

SaddleBrooke Villas Association No. 20

Board of Directors Meeting Minutes

Date: January 21, 2026
Time: 9:00 AM
Location: SaddleBrooke Coyote Room 64500 E. SaddleBrooke Blvd and Zoom
<https://us06web.zoom.us/j/84232809974>

CALL TO ORDER

The meeting was called to order at 9:00 AM.

ROLL CALL

Board Present: Sally Wickramaratne – President
Dick Robertson – Vice President
Kevin Knowles – Treasurer
Carin Neresian – Secretary
Chris Costello – Director - Absent

Management

Lauren Lee – HBS Stratford Community Management

QUORUM (3)

A quorum was established to move forward with the meeting.

MINUTES

MOTION: To approve the November 13, 2025, Board of Directors Meeting minutes as submitted.

Motion made, seconded, and passed unanimously.

REPORTS

- Report of Officers
 - 📌 President's Report
 - 📌 Treasurer Report:
 - The board reviewed the financial report, which showed operating expenses of \$83.58 and revenue of \$80.86, resulting in a negative variance of \$272. The total operating balance was \$33,924, with a reserve balance of \$273,605, and two CDs worth \$110,000. Kevin noted that water costs were slightly higher at \$516, a Landscape Committee

MANAGER REPORT

- ALC Issues
 - ✚ It was discussed that all maintenance and architectural issues will need to be sent to the manager, who will forward them to the correct personnel. Wh
 - ✚ Irrigation Issues – The manager has found an irrigation tech familiar with the system. A meeting with the tech and Sally will be scheduled.

Consent Agenda

- None

OLD BUSINESS

- Roofing Inspections – They reviewed two roofing inspection reports, with costs ranging from \$60,000 to \$94,000, and discussed a potential 7-year replacement strategy similar to another HOA's approach. The board clarified that while minor repairs can be addressed as needed, major repairs will be scheduled and budgeted through a structured maintenance plan, with final approval expected in March after the annual meeting.
- Annual Meeting
The board discussed the upcoming February 16, 2026. There will be two seats to fill and the Board has requested community involvement in Committees. There will be sign up sheets at the Annual Meeting. Participation is needed.

NEW BUSINESS

- Reserve Study – The board discussed a reserve study, a future meeting will be scheduled to review the draft.
- 2026 Budget – The board discussed the 2026 budget, focusing on income and expenses. They agreed to increase the accountant's fee to \$1,500. Cliff explained the reserve contribution and interest from CDs. The board reviewed printing and attorney's fees, with Cliff providing context for the legal expenses. They also discussed the increase in landscaping costs due to missed payments and higher rates
- The board noted concerns about the reserve fund, which is currently at 66% funding, below the target of 75-80%. They decided to increase the reserve contribution to \$3,000 per month, up from \$2,400. Kevin and Lauren requested help in reviewing and adjusting the budget to address these issues.
- 2026 Board Meeting Dates
Meetings are scheduled for the second Thursday of each month except April.
- Communication Guidelines – a draft of communication guidelines for the board with members was included in the packet for review. This will be discussed with the new board as well as creating a Code of Conduct.

- Landscape Guidelines – Rules & Regulations
A homeowner inquired if Management would contact the homeowner before heavily pruning their shrubs or altering their landscape. Lauren said Management was not required to do that.
- Board Member 1-year Requirement. The Board discussed waiving this rule for 2026, along with reviewing the Rules and Regulations for consistency with the Governing Documents. **Motion made, seconded, and passed unanimously**
- Zoom Meetings – a request to not hold official Board meetings by Zoom only was received for Board review. **Motion made, seconded, to deny this request, and passed unanimously**

HOMEOWNER INPUT

FUTURE MEETINGS – The meetings are held at 10:00 AM via Zoom and/or in person.

NEXT MEETING

The next meeting is scheduled to be on the Annual Meeting on February 16, 2026, at 10:00 AM

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 10:17 AM.