

SADDLEBROOKE VILLAS ASSOCIATION NO. 20 INC.

BOARD OF DIRECTORS MEETING

Thursday, June 17, 2021 10:00 AM
SaddleBrooke One Activity Center and Zoom

MINUTES

BOARD MEMBERS PRESENT:

Ron Tuxbury – President

George Nersesian – Vice President

Sally Wickramaratne-Mejia – Treasurer

Ted Deschamp – Secretary

Richard Robertson - Director

MANAGEMENT PRESENT:

Christine Nason

NUMBER OF HOMEOWNERS PRESENT: 9

CALL ORDER AND ROLL CALL: The Board meeting was called to order at 10:14 AM.

REVIEW AND APPROVAL OF MINUTES:

- **Open BOD Meeting – April 15, 2021**

The April 15, 2021 Board Meeting minutes were approved electronically by all Board Members.

PRESIDENTS REPORT – RON TUXBURY

Mr. Tuxbury reported that there have been issues with the SaddleBrooke One website and our minutes have not been posted in a timely manner. He noted that they are in the process of upgrading the SaddleBrooke One website. The webmaster hopes to have the issues resolved by the end of the summer. However, he noted that approved minutes and other needed information can be obtained through Mission Management, in the meantime. Attendance at meetings (virtually and in person) remains very low so it is hard to get community information out. He noted that both virtually and in-person meetings will continue through at least the Fall. The community also needs more volunteers. The Board will continue to stay as transparent as possible and discuss all business in open meetings (virtually and in-person). He also noted that the previous management company had not paid the taxes for 2019. The bill was paid which included interest and late fees and the prior management company reimbursed the Association for the interest and late fees.

TREASURERS REPORT

Ms. Wickramaratne-Mejia noted that the current operating revenue was \$5,890 and expenses were \$5,062 which gave a variance of \$828. Reserve revenue was \$2,163 and there were no reserve expenses. Operating Account balance is \$36,439 and the Reserve Account balance is at \$101,961. Total cash balance is \$138,401. Nothing over budget except taxes (discussed during President's report). She also noted that there are two homeowners over 30 days past due. She thanked Bill Howard for helping with irrigation issues which has improved the water expenses.

MANAGEMENT REPORT – CHRISTINE NASON

- Communication with President regarding miscellaneous issues.
- Communication with President regarding meeting agenda.

- Communication with Treasurer regarding financials.
- Golf Net installation completed.
- Prepare for June 17th Open BOD meeting.
- Currently there is currently one delinquency and no violations on file.
- Enclosed in the Board packet are condensed Financials for April and May 2021.
- Gravel expense was moved from Reserves and posted in the Operating change will be reflected in the June Financials.
- Sent eblasts on the Parking changes – forwarded responses to Board President for review.
- Termite bill was approved and processed for payment in May for \$6,018.

- **COMMITTEE REPORTS**

- **ALC – George Nersesian** – One security door submittal was approved. Some patio projects have been delayed due to material shortage.

- **DOCUMENT/RULES – Richard Robertson** – Nothing to report.

- **LANDSCAPE – Bill Howard** – Irrigation has been turned up to six days per week. Landscapers are not touching the oleanders. Irrigation system continues to be a problem with leaks and deterioration. Irrigation system replacement is not scheduled in the reserve study until 2029. He noted that this would need to be done sooner since the plants are showing signs of stress.

- **MAINTENANCE – Ron Tuxbury** – No maintenance expenses. The painters will be coming to repair golf ball dings and minor repairs in July. If anyone sees any issues, please let Mr. Tuxbury know. He will let everyone know when a date is scheduled.

- **NEIGHBORHOOD WATCH – Cathy Howard** – Nothing to report.

- **SOCIAL – Cathy Howard** – Nothing to report.

- **TERMITE/PESTS – (Need Chair)** – Mission Management will assume this role until a chair is appointed. Please contact Mission Management with any Termite/ Pest issues.

- **UNIT REP – Jan Deschamp** – Reports were emailed.

- **WEBMASTER – Pierre Fabinski** – Discussed during President’s Report.

