

SaddleBrooke Villas Association No. 20, Inc.

MINUTES

BOARD OF DIRECTORS MEETING

November 21, 2019

1. Call to Order 10:08 A.M.

2. Establish Quorum - Directors Present:

President, Ron Tuxbury; Vice President, Dennis Hill via phone; Secretary, Liz Foreman; Chris Costello and George Nersesian

3. Owners Present:

Dal Foreman, Bill Howard, Marvin Wycoff, Jan & Ted Deschamp, Barbara Sullivan, Sally Wickramaratne Mejia and Nancy Horvat

4. Minutes of the October 17, 2019 Board Meeting were approved by motion made by George Nersesian, seconded by Chris Costello and passed unanimously.

5. HOA #1 Representative - See below

6. Officers Reports - See below

a. President/Treasurer's Report

Ron Tuxbury, President combined numbers 5 & 6 above into one report: HOA #1 - The HOA #1 pool will open tomorrow, Friday. The Employee Christmas Party is December 15th. Fees will increase \$50/year. HOA #1 is trying to get the County to count golf cart parking spaces as they look for additional parking for the expansion of our facilities. October financials are under budget and looks like we'll be under budget at year end.

Villas President and Treasurer's Report - 2020 Villa fees will increase \$10/month to \$190/month per villa. October financials were received from ADAM, LLC and are under budget. We also look to be under budget at year end.

7. Committee Reports

- a. ALC - George Nersesian, Co-Chair - Ron reported that one owner had received a permit from HOA #1 for driveway coating. He will pass it on to George.
- b. Documents/Rules - **Chair needed.**
- c. Landscape - **Chair needed** - Bill Howard reported the diseased pink oleanders have been trimmed (many thanks to Bill!!!) Some juniper and rosemary bushes have been removed and we'll need more rock. Owners requesting plant removal typically buy the replacement plants and the landscaper's plant them for us.

- d. Maintenance – no issues.
- e. Neighborhood Watch - Cathy Howard, nothing to report.
- f. Social - Cathy Howard - Ron reported that the October Happy Hour was well attended.
- g. Termite/Pests - emailed - Ron reported that owners try not to engage javelinas. He said as far as he knew no one in SaddleBrooke was ever attacked by them. They do become very protective/aggressive if they have babies.
- h. Unit Rep - Jan Deschamp sent the minutes of the meeting to all owners. Sue Schliepsiek is her alternate. There are no Unit Rep meetings in November and December.
- i. Webmaster - Ron reported Pierre Fabinski is working with HOA #1's Webmaster. The Villas website is updated through August 2019 including new forms and minutes.

8. Discussion Items

- a. Ron reported that as we have no owners running for the Board our best alternative is to drop from 5 to 3 Board members for 2020. Chris and Dennis have decided not to run again. Chris said the Villa owners have "apathy". This only requires a Board Resolution, not any document changes. Ron, George and Liz have another year on their terms so we would be covered for 2020.
- b. Ron introduced Sally Wickramaratne Mejia who has volunteered to be Treasurer. Sally discussed her 25-year background with budgets and allocations. She has a 30-year background in medical and sales. She will meet with Jennifer and the ADAM, LLC accountant to review the financials and request Ron's changes.
- c. The 2020 ADAM, LLC contract was discussed in Executive Session. Questions discussed at this time were relating to the bank not accepting an owners' checks and being charged a \$75 fee for "paying" their bills. This has been straightened out and fees returned to the owner. We changed the contract to our right name, we added biweekly check runs as was originally done, we authorized the President to direct the ADAM, LLC staff when working with our attorney, we did receive a copy of their D & O insurance policy, we have asked them to delete the \$5 coupon book charge from their fee schedule as by the new State Law they are required to do monthly statements to all owners.
- d. Chris suggested we wait to repair the minor cracks in the concrete at 64480 East Wind Ridge Circle until it is needed. Many other driveways have minor cracks.
- e. HOA #1 should approve the new paint colors at their December meeting. In addition to Approved Painting, Ron will get one or two more bids. This will be discussed at the Annual Meeting in February.
- f. The email tally of how owners would like to be invoiced was reviewed and will be discussed at the Annual Meeting in February when we have more owners present.
- g. The 2020 budgeted amount for tree removal was discussed. Ron and Bill will check to see if owners want their trees removed. If not, the Association will change documents

to make owners responsible for any and all tree damage and they will need to sign a "Waiver and Assumption of liability" to that effect.

- h. HOA #1 contracts with Primavera and we would need to do a separate contract with them for their employees to remove roofing nails from our lots. Chris will get "handyman" bids for this project.
- i. Year-end budget approved gratuities were reviewed - \$400 for Employee Christmas Party, \$400 for Jim Cloer's volunteer Nature Program and \$50 each for our 3 landscapers.

9. Action Items

- a. Resolved; the number of Directors is hereby reduced from 5 to 3 for 2020. We do not need to change any documents. This resolution was passed by motion made by Liz, seconded by George and passed unanimously.
- b. Sally Wickramaratne Mejia was approved as Treasurer by motion made by George, seconded by Chris and passed unanimously.
- c. The 2020 ADAM, LLC Management Contract was approved with discussed changes by motion made by George, seconded by Chris and passed unanimously.
- d. The minor cracked concrete repair at 64480 East Wind Ridge Circle was tabled until such time as this repair is deemed necessary.
- e. Sally Wickramaratne Mejia was approved as Chairperson of the Finance Committee by motion made by George, seconded by Liz and passed unanimously.
- f. Changes to multiple documents regarding villa owner tree damage liability was tabled until January.
- g. Christmas and year-end gratuities of \$400 for the Employee Christmas Party, \$400 for Jim Cloer's "Friends of Catalina State Park" marked for "Catalina Nature Program" and \$50 each for our 3 landscapers were approved by motion made by George, seconded by Liz and passed unanimously.

10. Questions/Comments from Audience

The font on the "Villas" sign is being changed. Many Unit Rep documents Jan Deschamp received from Britt Northcutt can be destroyed as HOA #1 keeps copies.

11. Adjournment

The meeting was adjourned at 11:50 A.M., by motion made by George Nersesian, seconded by Chris Costello and passed unanimously.

Respectfully submitted,

Liz Foreman, Secretary

Board of Directors approved Jan. 2, 2020