

SaddleBrooke Villas Association No. 20

Board of Directors Meeting Minutes

Date: March 19, 2026
Time: 10:00 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: Dick Robertson – President
Sally Wickramaratne – Secretary
Stephanie Thomas – Treasurer

Management

Lauren Lee – HBS Stratford Community Management

QUORUM (2)

A quorum was established to move forward with the meeting.

RESIGNATIONS - The board accepted resignation letters from Bill Filter and Kevin Knowles, with Dick Robertson expressing gratitude for their service.

MINUTES

MOTION: To approve the January 21, 2026, Board of Directors Meeting minutes as submitted.

Motion made, seconded, and passed unanimously.

REPORTS

Report of Officers

President's Report

- Approval of Committees - The board discussed approving committees as submitted, with minor changes, including Bill Filter's placement on the landscape committee and Spaniol's inclusion to the ARC
- Code of Conduct - The board also approved a new code of conduct with 12 items, which HBS read aloud, and requested Lauren to distribute it to all homeowners after the board signs it.

Treasurer's Report: The treasurer reported total funds of \$321,812, with \$41,000 in the operating account and \$280,812 in reserves, noting a monthly cash deficit of \$1,600 due to a \$3,000 transfer to the reserve account.

The Finance Committee reported that operating funds are positive with over \$7,500 in assessments for two months, and reserve fund contributions are on track at \$3,000 monthly. The committee discussed moving funds from low-yield accounts to higher-yield investments, including a 90-day CD and a high-yield savings account. The Board approved adopting a new Reserve Fund investment policy focused on conservative investments such as treasuries, notes, bills, and CDs, and directed the Finance Committee to implement the policy.

COMMITTEE REPORTS

 **ALC** – Nothing to report

 **Budget/Finance** - MOTION made and passed by the Board adopting a new Reserve Fund investment policy focused on conservative investments like treasuries, notes, bills, and CD. The Finance Committee will proceed with implementing the policy.

 **Landscape** -The landscape committee reported progress, including identifying community liaisons and requesting bids for landscape architects. The landscape committee had unanimously supported the removal of four trees on Sunbridge and SaddleBrooke Blvd.

The Board discussed this recommendation. Concerns were raised about the impact on the neighborhood's appearance and the lack of a replacement plan, as well as whether other alternatives had been considered, such as cutting the tree's roots. It was alleged that damage to a villa's foundation had occurred or may occur, and that the tree's stability would be impacted by cutting the roots. The Treasurer reported that a bid was received for tree removal with the 2026 budget.

- Motion was made to remove four mesquite trees on Sunbridge and SaddleBrooke Aas recommende buy thehlandscape committee.
Seconded and passed unanimously.

 **Maintenance** - the board discussed concerns about the roofing bids, particularly regarding Copper Ridge's significantly lower bid of \$45,000 compared to other contractors' bids of \$95,000-\$99,000. An independent roofing inspection reported good underlayment condition but identified issues with flat roofs. The board discussed the \$45,000 impact on the 2026 budget that had allotted \$11,000 for roof repairs. HBS expressed concerns about the outdated pricing from October and requested that the maintenance committee review the proposal and address outstanding questions before the April board meeting. Cliff raised additional concerns about the lack of multiple bids and the use of "up to" pricing in the proposal. The board ultimately voted against the motion and directed the maintenance committee to further evaluate the proposal and present a recommendation in April.

- ✚ **Rules & Regulations** - The Committee recommends the following issues for the Board to prioritize for consideration of revision. Parking, Landscaping, Irrigation, Repair, and Maintenance, Compliance

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.
 - ✚ Irrigation Issues – The manager has found an irrigation tech familiar with the system. A meeting with the tech and Sally will be scheduled.

OLD BUSINESS

- Roofing Inspections – See Maintenance Report
- Reserve Study - A reminder that the Reserve Study is still in draft format
- Parking – the board proposed forming an ad hoc parking committee to address ongoing parking issues, with Lauren agreeing to send out requests for volunteers

NEW BUSINESS

- Revised 2026 Budget - The board also reviewed budget revisions that moved \$24,000 from reserve fund expenses to operational budget, aligning with reserve study recommendations. The board approved a revised 2026 budget that correctly aligns operational and reserve fund expenditures.

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 April 9, 2026, at 10:00 AM

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 11.23 AM.