

SADDLEBROOKE VILLAS ASSOCIATION NO. 20 INC.

BOARD OF DIRECTORS MEETING

Thursday, September 17, 2020 at 10:00 a.m.

SaddleBrooke One Activity Center

MINUTES

BOARD MEMBERS PRESENT: **Ron Tuxbury - President**
 Liz Foreman – Secretary
 George Nersesian – Director
 Sally Wickramaratne-Mejia - Treasurer

MANAGEMENT PRESENT: **Barb Kinnan, Mission Management Services**

NUMBER OF HOMEOWNERS PRESENT: 5

- **CALL ORDER AND ROLL CALL**

The Board meeting was called to order at 10:02 a.m.

- **REVIEW AND APPROVAL OF MINUTES:**

- a. **Open – August 27, 2020**

Ms. Wickramaratne-Mejia's name was misspelled and the Association's name should be corrected. The Board noted that they would prefer to follow HOA One's agenda format.

A motion was made by Mr. Nersesian to approve the August 27, 2020 Board Meeting minutes, as corrected. The motion was seconded by Mrs. Foreman and passed unanimously.

- **PRESIDENTS REPORT**

- Volunteers are still needed for an election committee.
- Mission Management sent a request for volunteers to all owners, but no responses were received.
- He noted that working with Mission Management has been great.
- The 2021 budget is in progress and should be ready for approval in October.
- Insurance proposals will be discussed later in the agenda.
- Attorney Jason Smith changed firms. Mr. Tuxbury met with both attorneys and a decision will be made later in the agenda.
- The clubhouse at SaddleBrooke One is being opened to those groups that can socially distance and wear masks.
- The maintenance building rebuild is currently in progress at SaddleBrooke One.
- Nothing new to report from Comcast.

- **TREASURERS REPORT**

Ms. Wickramaratne-Mejia provided a written report and noted that the operating account balance as of August 31st was \$38,448 and the reserve account balance was

\$78,922. Total of both accounts is \$117,370. There were two landscape invoices that were paid in September. There were minimal issues with homeowner accounts during the transition. Late fees will take effect in October after the 90-day grace period. 40% of homeowners have accessed the MMS portal. With the two unpaid landscape invoices considered, the Association would be about \$3,000 over budget for the month of August. Mission Management is working on giving access to copies of invoices. Most issues from prior management company have been resolved. She thanked Mission Management for their assistance with that.

- **MANAGEMENT REPORT – BARB KINNAN**

- Statements for October were sent out earlier this week.
- Late fees will begin at the end of October. Reminders will be sent to homeowners.
- Communication with the President regarding the insurance proposals.
- Communication with prior insurance company and new insurance company.
- Communication regarding owner portal, statement information, and homeowner information sheets.
- Communication with the President regarding the format of the agenda.
- Zoom meeting with President and Treasurer regarding financial issues and goals.
- Review of governing documents for annual meeting and elections.
- Contacted SaddleBrooke One regarding meeting dates and those dates have been set for 2021.
- Call for Candidates to be sent October 1st and meeting of the candidates and a Board meeting is set for November 19th. The election ballot count is scheduled for December 28th.
- Discussed revising and streamlining annual meeting procedures. Suggestion is to stay the same this year.

- **COMMITTEE REPORTS**

- ALC – George Nersesian** - One request was approved for a security door. Patio extension was completed. He requested that the Board split the cost of the new drain installed by the homeowner which cost \$400. He also noted that a new patio extension was completed without approval and suggested that the Board may need to discuss this in an Executive Session. The ALC is looking into issues with compressors that are not screened from view.
- DOCUMENT/RULES - Liz Foreman** – A written report was provided to the Board. The final package is ready to be sent to the attorney with questions to get them resolved and finalized. She hopes to have the approval on the November agenda. Mr. Tuxbury noted that he talked with the attorney about the cost and that it will be based on the amount of time which should be less due to all the work completed by the committee.
- LANDSCAPE – Bill Howard** – Maintenance proposals are in progress. Landscape companies will meet with Mr. Howard to walk the property prior to providing proposals. Proposals for the rock replenishment for the 2021 budget are in progress.
- MAINTENANCE – Ron Tuxbury** – An email blast was sent to homeowners asking for any items that should be addressed by the painting company. Responses

were received and provided to the painting company. The painters will be out tomorrow morning to take care of all punch list items

- e. **NEIGHBORHOOD WATCH – Cathy Howard** - Nothing to report.
 - f. **SOCIAL – Cathy Howard** – The winter celebration at Roadrunner is set for January 16th. Potluck is tentatively set for March 13th.
 - g. **TERMITE/PESTS – Liz Foreman** - A report was emailed to all owners.
 - h. **UNIT REP – Jan Deschamp** – A report was mailed to all owners.
 - i. **WEBMASTER – Pierre Fabinski** – Still sending items to the new webmaster and still having issues getting items posted.
- **DISCUSSION ITEMS**
 - A. **HOA INSURANCE** - The amount approved from the current carrier at the last meeting was incorrect as it did not include the umbrella coverage. The correct amount is \$10,232. After adjusting the proposals to the same coverage, the best price was from Perkin and Great American for the umbrella. Their total was \$8,991. They also provide coverage for homeowner's insurance for those that may be interested.
 - B. **HOA ATTORNEY** – Jason Smith is leaving Carpenter Hazlewood and moving to a new firm, Goodman Holmgren Smith. The new attorney with Carpenter Hazlewood would be Mark Saul in Phoenix. Interviews were conducted with both. Mr. Tuxbury will recommend that the Association stay with Jason Smith and move to the new firm.
 - C. **2021 BUDGET** – Currently in progress.
 - D. **ELECTION PROCEDURE** – The same process will be followed this year. Mrs. Foreman noted that the 2021 ballot counting date will be on New Year's Eve. The Board agreed that the 2021 ballot counting could be held on the 27th.
 - E. **COMMITTEE/CHAIRS** – Volunteers are still needed.
 - F. **2021 MEETING DATES** – The dates were scheduled with Trisha.
 - G. **PATIO FLOODING ISSUES** – A new drain was added when the homeowner completed his patio and the Board will discuss compensation. Funds will be added to the 2021 budget for drainage.
 - **ACTION ITEMS**
 - A. **HOA ATTORNEY**

A motion was made by Mrs. Foreman to stay with Jason Smith, move to Goodman Holmgren and Smith, and approve the annual retainer of \$600. The motion was seconded by Mr. Nersesian and passed unanimously.
 - B. **ELECTION PROCEDURE**

The same process will be followed this year. There are two vacancies on the Board. The Board will continue to try to get volunteers for an Election Committee and Board candidates.
 - **CORRESPONDENCE/OPEN DISCUSSION FOR THE GOOD OF THE COMMUNITY**

- An owner suggested more correspondence reminding owners of the Board Meeting dates.
- An owner noted that HOA One is the current statutory agent. Mission Management has already changed this.
- **NEXT MEETING – OCTOBER 15, 2020 @ 10:00 A.M. IN THE SADDLEBROOKE ONE ACTIVITY CENTER**
- **ADJOURNMENT**
With no further business to discuss, a motion was made by Mr. Nersesian to adjourn the meeting at 11:28 p.m. The motion was seconded by Mrs. Foreman and passed unanimously.

NOTE: All ACTION ITEMS highlighted in RED.