

SADDLEBROOKE VILLAS ASSOCIATION NO. 20 INC.

BOARD OF DIRECTORS MEETING

Thursday, November 18, 2021

9:30 AM

SaddleBrooke One Activity Center

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: 7

MEET THE CANDIDATE'S SESSION AT 9:38 AM – 10:00 AM

Mr. Tuxbury introduced himself as the only candidate. He noted that he served on the Board for the last three years and about five or six years back in 2004. He noted he has also served on the architectural and maintenance committees. He stated that he decided to run again to keep the Board members at five, if possible. He noted if anyone is interested in joining the Board and has owned for a minimum of one year, they can be appointed to fill the other vacant position until the next Annual Election. A homeowner asked if the person can be a Saddlebrooke One (non-Villa) homeowner for a minimum of one year. Mr. Tuxbury will look into this with the attorney. A homeowner asked if the rule can be changed to six months. Mr. Tuxbury will look into this with the attorney.

CALL TO ORDER

Mr. Tuxbury called the Board Meeting to order at 10:01 AM.

AGENDA ADDITIONS:

Ms. Wickramaratne-Mejia suggested a walk through to try to encourage volunteers to step forward. She invited anyone available to walk with her.

REVIEW AND APPROVAL OF MINUTES:

Open BOD Meeting – October 21, 2021 - Approved electronically by all Board Members.

SADDLEBROOKE ONE GM REPORT: Vivian Timian - Absent.

PRESIDENTS REPORT – RON TUXBURY

Mr. Tuxbury reported things are running smoothly and that may be the reason why there have been no volunteers. He also noted that the financials are on track and the Association has been able to continue to fund the reserve account.

TREASURERS REPORT – Sally Wickramaratne-Mejia

Ms. Wickramaratne-Mejia reviewed the financials and confirmed that there were no issues. There are no past due accounts. Operating revenue was \$5,700 and expenses were \$5,500 which gave a variance of \$76. Reserve revenue was \$2,160 which gave a variance of \$2,026. Operating Account balance is \$30,000 and the Reserve Account balance is at \$113,000. Mr. Tuxbury noted that the Board will be discussing a long-term financial plan at the Annual Meeting.

MANAGEMENT REPORT – CHRISTINE NASON

- Communication with President regarding meeting agenda.
- Board of Directors Ballots were mailed on November 1st.
- Prepare for November Open BOD meeting.
- Currently there are no violations on file.
- Enclosed in the Board packet are condensed Financials for October 2021.
- Currently there are no delinquent accounts.
- Prepared the 2022 Board Meeting schedule for Board approval
- Coordinated with Pest control to reschedule Sentricon checks. As well as pest/varmint check with Jim Cloer.
- October Synopsis sent via eblast and subsequent minutes

COMMITTEE REPORTS

- a. **ALC – George Nersesian** – No new submittals.
- b. **DOCUMENT/RULES – Dick Robertson** – Nothing to report.
- c. **LANDSCAPE – Ron Tuxbury (need chair)** – Volunteers are needed. It would be preferable to have one person overseeing each quadrant. Mr. Robertson inquired about incentives for volunteers. Mr. Tuxbury asked for suggestions on incentives.
- d. **MAINTENANCE – Ron Tuxbury** – The painters came and did touch up work. After they left, three emails were received for more touch up work. There is a window that has been hit several times with golf balls. The window is now leaking, and it will be checked to see if the prior repair was not done properly.
- e. **NEIGHBORHOOD WATCH – Cathy Howard** – Nothing to report.
- f. **SOCIAL – Cathy Howard** – No happy hours will take place in November and December due to the holidays. The next one will be the fourth Thursday in January 2022 at 4:00 PM in the Agave Lounge. A Villa Party is scheduled on January 22, 2022, and a potluck will take place in March 2022.
- g. **TERMITE/PESTS – Management** - There were some areas that had pack rat droppings. These areas will be inspected to be sure there are no issues. Homeowners should report any signs of droppings to Mission Management.
- h. **UNIT REP – Jan Deschamp** – A report was emailed to the Board. This will also be posted on the website.
- i. **WEBMASTER – Pierre Fabinski** – A meeting is scheduled today to discuss updates.

NEW BUSINESS

- A. **DISCUSS COMPOSITION OF THE BOARD IN 2022. APPROVE CHANGE IN NUMBER OF DIRECTORS**– Tabled for the next Board meeting.

B. DISCUSS AND APPROVE 2022 BOARD MEETING SCHEDULE – Mr. Tuxbury reviewed the meeting dates for 2022. He noted that the Board will not meet this December or next December. He also noted that the Board may not always need to meet monthly.

A motion was made by Mr. Nersesian to approve the 2022 meeting date schedule, as presented. The motion was seconded by Ms. Wickramaratne-Mejia and passed unanimously.

C. DISCUSS AND APPROVE DONATIONS FOR SADDLEBROOKE ONE EMPLOYEES CHRISTMAS PARTY AND “FRIENDS OF CATALINA STATE PARK” FOR JIM CLOER’S NATURE PROGRAM – The Board discussed donations.

A motion was made by Mr. Tuxbury to donate \$400 to SaddleBrooke One Employee Christmas Party and \$400 to the Friends of Catalina State Park. The motion was seconded by Mr. Nersesian and passed unanimously.

D. LIGHTING AT EAST, WEST, AND SOUTH PARKING LOT – Not discussed.

E. DISCUSS AND APPROVE GRATUITIES FOR LANDSCAPE CREW AND OUR COMMUNITY MANAGER – The Board discussed gratuities.

A motion was made by Mr. Deschamp to provide \$150 gratuity to the landscape crew and \$500 to the community manager. The motion was seconded by Mr. Nersesian and passed unanimously.

The Board thanked Ms. Nason for her hard work.

NEXT MEETING – MONDAY, DECEMBER 27TH MISSION MANAGEMENT WILL BE COUNTING BALLOTS IN THEIR OFFICE AND RESULTS WILL BE EMAILED TO THE COMMUNITY. THURSDAY, JANUARY 6, 2022, WILL BE 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. Tuxbury to adjourn the meeting at 10:34 AM. The motion was seconded by Mr. Nersesian and passed unanimously.

SUMMARY

MOTIONS:

A motion was made by Mr. Nersesian to approve the 2022 meeting date schedule, as presented. The motion was seconded by Ms. Wickramaratne-Mejia and passed unanimously.

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