

SADDLEBROOKE VILLAS ASSOCIATION NO. 20 INC.

ORGANIZATIONAL MEETING

Thursday, January 7, 2021

10:00 AM

SaddleBrooke One Activity Center/Zoom

MINUTES

BOARD MEMBERS PRESENT:

**Ron Tuxbury
Ted Deschamp
George Nersesian
Sally Wickramaratne-Mejia (Virtual)
Richard Robertson (Virtual)**

NUMBER OF HOMEOWNERS PRESENT (Virtual): 9 (Pierre Fabinski, Ron and Sue Spaniol, Peggy Wickramaratne-Mejia, Dal and Liz Foreman, Jan and Marv Wycoff and Nancy Huffman)

- **CALL ORDER AND ROLL CALL**

The Board meeting was called to order at 10:05 a.m.

- **REVIEW AND APPROVAL OF MINUTES:**

- a. **Open – November 12, 2020**

- A motion was made and seconded to the November 12, 2020 Board Meeting minutes, as presented. Motion carried unanimously.**

- **BOARD ORGANIZATION**

Mr. Tuxbury turned over the meeting to Mr. Nersesian who asked each new Director to read aloud, in turn, the signed Oath of Office. He then asked for nominations for each office.

A motion was made and seconded to appoint Mr. Tuxbury as President. Motion carried unanimously.

A motion was made and seconded to appoint Mr. Nersesian as Vice President and ALC Chair. Motion carried unanimously.

A motion was made and seconded to appoint Ms. Wickramaratne-Mejia as Treasurer. Motion carried unanimously.

A motion was made and seconded to appoint Mr. Deschamp as Secretary. Motion carried unanimously.

- **PRESIDENTS REPORT – RON TUXBURY**

Mr. Tuxbury welcomed new Board members and thanked homeowners in attendance. He noted that a lot was accomplished last year. The buildings were painted within budget. Finances are in good shape and as a result, no increase was needed in our monthly assessment and it would remain at \$190.00 per month for

2021. This year the Board will continue to build reserve funds for future reserve expenses.

- **TREASURERS REPORT**

Ms. Wickramaratne-Mejia reported that the operating account balance at the end of November was \$37,179. The reserve account balance was \$79,978. Total cash balance was \$116,157. All accounts paid will be provided in a report after the meeting. Legal fees were \$1,498 which were due to an update of Rules and Regulations. Updates in the future will be done by Mission Management as they occur. Patio drainage repairs were paid, as well. Donations were also made. Reserve contributions are up to date. Currently \$1,168 per month is being transferred into reserves. There are no unpaid accounts and one homeowner past due. The Association is currently over budget by about \$4,000 but a \$7,000 adjustment from the prior management company, is in progress which will put the budget back on track. Mr. Nersesian inquired as to how soon the financials are received after the close of the month. She stated that it is usually received in the third week of the month. She noted that things have improved immensely with Mission Management. Mr. Tuxbury agreed that it has been a pleasure working with Mission Management.

- **MANAGEMENT REPORT – RON TUXBURY (ON BEHALF OF 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.
- Obtained proposals on a new golf net, poles and installation.
- Tallied votes and reported to the President.
- Email sent to all homeowners with results of the election.
- Prepared January 7th open Board Meeting and notice of meeting.

- **COMMITTEE REPORTS**

- ALC – George Nersesian** – One patio extension was completed and a new submittal was received for a fence. The fence will require HOA One ALC approval, as well.
- DOCUMENT/RULES – Ron Tuxbury (need chair)** – Updates of the documents are completed.
Mission Management will post an updated copy of the revised Rules and Regulations, By-Laws and ALC Special Guidelines on the website.
- LANDSCAPE – Ron Tuxbury (need chair)** – Nothing to report.
- MAINTENANCE – Ron Tuxbury** – Golf Ball Net replacement proposals will be reviewed at the February Board regular meeting or possibly in an Action in Lieu of meeting. This will be a reserve expense.
- NEIGHBORHOOD WATCH – Ron Tuxbury** – Nothing to report.
- SOCIAL – Ron Tuxbury** – Nothing to report, events canceled due to COVID. An event may be scheduled in March, if things improve.
- TERMITE/PESTS – Liz Foreman** - A report was emailed to the Board.

- h. **UNIT REP – Jan Deschamp** – Nothing to report.
- i. **WEBMASTER – Pierre Fabinski** – New webmaster is now onsite in SaddleBrooke One.

- **DISCUSSION ITEMS**

- A. **RESOLUTION OF THANKS** – Mr. Tuxbury reviewed the resolution which will be read at the annual meeting, which will be held virtually.
- B. **NOTICE OF ANNUAL MEETING** – The Board reviewed the notice of the Annual Meeting and had no corrections.
- C. **PARKING ISSUES** – Mr. Tuxbury reviewed Rules, Regulations & Policies Section 4.4D which states what vehicles are permitted to park in the Villas East parking spaces. He noted that non-villa residents have been using the spots for easy access to the clubhouse and that some villa residents are using it for overflow parking. The rules currently state that service and emergency vehicles and guests of Villa owners, residents or renters are allowed to park in the (3) spaces for limited periods of time. He recommended that service and emergency vehicles be removed from the rule since they typically park in front of the Villa that they are servicing. The Board agreed that these should be removed. Mr. Tuxbury suggested that residents be allowed to park up to a certain amount of time in guest parking. He asked if the Board would like to have something drafted up to revise this rule. The Board agreed to have Mr. Tuxbury draft the proposed revisions for review at the February Regular Board meeting.
- D. **WEST WALL LIGHTING** – Mr. Tuxbury noted that lighting on the southeast side wall of the villas is being redone with LED lighting by HOA One. A suggestion was made to extend the lighting up the West facing wall on to Sun Ridge entrance to the Villas. The Villas would pay for the fixtures and HOA One would pay for the installation. Mr. Robertson asked if they could be motion activated or on a timer. This item will be placed on the regular February Board meeting agenda.

- **ACTION ITEMS**

- A. **NOTICE OF ANNUAL MEETING**

- A motion was made and seconded to approve the Notice of Annual Meeting, as presented. Motion carried unanimously.**

- **NEXT MEETING – FEBRUARY 15, 2021 @ 9:00 A.M. ANNUAL BOARD MEETING** and Regular Board meeting which will be held immediately following the adjournment of the Annual meeting.
- **CORRESPONDENCE/OPEN DISCUSSION FOR THE GOOD OF THE COMMUNITY**
- **ADJOURNMENT**

With no further business to discuss, a motion was made and seconded to adjourn the meeting at 11:14 a.m. Motion carried unanimously.

SUMMARY

MOTIONS:

A motion was made and seconded to the November 12, 2020 Board Meeting minutes, as presented. Motion carried unanimously.

A motion was made and seconded to appoint Mr. Tuxbury as President. Motion carried unanimously.

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ACTIONS:

Mission Management will post an updated copy of the revised Rules and Regulations, By-Laws and ALC Special Guidelines on the website.