

SADDLEBROOKE VILLAS ASSOCIATION NO. 20 INC.

BOARD OF DIRECTORS MEETING

Thursday, April 15, 2021

10:00 AM

SaddleBrooke One Activity Center

MINUTES

BOARD MEMBERS PRESENT:

Ron Tuxbury - President

George Nersesian – Vice President

Sally Wickramaratne-Mejia – Treasurer

Ted Deschamp - Secretary

MANAGEMENT PRESENT:

Christine Nason

NUMBER OF HOMEOWNERS PRESENT: 8

- **CALL ORDER AND ROLL CALL**

The Board meeting was called to order at 10:00 a.m.

- **REVIEW AND APPROVAL OF MINUTES:**

- a. **Open – Annual Meeting and Open BOD Meeting – February 15, 2021**

A motion was made by Mr. Nersesian to approve the February 15, 2021 Annual and Board Meeting minutes, as presented. The motion was seconded by Ms. Wickramaratne-Mejia and passed unanimously.

Mission Management will include all minutes in future Board packets.

- **PRESIDENTS REPORT – RON TUXBURY**

Mr. Tuxbury reported that all issues with the financials have been resolved. The overpayment for painting was returned to the reserve account. He also noted that the approved insurance policy was not “all-in” coverage (does not include upgrades and improvements). The Board agreed to change the policy in an Action-in-Lieu of Meeting and this decision will be ratified later in the meeting. The increase to change the insurance policy was \$900 but this is still less than the cost of the prior insurance carrier which provided less coverage. He also reminded members that there is a \$5,000 deductible and that homeowners should ensure that their individual policies cover that deductible.

Mission Management will confirm the schedule of payments for the revised insurance policy and update the Board accordingly.

- **TREASURERS REPORT**

Ms. Wickramaratne-Mejia reviewed the financials and confirmed that there were no issues. All accounts have been set up properly. Operating revenue was \$8,551 and expenses were \$8,562 which gave a variance of (\$11). Reserve revenue was \$2,163 and reserve expenses were \$828 (golf net) which gave a variance of \$1,334. Operating Account balance is \$40,543 and the Reserve Account balance is at \$102,059. Total

cash balance is \$142,602. Water service was slightly over budget this month which may be due to some irrigation leaks. She will monitor water expenses. All assessment accounts are current.

- **MANAGEMENT REPORT – CHRISTINE NASON**

- Communication with President regarding miscellaneous issues.
- Communication with President regarding meeting agenda.
- Communication with President regarding minute corrections.
- Provided Insurance update to President.
- Golf netting ordered, received and pending install.
- Currently there are no delinquencies or violations on file.
- Enclosed in the Board packet are condensed Financials for January through March.

- **COMMITTEE REPORTS**

- a. **ALC – George Nersesian** – No new submittals. Special thanks to Ron Spaniel for help. He also noted that someone was looking for the Hold Harmless Agreement on the website. He also noted that he has a large file of prior submittals. Ms. Nason noted that Mission Management can hold these files if the Board would like them to.
- b. **DOCUMENT/RULES – Ron Tuxbury (Chair Dick Robertson unable to attend)** – Mr. Tuxbury is passing his comments on to Mr. Robertson for review with hopes to get these on the next Board Meeting agenda. He also noted that the Board would be discussing the Collection Policy and the change to Section 4.4 Parking Rules later in the meeting.
- c. **LANDSCAPE – Ron Tuxbury (need chair)** – Gravel was delivered and most has been spread. Multiple irrigation leaks were repaired. Special thanks to Marco Rubio from HOA One for helping with these irrigation leaks voluntarily. He also noted that the irrigation system was expected to last until 2028/29. However, that expectation may need to be reconsidered.
- d. **MAINTENANCE – Ron Tuxbury** – The golf ball net was received. The installation should take place this month. He noted that the cost was slightly over the approved amount of \$1,500 (total was \$1,638) and this overage was approved by Action in Lieu of Meeting. This decision will be ratified later in the agenda. All touch up paint issues have been addressed. In May, the paint will be checked for any issues such as golf ball dings, since the painting company will take care of minor touch ups, at no cost to the Association.
- e. **NEIGHBORHOOD WATCH – Cathy Howard** – Nothing to report.
- f. **SOCIAL – Cathy Howard** – Nothing to report.
- g. **TERMITE/PESTS – Liz Foreman** - A report was emailed to all residents. This will also be posted on the website.
- h. **UNIT REP – Jan Deschamp** – A report was emailed to all residents. This will also be posted on the website.
- i. **WEBMASTER – Pierre Fabinski** – The website has been updated with all approved meeting minutes and any needed corrections have been completed.

