

SADDLEBROOKE VILLAS ASSOCIATION NO. 20, INC.

BOARD OF DIRECTORS MEETING

Thursday, November 12, 2020
Immediately Following "Meet the Candidates"
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**

NUMBER OF HOMEOWNERS PRESENT: 8

- **CALL ORDER AND ROLL CALL**
The Board meeting was called to order at 9:33 a.m.
- **REVIEW AND APPROVAL OF MINUTES:**
 - a. **Open – October 15, 2020**
A motion was made by Mrs. Foreman to approve the October 15, 2020 Board Meeting minutes, as presented. The motion was seconded by Mr. Nersesian and passed unanimously.
 - b. **Executive Session – October 15, 2020**
Tabled for correction.
- **SADDLEBROOKE ONE UPDATE – VIVIAN TIMIAN**
 - a. December 14th SaddleBrooke Employees' Christmas Parties. Luncheons only for employees' this year because of COVID.
 - b. SaddleBrooke One 2021 Budget not planning to increase owners fees this year.
 - c. Additional work will be done on SaddleBrooke entrance at Oracle road intersection.
 - d. Discussed remodel of Clubhouse (upper level) dining and bar areas.
 - e. Reviewed extensive renovation planned for Roadrunner Grill in 2021.
 - f. Discussed remodel of Golf Maintenance building in 2021.
 - g. SaddleBrooke One's position on renewal of the reciprocal usage agreement is a 10 year renewal with minimal changes.
- **PRESIDENTS REPORT – RON TUXBURY**

Mr. Tuxbury reported that he was pleased to see four new candidates running for the Board. He noted that things are going well for the Association. Homes are selling for good prices. The community is attractive and in a good location. The finance committee met to discuss some adjustments to the budget, and these will be discussed later in the agenda.

- **TREASURERS REPORT**

Mr. Tuxbury reported that there are no financials to review due to the meeting date change.

Mission Management will follow up on the \$30 check to Northwest Exterminating that was not received and that was already paid by the homeowner.

- **MANAGEMENT REPORT – BARB KINNAN**

- Communication with President regarding miscellaneous issues.
- Communicate with homeowners regarding the Owner Portal, statement information and homeowner information sheets.
- Communication with President regarding meeting agenda.
- Communication with President regarding 2021 Draft Budget.
- Researched and contacted companies regarding replacing the golf net.
- Communication with SaddleBrooke One regarding 2021 meeting dates.
- Received biographies from Board candidates.
- Prepare for “Meet the Candidates” session and Open Board Meeting.

- **COMMITTEE REPORTS**

- a. **ALC – George Nersesian** – Two patio extensions.
- b. **DOCUMENT/RULES – Liz Foreman (need chair)** –
- c. **LANDSCAPE – Bill Howard (need chair)** –
- d. **MAINTENANCE – Ron Tuxbury** – Still some painting touch ups, painters will be back in January. Association is paying half the cost of any drainage needed for patio extensions.
- e. **NEIGHBORHOOD WATCH – Cathy Howard** –
- f. **SOCIAL – Cathy Howard** – **No holiday party in January because of COVID**
- g. **TERMITE/PESTS – Liz Foreman** - A report was emailed to the Owners.
- h. **UNIT REP – Jan Deschamp** – Minutes sent to owners
- i. **WEBMASTER – Pierre Fabinski** – Board meeting minutes now current on website

- **DISCUSSION ITEMS**

- A. **2021 BUDGET REVISIONS** – The Board reviewed and discussed the suggested revisions to the budget made by the Finance Committee.
- B. **INCREASE BOARD MEMBERS FROM 3 TO 5** – The Board discussed increasing the number of Board members from 3 to 5.
- C. **RESTATED BYLAWS, RULES AND REGS, ALC GUIDELINES, AS RECOMMENDED** – The Board reviewed the Restated Bylaws, Rules and Regs, and ALC Guideline recommendations.
- D. **CHRISTMAS GRATUITY DONATIONS** – The Board discussed Christmas gratuities to SaddleBrooke One employees and “Friends of Catalina State Park” for Jim Cloer’s Catalina Nature Program.
- E. **GRATUITIES** – The Board discussed gratuities for the landscape and management companies.
- F. **2021 BOD ELECTION** – Ballots will be mailed next week.

- **ACTION ITEMS**

- A. 2021 BUDGET REVISIONS**

- A motion was made by Mr. Nersesian to approve the 2021 Budget, as revised. The motion was seconded by Mrs. Foreman and passed unanimously.

- B. INCREASE BOARD MEMBERS FROM 3 TO 5**

- A motion was made by Mr. Tuxbury to increase board members from 3 to 5. The motion was seconded by Mr. Nersesian and passed unanimously.

- C. RESTATED BYLAWS, RULES & REGS., AND ALC GUIDELINE RECOMMENDATIONS**

- A motion was made by Mrs. Foreman to approve the Documents Committee's updates and our attorney's recommended changes to Restated Bylaws, Rules & Regs., and ALC Guideline. These updates and all future updates to all documents will be done by MMS. The motion was seconded by Mr. Tuxbury and passed unanimously.

- D. CHRISTMAS GRATUITY DONATIONS**

- A motion was made by Mr. Tuxbury to approve \$400 to SaddleBrooke One Employees' Christmas Party and \$400 to "Friends of Catalina State Park" for Jim Cloer's Catalina Nature Program. The motion was seconded by Mrs. Foreman and passed unanimously.

- E. GRATUITIES**

- A motion was made by Mr. Tuxbury to approve \$150 to the landscape crew and \$200 to Mission Management. The motion was seconded by Mrs. Foreman and passed unanimously.

- **NEXT BOARD MEETING – JANUARY 7, 2021 @ 10:00 A.M. TO ELECT AND INSTALL NEW BOARD MEMBERS AND OFFICERS**

- **CORRESPONDENCE/OPEN DISCUSSION FOR THE GOOD OF THE COMMUNITY**

- **ADJOURNMENT**

- With no further business to discuss, a motion was made by Mr. Nersesian to adjourn the meeting at 11:02 a.m. The motion was seconded by Mrs. Foreman and passed unanimously.

SUMMARY

MOTIONS:

A motion was made by Mrs. Foreman to approve the October 15, 2020 Board Meeting minutes, as presented. The motion was seconded by Mr. Nersesian and passed unanimously.

A motion was made by Mr. Nersesian to approve the 2021 Budget, as revised. The motion was seconded by Mrs. Foreman and passed unanimously.

A motion was made by Mrs. Foreman to approve the Documents Committee's updates and our attorney's recommended changes to Restated Bylaws, Rules & Regs., and ALC Guideline. These updates and all future updates to all documents will be done by MMS. Restated Bylaws, Rules & Regs., and ALC Guideline recommendations. The motion was seconded by Mr. Tuxbury and passed unanimously.

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ACTIONS:

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