

SADDLEBROOKE VILLAS ASSOCIATION NO. 20 INC.

BOARD OF DIRECTORS MEETING

Thursday, September 16, 2021; 10:00 AM
SaddleBrooke One Activity Center

MINUTES

BOARD MEMBERS PRESENT:

Ron Tuxbury - President	George Nersesian – Vice President
Ted Deschamp – Secretary	Richard Robertson – Director

Absent – Sally Wickramaratne-Mejia – Treasurer

MANAGEMENT PRESENT: Christine Nason

NUMBER OF HOMEOWNERS PRESENT: 6

- **CALL ORDER AND ROLL CALL**

The Board meeting was called to order at 10:06 a.m.

- **REVIEW AND APPROVAL OF MINUTES:**

- a. **Open BOD Meeting – August 19, 2021**

The minutes were approved electronically by the Board and were sent to all homeowners.

- **PRESIDENTS REPORT – RON TUXBURY**

Mr. Tuxbury reported that there was a broken window and screen from a golf ball that is being replaced. There are a couple of possible roof leak issues, and these are being investigated. There has been no serious storm damage in the Villas. Things seem to be running smoothly. Attendance at the meetings is still low. He noted that the reserve account is earning very little interest. He noted that since there are no major scheduled capital projects in the near future, he would like to discuss moving some funds to earn more interest. He passed out information on current CD rates. Ms. Nason noted that the bank will be changing to AXOS in January 2022.

- **TREASURERS REPORT – RON TUXBURY**

Mr. Tuxbury reviewed Ms. Wickramaratne-Mejia's Treasurer's Report. He noted that things are on track. Mr. Nersesian inquired as to how much of the \$108,000 in reserves is currently in CDs. Ms. Nason noted that \$59,000 of that is in CDs. Mr. Tuxbury noted that the Board may also want to transfer some of the operating account to the reserve account. He also noted that the homeowner that was furthest behind has now paid in full. He noted that there are still a few other delinquent accounts that are paying assessments but not late fees. Mr. Nersesian inquired about Sure Pay. Ms. Nason noted that Mission Management decided to leave Alliance Bank due to several problems. She noted that they are already working with them on a few accounts. She suggested that homeowners not currently on auto pay, wait to sign up for auto pay and that the Board hold on purchasing a CD until the end of February, at the earliest. Mr. Tuxbury noted that the water bills are back on track. There were no unusual expenses and the budget is on track.

- **MANAGEMENT REPORT – CHRISTINE NASON**

- Communication with President regarding miscellaneous issues.
- Communication with President regarding meeting agenda.
- Prepare for September Open BOD meeting.
- Currently there are no violations on file.
- Enclosed in the Board packet are condensed Financials for August 2021.
- Currently there are four delinquent accounts. Report is attached for Board review.
- Contacted Miraco Glass to have repairs done for a homeowner whose window and screen was broken by a golf ball. They will contact the homeowner directly to schedule.
- Mr. Deschamp inquired about late fees. Ms. Nason noted that after the 15th of each month, a late fee of \$15 is charged to the homeowner. She also noted that homeowners received three notices before being turned over to collections.