- **DISCUSSION ITEMS**

- A. APPROVAL OF UPDATED BYLAWS, RULES & REGULATIONS & ALC GUIDELINES –**
Tabled for the next Board meeting.
- B. CHANGES TO SECTION 4.4 PARKING RULES –** Mr. Tuxbury reviewed the current rules and a draft revision per the decision at the last meeting to address all parking issues. He noted that all Board members comments were incorporated into the draft. He noted that the ALC was enforcing rules in the past and that the amendment proposed to have HOA One patrol handle enforcement. He noted the amendment also proposes that all overflow and long-term parking will park in the South parking lot only. Mr. Deschamp expressed concern about the three days/two nights restriction on the east and west parking lots. He asked how this will be monitored. Mr. Tuxbury noted that the patrol will note license plates in the east and west parking lots each night and place an NOV under their windshield wiper, when in violation. He also suggested that for the first 90 days, violations will be a warning (no fines until after 90 days). Ms. Wickramaratne-Mejia noted that homeowners with an additional vehicle should be parking in the south parking lot, as well. Mr. Tuxbury noted that exceptions could be made to the rule in extenuating circumstances. Mr. Deschamp suggested that this be added to the rule. The Board agreed that homeowners can park their golf cart in their driveway, as permitted in the rest of HOA One.
- C. EXTERIOR LIGHTS ON EAST SIDE SUN RIDGE DR. –** Mr. Tuxbury noted that he spoke to the director of operations to see if the “mushroom” lights could be added to the east side of Sunridge Dr. He is working on a quote to add three there. The lights can also be motion sensor lights. He also noted that the existing lights in other areas could be changed to motion sensor. The quote should be ready to review at the next Board Meeting.
- D. LIGHTING AT EAST, WEST AND SOUTH PARKING LOT –** Discussed above.
- E. CHANGE AGENDA FORMAT –** Mr. Tuxbury noted that Ms. Nason suggested that the Board consider motioning for approval after each item is discussed so that items are not discussed more than once which can extend the length of the meeting. Mr. Nersesian suggested that the Board also look into Consent to Approve, as HOA One does. Mr. Tuxbury noted that he will look into this.
- F. COLLECTIONS POLICY UPDATE –** Mr. Tuxbury reviewed the Collection Policy draft which clarifies what happens and when. The policy also allows the Board to turn an account over to collections, when necessary. The past due fees charged to homeowners would remain the same as they have always been, with this policy.

- **ACTION ITEMS**

- A. APPROVAL OF SECTION 4.4 PARKING**

A motion was made by Mr. Tuxbury to approve the amendment to Section 4.4 Parking which states that patrol will enforce the parking rules, with the understanding that there will be a 90-day grace period before fining and with an

ability to extend additional approval of parking. The motion was seconded by Ms. Wickramaratne-Mejia and passed unanimously.

- B. ADDITIONAL APPROVAL MADE OF \$138 FOR THE GOLF NET INSTALLATION –**
Approved in Action in Lieu of Meeting.
- C. ADDITIONAL APPROVAL \$900 FOR THE ALL-IN COVERAGE ADDITION TO THE POLICY**
Approved in Action in Lieu of Meeting.
- D. CHANGE AGENDA FORMAT –** Approved unanimously.
- E. COLLECTIONS POLICY UPDATE –** Approved unanimously. The revised policy will be sent with statements.

NEXT MEETING – JUNE 2021 - TBD

- **CORRESPONDENCE/OPEN DISCUSSION FOR THE GOOD OF THE COMMUNITY**
 - A homeowner noted that HOA Two Villas are getting ready to work on their roofs. He also noted that a few tiles came off his roof and asked about routine inspections. Mr. Tuxbury noted that he will be meeting with the roofer to arrange this.
 - A homeowner inquired about an annualized insurance policy. Mr. Tuxbury will speak to the insurance agent about this.
 - A homeowner asked if the agenda could state the time of the meeting.
Mission Management will add the time of the meeting to the subject line of the agenda.
- **ADJOURNMENT**
With no further business to discuss, a motion was made by Mr. Nersesian to adjourn the meeting at 11:32 am. The motion was seconded by Ms. Wickramaratne-Mejia and passed unanimously.

SUMMARY

MOTIONS:

A motion was made by Mr. Nersesian to approve the February 15, 2021 Annual and Board Meeting minutes, as presented. The motion was seconded by Ms. Wickramaratne-Medija and passed unanimously.

A motion was made by Mr. Tuxbury to approve the amendment to Section 4.4 Parking which states that patrol will enforce the parking rules, with the understanding that there will be a 90-day grace period before fining and with an ability to extend additional approval of parking. The motion was seconded by Ms. Wickramaratne-Medija and passed unanimously.

With no further business to discuss, a motion was made by Mr. Nersesian to adjourn the meeting at 11:32 am. The motion was seconded by Ms. Wickramaratne-Medija and passed unanimously.

ACTIONS:

Mission Management will include all minutes in future Board packets.

Mission Management will confirm the schedule of payments for the revised insurance policy and update the Board accordingly.

Mission Management will add the time of the meeting to the subject line of the agenda.