

SaddleBrooke Villas Association No. 20

Board of Directors Meeting Minutes

Date: April 9, 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
John Herbers – HBS Stratford Community Management

QUORUM (2)

A quorum was established to move forward with the meeting.

APPOINT NEW BOARD MEMBERS – Bill Nagy applied for the two-year positions, while Barbara Saunders applied to fill the one-year terms.

- **Motion** was made to approve the positions, bringing the Board membership to 5. Seconded and passed unanimously.

MINUTES

MOTION: To approve the March 19, 2026, Board of Directors Meeting minutes as amended.

- **Motion made, seconded, and passed unanimously.**

John Herbers from HBS Management provided context on HOA management fees and processes, while emphasizing the importance of transparency and proper procedures for controversial decisions. John Herbers, representing HBS management company, provided context about their \$950 monthly fee structure and emphasized the importance of effective board communication and community cooperation.

REPORTS

 Report of Officers

- ✚ President's Report - changes were announced, including adding Bill Filter to the Landscape Committee and removing Stephanie Thomas from the Maintenance Committee. The president addressed concerns about leadership transition, explaining that while he and Brenda would be away for part of the summer, operations would continue through email communications and Zoom meetings as needed
- ✚ Treasurer's Report: The monthly financials are not ready until after the 10th of the month. Once approved, the Balance Sheet and Income statement will be emailed to the owner.

COMMITTEE REPORTS

- ✚ **ALC** – Nothing to report
- ✚ **Budget/Finance** – No Report
- ✚ **Landscape** – Committee Chair Sally mentioned that the current vendor has provided his 30-day notice. The Community Manager is actively seeking bids for maintenance, including weed control
- ✚ **Maintenance** – see information under old business.
- ✚ **Rules & Regulations** – No
- ✚ **Parking** - The parking committee introduced questionnaires to gather input on managing three parking lots at the Villas property, which residents were asked to complete and return to Barbara.

OLD BUSINESS

- Roofing Inspections – The group discussed various roofing issues, including missing tiles, cracked surfaces, and dried caulk around roof penetrations, with costs ranging from \$800 to \$3,200 per building. HBS mentioned that a 3-year warranty was included in the proposal. The maintenance committee met with the vendor to address questions and concerns. The Committee recommends approval of Copper Ridge Roofing in the amount of \$45,620.
 - **Motion:** A motion was made to approve the Copper Ridge Roofing contract in the amount of \$45,620, motion was seconded and passed unanimously
- Reserve Study - The board discussed a reserve study that indicates the community is currently funded at 66%, with a recommended increase in monthly transfers to the reserve fund from \$3,000 to \$4,600. HBS explained that while the study includes all necessary components, the funding percentages can fluctuate due to factors like changing material costs and project timelines. The board noted they did not implement the recommended assessment increase for 2026, and HBS advised that boards should consider annual assessment increases rather than maintaining fixed rates.

Removal of Mesquite Trees – The Board discussed the potential removal of four mesquite trees located at the entrance to the Villas. The discussion was prompted by concerns raised by a resident.

John Reed provided his professional assessment, noting that one of the larger trees is approaching the end of its life expectancy and may need to be addressed as a preventative measure. He also indicated that another tree is causing damage to a nearby curb.

Board members raised concerns about the process used to reach the potential removal decision. Specifically, they noted a lack of transparency regarding contractor selection and the timing of the proposed work. The Board acknowledged these concerns and recognized the need for a more structured and transparent process when addressing controversial or high-impact decisions.

Additional discussion focused on the Association's responsibility for exterior landscaping maintenance, as well as possible alternatives to full tree removal, such as root cutting or other mitigation measures.

The Board agreed that, moving forward, independent experts should be engaged to verify claims of tree-related damage before decisions are finalized. They also committed to improving communication with the community by providing updates on findings and proposed actions.

Finally, the Board emphasized the importance of transparency in decisions affecting individual residents and suggested that Board members should recuse themselves from discussions involving personal property matters to avoid conflicts of interest.

- **NEW BUSINESS**
- Code of Conduct - a one-page Code of Conduct was presented for signature with the newly appointed Board Members.
- Board Training – the manager to ask the Association Attorney if he can provide a future Board training session via Zoom

HOMEOWNER INPUT

FUTURE MEETINGS –

November 19, 2026 – **9:00 AM**

NEXT MEETING

The next meeting is scheduled to be on October 15, 2026, at 10:00 AM

ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 12:36 PM.