- **COMMITTEE REPORTS**

- ALC – George Nersesian** – Nothing to report. No new submittals.
- DOCUMENT/RULES – Dick Robertson** – Nothing to report.
- LANDSCAPE – Ron Tuxbury (need chair)** – Mr. Tuxbury noted that there have been no volunteers and that Mission Management continues to handle landscape issues. He noted that **Marco Rubio the HOA #1 Common Areas Manager felt that** the current irrigation should hold for **at least** another five years.
- MAINTENANCE – Ron Tuxbury** – The broken window and screen are being taken care of. He also noted that a few roof issues are being investigated. Mr. Nersesian inquired about his roof and Mr. Tuxbury noted that the exterior of the roof was repaired. He noted that the interior repairs will be scheduled next.
- NEIGHBORHOOD WATCH – Cathy Howard** – Nothing to report.
- SOCIAL – Cathy Howard** – An email blast will be sent to the community noting that there will be a Winter Celebration on January 21st at the Roadrunner Grill from 5pm to 8pm. A potluck will be scheduled sometime in March 2022. Mrs. Howard noted that reservations are needed for happy hour and that she will send an email asking homeowners to RSVP for the next happy hour. She also noted that they were unable to use the back-bar area and will be holding these in the dining area.
- TERMITE/PESTS – Liz Foreman** – Ms. Nason noted that one canister was replaced.
- UNIT REP – Jan Deschamp** – **The monthly meeting notes from the Unit Rep meeting were emailed to all owners. This will also be posted on the SaddleBrooke One website.**
- WEBMASTER – Pierre Fabinski** – Mr. Tuxbury noted that this will be discussed later in the agenda.

A. NEW BUSINESS

a. DISCUSSION

1. **2022 BUDGET** – Ms. Nason noted that the budget draft will be done by the end of the month. She noted that Complete Landscaping is looking at a 2.5% increase. She also noted that water is being increased by 3% and that insurance is also increasing. She recommended increasing the assessments to help build reserves.
2. **INVESTMENT OF RESERVE FUNDS** – Tabled until 2022.
3. **UPDATE ON LIGHTING** – Mr. Tuxbury noted that two lights are being added and a transformer replaced along Sun Ridge. This is covered under the amount approved for this project. By the end of the month, there will be six lights in this area.
4. **CHANGES IN VILLAS WEBSITE** – Mr. Tuxbury noted that there are still several changes to be made. He provided a copy of the updated Request for Maintenance form for review. He noted that the form now provides Mission Management's contact information. He also noted that the Resolution on the front page needs to be updated. He also noted the management contract should be there and that 2021 meeting dates need to be added. There are also some 2021 minutes that need to be added. He noted that he hopes to have everything updated by the end of the year.
Mission Management will email Mr. Tuxbury a copy of the management contract.
5. **RESERVATIONS FOR MEETING ROOMS FOR NEXT YEAR** – Mr. Tuxbury asked Ms. Nason to contact Trisha with HOA One to schedule the dates for 2022 Meetings. He will send her an email with her contact information.

b. APPROVALS

1. **CHANGES IN SOME VILLAS FORMS** – **A motion was made by Mr. Tuxbury to approve the updated and revised maintenance form. The motion was seconded by Mr. Deschamp and passed unanimously.**
2. **CALL FOR CANDIDATES NOTICE** – Ms. Nason noted that she will be sending postcards with the Call for Candidates. Mr. Tuxbury also asked for an electronic notice to be sent. There are two open positions on the Board. Candidates must own their home for a minimum of one year and also be in good standing. Mr. Nersesian and Mr. Tuxbury have terms that are expiring.
Mission Management will email a copy of the Call for Candidates to the Board.

NEXT MEETING – OCTOBER 21, 2021 – VIRTUAL AND IN PERSON

- **CORRESPONDENCE/OPEN DISCUSSION FOR THE GOOD OF THE COMMUNITY**
Nothing to report.
- **ADJOURNMENT**
With no further business to discuss, a motion was made by Mr. Deschamp to adjourn the meeting at 10:52 a.m. The motion was seconded by Mr. Nersesian and passed unanimously.

SUMMARY

MOTIONS:

A motion was made by Mr. Tuxbury to approve the updated and revised maintenance form. The motion was seconded by Mr. Deschamp and passed unanimously.

With no further business to discuss, a motion was made by Mr. Deschamp to adjourn the meeting at 10:52 a.m. The motion was seconded by Mr. Nersesian and passed unanimously.

ACTIONS:

Mission Management will email Mr. Tuxbury a copy of the management contract.

Mission Management will email a copy of the Call for Candidates to the Board.