot 19 Val Langer
Lot 22 Dallas and Liz Foreman
Lot 25 Audrey Costello
Lot 27 Ted and Jan Deschamp
Lot 28 Doris Bickel
Lot 29 Marvin Wycoff
Lot 32 Nancy Hoffman
Lot 34 Brenda Robertson
Lot 37 Joan Ebbeson
Lot 38 Bill and Cathy Howard

Review and Approval of Minutes

MOTION To approve the minutes from October 18, 2018. A motion was made by George Nersesian and seconded and passed unanimously.

HOA1 Jim Daily:

- Jim reported that going forward SaddleBrooke Villas will be known as 20 and the unit representative will no longer be attending the meetings.
- Food on the go on Mondays has been a success. If you are interested in participating, you can sign up at the admin office.
- HOA1 is asking for donations for the Christmas Party for the employees on December 16, 2018.

- If needed Senior Village delivers food to your doors on Mondays.
- Jim reported that HOA1 is not suing HOA2 and the rumors are not true.
- Jim invited homeowners to join the presentation on the long-range plan on November 29, 2018.

Officer Reports

- President: Introduction of Bill Maguire Principal of ADAM LLC, and Jennifer Pemberton our Account Manager.
- Treasurer: Adam LLC. is currently waiting on the reports from HOA1 in order to send out coupons/statements for December.

Committee Reports

- Architectural Review Committee, Dennis Hill: Nothing to report
- Landscaping Committee, Bill Howard:
 - Bill reported that all the shrubs have been removed and trees have been trimmed.
 - Rock needs to be purchased and laid in the areas to cover the bare spots.
 - All the irrigation issues have been corrected.
 - Bill reported that he will be stepping down off this committee and thanked all of the neighbors for all of their support.
- Social Committee, Cathy Howard and Connie Witkowski: Nothing to report.
- Pest Control/Termite Committee, Liz Foreman:
 - Liz reported that there was a mess up with the bills that were sent out from Northwest Pest Control. Liz corrected the issue. She stated that homeowners should not receive bills unless the homeowner requests work to be done separately through Northwest.
 - Liz presented an invoice to be paid to Northwest Pest Control to Ron Tuxbury, Ron approved the invoice to paid.
- Roofing Committee, Don Ebbeson: Will be motioning today to approve the contract for the roofs.

Old Business

- NONE

New Business

Consent Items

- Approve Unit 20's \$400 donation to the HOA1 Employees Appreciation Christmas Party, check request to be submitted to ADAM LLC.

MOTION To approve a \$400 donation. A motion was made by Chris Costello and seconded and passed unanimously.

- Approve \$400 tax exempt donation to "Catalina Nature Program" in appreciation of Jim Cloer's ongoing assistance to the Villas Association regarding pest & critter.

MOTION To approve a \$400 donation. A motion was made by George Nersesian and seconded and passed unanimously.

- Approve \$150 total Landscapers Christmas Gratuity (\$50 per crew member) check request to be submitted to ADAM LLC.

MOTION To approve a \$150 Christmas gratuity. A motion was made by George Nersesian and seconded and passed unanimously.

- Approve 2019 Schedule of Board Meetings, Annual Meeting, Special Meetings and Ballot counting 27 December 2019.

MOTION To approve a \$150 Christmas gratuity. A motion was made by George Nersesian and seconded and passed unanimously.

- Chris Costello led discussion of Arizona Solar Rights law ARS 33-439 and how this law relates to our ALC's.
 - Conversation took place about solar tubes and sky lights. Several questions arose, and Chris will do more research and report back at the January meeting.
- Discussion to approve funding for the approved \$333,600 contract with Master Roofing will be as follows: Apply \$32,800 and \$6,600 from existing Flat Roof and Roof reserves. To the remaining balance of \$294,200 a contingency amount of \$10,000 will be added equaling \$304,200, which will be funded by a \$7,600 assessment for all Villa owners, payable one-time, invoiced January 01, 2019, due by January 31, 2019; or in four (4) equal payments of \$1,900, invoiced January 01, 2019, due January 31, 2019, invoiced February 01, 2019, due by February 28, 2019, invoiced March 01, 2019, payable by March 31, 2019 and invoiced April 01, 2019, payable by April 30, 2019. Late fees, penalties and interest charges will be applied if not paid on time.

MOTION To approve funding for the approved \$333,600 contract with Master Roofing will be as follows: Apply \$32,800 and \$6,600 from existing Flat Roof and Roof reserves. To the remaining balance of \$294,200 a contingency amount of \$10,000 will be added equaling \$304,200, which will be funded by a \$7,600 assessment for all villa owners, payable one-time, invoiced January 01, 2019, due by January 31, 2019; or in four (4) equal payments of \$1,900, invoiced January 01, 2019, due January 31, 2019, invoiced February 01, 2019, due by February 28, 2019, invoiced March 01, 2019, payable by March 31, 2019 and invoiced April 01, 2019, payable by April 30, 2019. Late fees, penalties and interest charges. A motion was made by Nancy Horvat and seconded and passed unanimously.

- Don Ebbeson will send out an email for clarification to the homeowners regarding what the penalty will be.

- Pursuant to Villas Bylaws that there being only enough candidates to fill vacant positions these candidates, George Nersesian, Liz Foreman and Ron Tuxbury be duly elected to the Board effective January 1, 2019, that the Election Committee be thanked for their service, and that a Special Board Meeting be called for January 3, 2019 for the purpose of administering the oath of office and electing Officers for the up-coming year and adopting a schedule of meetings.

MOTION To approve the three candidates. A motion was made by George Nersesian and seconded and passed unanimously.

Homeowner Input/Open Forum

- A question was asked when the December coupons would be sent out? Jennifer Pemberton explained that ADAM LLC. has been waiting for the financials and aging report to be turned over in order to know where the homeowners stand. Once it is received, ADAM LLC. will input the information and then be able to issue the coupons.
- It was requested that late fee and interest amounts be listed on the coupons.
- It was stated by the board to the homeowners that they can expect changes and that changes are good.

Meeting Dates

Board of Director and Executive Meeting are located at SaddleBrooke Activity Center 64518 East Galveston Lane:

Thursday, January 3, 2019 at 10 AM.

Thursday, April 18, 2019 at 10 AM.

Thursday, July 18, 2019 at 10 AM.

Thursday, August 15, 2019 at 10 AM.

Thursday, October 17, 2019 at 10 AM.

Thursday, November 21, 2019 at 9 AM.

Adjournment at 10:35 AM.

MOTION To approve to adjourn the Board of Directors Meeting. A motion was made by George Nersesian and seconded and passed unanimously.