- **UNFINISHED BUSINESS**

A. REVIEW/APPROVE LIGHTING PROJECT FOR SUN RIDGE DR. AND VILLAS SOUTH PARKING LOT – Mr. Tuxbury noted that the Board talked with HOA One and they said that they would be willing to do the work as long as the Association would pay for materials. They recommended “mushroom” lights to angle the light downward and each light would be placed ten feet apart on the east side of Sun Ridge Dr. One suggestion would be that they are put on timers and the other motion sensors. The total cost for either would be \$1,000. Discussion ensued.

A motion was made by Mr. Tuxbury to approve HOA One to install mushroom type lighting on timers on the East side of Sun Ridge Dr. at a cost of \$1,000 plus 10% contingency to be paid from the operating account. The motion was seconded by Mr. Deschamp and passed unanimously.

B. REVIEW RESIDENT COMMENTS ON REVISED SECTION 4.4 PARKING REGULATIONS APPROVE CHANGES, IF ANY TO PARKING RULES SECTION 4.4 – Mr. Tuxbury reviewed a summary of the comments received from the e-blast. Six disliked a portion of the Parking Regulations revisions. Two comments were not relevant to the parking issue. Four comments were in support

of the revisions. He noted that one homeowner was very concerned about the minutes not being available in a timely manner and that we should consider publishing a synopsis of the Board meeting immediately after each Board meeting. The owner also noted that SaddleBrooke One always does a quick synopsis of the meeting after each meeting. Mr. Tuxbury agreed that it was a good suggestion and that a synopsis of each meeting would be provided starting with the June meeting. Mr. Tuxbury noted that minutes are reviewed electronically and asked if they can be returned sooner.

Mission Management will ensure that all draft minutes are completed within two weeks or less.

Mr. Tuxbury noted that the proposed parking revisions would not prohibit residents from parking in the east, south or west parking lots. In fact, they give permission for the residents to park in either lot, which the rules currently do not allow since the east lot is technically for emergency vehicles and guests only. He also noted that the sign on the east parking lot stating this cannot be removed until the rules are changed. Discussion ensued between the Board and homeowners present regarding the proposed parking revisions. Decision on the Parking Rule changes was tabled for next Board meeting in August.

C. THIRD LIGHT IN THE WEST END PARKING LOT – Mr. Tuxbury noted that HOA One can install the third light in the west end parking lot for cost not to exceed \$500.

A motion was made by Mr. Tuxbury to approve the cost of installing a third light as was the original design in the west end parking lot a maximum cost of \$500 for materials payment from the operating account. The motion was seconded by Mr. Nersesian and passed with one opposed (Mr. Robertson).

NEW BUSINESS

A. REVIEW CURRENT VILLAS WEBSITE – Mr. Tuxbury noted that he has two pending changes for the website and will send these to Mr. Nersesian.

B. REVIEW CURRENT VILLAS FORMS AND MAKE CHANGES AS APPROPRIATE – Mr. Tuxbury noted that the forms on the website also need to be updated.

Mission Management will review and update the forms currently on the website and send to Mr. Tuxbury.

NEXT MEETING – AUGUST 19, 2021

CORRESPONDENCE/OPEN DISCUSSION FOR THE GOOD OF THE COMMUNITY

- A homeowner came in late and asked for clarification on the proposed parking revisions. Mr. Tuxbury noted that only ten homes have long driveway, and some residents need the parking lot for overflow parking. However, there are not enough spaces for each home to park an additional vehicle and still use the spaces for guest parking. He noted that the Board is trying to come up with a solution that benefits the most homeowners and that this will be discussed again at the August 19th Board Meeting.

- A homeowner/Board member suggested moving future meetings to the Coyote Room which may provide a better internet connection for those attending virtually.

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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. Tuxbury to approve HOA One to install mushroom type lighting on timers on the East side of Sun Ridge Dr. at a cost of \$1,000 plus 10% contingency, payment from the operating account. The motion was seconded by Mr. Deschamp and passed unanimously.

A motion was made by Mr. Tuxbury to approve the cost of installing a third light as was the original design in the west end parking lot a maximum cost of \$500 for materials from the operating account. The motion was seconded by Mr. Nersesian and passed with one opposed (Mr. Robertson).

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ACTIONS:

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Mission Management will review and update the forms currently on the website and send to Mr. Tuxbury.