

SaddleBrooke Villas Association No. 20, Inc.

ANNUAL MEETING OF THE ASSOCIATION MEMBERS (OWNERS)

9:00 A.M., Monday, February 15, 2021

MINUTES

The Annual Meeting of Association Members (Owners) was called to order at 9:07 AM with President Ron Tuxbury presiding.

- 1. Call to Order** - Ron Tuxbury called the meeting to order. Established that there were more than 10 owners present which constituted a quorum.

Directors present - Ron Tuxbury, George Nersesian, Sally Wickramaratne-Mejia, and Dick Robertson

Directors absent - Ted Deschamp

Management - Barb Kinnan and Christine Nason (new manager)

Homeowners Present – Barbara Lutter, Mike Hatmaker, Sue and Ron Spaniol, Nancy Horvat, Marv and Jan Wycoff, Peggy Wickramaratne, Doris Bickel, and Nancy Hoffman.

Guests – Scott McLaughlin (Insurance Agent)

- 2. Minutes of the Feb. 17, 2020 Annual Meeting** were approved by a vote of the members on their election ballots. 27 For; 0 Against

- 3. Vivian Timian** – Mr. Tuxbury noted that Ms. Timian was unable to attend. However, he noted that all SaddleBrooke One Board meetings are currently virtual and are held on the 4th Thursday of the month starting at 2:00 pm”. Also, Vivian has a virtual coffee every month with a Board member or members of her Sr. Management team.

- 4. Scott McLaughlin** – Mr. McLaughlin from LeBaron Carroll clarified what the Association’s insurance covers vs. what the homeowner must cover. He reported that the Association covers all the buildings and units to original specifications. Any improvement, betterment or upgrade should be covered by the homeowners own policy. He noted that his agency does offer individual homeowner’s policies. He noted that the Association’s deductible is \$5,000 and that any claim under this amount must be covered by the homeowners policy. He also noted that homeowners should check their policies for sewer back up coverage. The Association’s policy does cover sewer backups but again, the homeowner’s policy would be primary for anything under the deductible. Homeowners should have the Declarations and Master Policy when selecting a homeowner’s policy. He invited homeowners to contact him for assistance when selection a homeowner’s policy at scott@lebaroncarroll.com or (215) 208-0503. He noted that the top three losses are water damages from washing machine hoses (he recommended buying metal braided hoses and not doing laundry when no one is home), water heater (he recommended draining annually and replacing after 10-12 years or when you hear a “ping” (sound that resembles stones rattling in the interior of the tank), and toilet supply lines (he recommended not to over tighten, tightening by hand is sufficient), and checking to ensure they are in good condition). He noted that water damage coverage only applies to sudden bursts of water (not small or slow leaks and long- term damage such as mold which are uncovered maintenance items). He also recommended that when out of town for one week or more, have someone check your home and to take photos of the inside of your home on an annual basis. Mr. Tuxbury added that there have been recent issues with pipes breaking underneath homes which leak up into the foundation of the homes causing severe flooring damage. An increase in your water bill is a sign

that you may have this issue. Mr. McLaughlin noted that slabs are insurable property, so this would be viewed as a water damage break and damage would be covered by the Association, repair to the pipe would be covered by the homeowner.

5. Reports of Officers

- a. **President, Ron Tuxbury**, reported that the Association was self-managed for the last eighteen years. From 2000 to 2010 there were many homeowner volunteers and active committees. However, as the years went by participation decreased. In 2018, the Board determined that a management company was needed to help manage the community. The first management company that was hired was Adam LLC. They managed the community for about a year and a half, but the Board determined that the needs of the community were not being satisfied. This year, the Board searched for a new management company and Mission Management was selected. He reported that the service over the last seven months have been going very well. He noted that two major reserve projects were completed; roofing (including replacing with a better- quality paper underlayment for a longer life) and painting. The total cost was over \$400,000. There are no major reserve projects scheduled in the next five to ten years. Several trees were removed to avoid damage to structures, walkways, and street and a review of the governing documents was completed. At the end of 2019 there were not enough candidates, so the Board was dropped to three members. However, with help from the Board members and management company, there are enough candidates to go back to a five-member Board this year.
- b. **Treasurer, Sally Wickramaratne-Mejia** reported that the operating account balance as of December 2020 was \$34,369 and the reserve account balance was \$89,549. Total cash balance was \$123,945. She reviewed the expenses and noted that there is currently only one homeowner 30 days past due. Expenses were over budget by \$3,972. A payment of \$59 was made by SaddleBrooke Villas to Century Link for another Association in error. That Association has cut a check in this amount back to SaddleBrooke Villas. There were some account reclassifications; \$500 to review recording documents was moved from legal expenses and \$957 was moved from social events to donations. The October postage was missed and charged in December. Also, a charge of \$1 postage in December should have been .51 cents and this is being credited by Mission Management. Reserve monthly contributions of \$1,680 are current. The Board was able to find the issue with a discrepancy of \$6,970. After receiving the closing bank statement from Mutual of Omaha, it was discovered that the paint project was overpaid by \$6,970. This occurred during the transition from management companies. The painting company is issuing a refund to SaddleBrooke Villas for this amount.

6. Elections Report – New Board members elected this year are Sally Wickramaratne-Mejia (two-year term), Dick Robertson (two- year term) and Ted Deschamp (two-year term). Returning Board members are Ron Tuxbury (one-year term) and George Nersesian (one-year term).

7. General Business Discussion

- Parking issues and lighting improvements will be discussed in the Board Meeting immediately following this meeting. The Board has been reviewing the Rules and Regulations regarding parking and considering adding lights to the common area walls. East lot has 3 spaces. West lot has 9 spaces and the South lot has 18 spaces.
- Ms. Kinnan introduced Ms. Nason as the new community manager.

- **Villas Long Range Financial Plan** – The Board is still working on long range financials plans. Financial issues from the prior management company are now resolved. The Board will continue to work on building reserves over the next few years.

8. Questions from the Board

- A homeowner inquired as to why the Association would consider more lighting. She noted that she was opposed to adding more lights. *Mr. Tuxbury noted that the Board is considering this for safety reasons.*
- A homeowner encouraged the Board to look into low wattage lights or motion activated lights, if lights will be added.
- A homeowner sent a letter to the Board concerning Villa's parking. They stated that parking spaces in the East and West parking areas should only be used for guest parking. In the past the South parking area was used for long term parking and it should remain that way.
- A homeowner asked how many Association's the new manager has. *Ms. Nason noted that with this new Association, she will have eight.*

9. Adjournment at 10:09 AM

A motion was made by Mr. Nersesian and seconded by Mr. Robertson to adjourn the Annual Meeting at 10:09 AM. The motion passed unanimously.

The Villas Board Meeting will follow after a short break five-minute break.