

SADDLEBROOKE VILLAS ASSOCIATION NO. 20 INC.

BOARD OF DIRECTORS MEETING

Thursday, November 21, 2024

10:00 a.m.

SaddleBrooke One Activity Center and Via Zoom

MINUTES

BOARD MEMBERS PRESENT:

Bill Nagy – President
Dick Robertson – Director
Sally Mejia-Wickramaratne – Treasurer
Hendrick Van Zuylen – Secretary
Kevin Knowles - Director

MANAGEMENT PRESENT:

Christine Nason

- **CALL TO ORDER**

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

- **REVIEW AND APPROVAL OF MINUTES:**

- a. **Open Board and Executive Meeting – May 7, 2024**

A motion was made by Mr. Van Zuylen and seconded by Ms. Mejia-Wickramaratne to approve the May 4, 2024 Board and Executive meeting minutes, as presented. Motion carried unanimously.

- **PRESIDENTS REPORT – Bill Nagy**

Mr. Nagy thanked all Board Members and Committee Members for their hard work over the past seven months. He also thanked homeowners that were in attendance.

- **TREASURERS REPORT – Sally Wickramaratne-Mejia**

Ms. Wickramaratne-Mejia reported that operating revenue was \$8,765 and expenses were \$72,959 so there was a surplus of \$1,500. Monthly reserve contributions in the amount of \$2,658 continue. Our operating balance is \$31,000, our reserve balance is approximately \$262,000 (\$124,000 in cash and 2 CDs at approximately \$53,000 each). The total cash balance is \$691,000. She reviewed expenses and noted that a roof repair was completed at Lot 23 in the amount of \$950.

MANAGEMENT REPORT – CHRISTINE NASON

- There currently four delinquent accounts.
- Solar lighting for the East parking area was installed in late May.
- Multiple Irrigation leaks have been repaired through the Summer.
- The following items were approved unanimously via Action in Lieu of Meeting:

Roof repairs:

64468 – Cracked roof tiles due to Golf Balls \$1,150 in May

64480 – Microburst lifted roof and tiles – repaired for \$1,239 in July

64468 – Patio roof leak, repaired for \$950 in October

64408 – Roof damage in storms, repairs were done for \$2,389 in November (approved by Mission Management as an emergency expense)

Mission Management will get proposals for roof repairs in non-emergency situations.

- Isais Roofing is offering to do roof inspections and blow off each roof for \$150. Roof repairs needed would be discounted. Discussion ensued. The Board decided against a roof inspection and blowing off roofs, at this time.

- **COMMITTEE REPORTS**

a. **ALC – Kevin Knowles** – Thanks to Ron Spaniel who reviewed the process with Mr. Knowles. All files were moved to Mr. Knowles home. These files will be scanned by Mission Management into lot files permanently. The Board discussed trees removed by homeowners that were blocking windows from golf balls and whether the Association is still responsible. Ms. Nason noted that the Association is still responsible.

b. **DOCUMENT/RULES – Dick Robertson** – Nothing to report.

- **LANDSCAPE – Hendrick Van Zuylen & Mgmt.** – A homeowner suggested changing all landscape to drought resistant plants so that a new irrigation system is not needed. Ms. Mejia-Wickramaratne noted that she has researched having a graduate student come out and make recommendations. She will also check with Vivian Timian regarding the recent work they completed. Discussion ensued. The Board agreed to table the irrigation walk throughs until January 2025. Mr. Van Zuylen reported that many homeowners have different preferences when it comes to maintaining their front yards. He noted that the Association, homeowners, and landscape contractor need to come to an agreement somehow. Ms. Mejia-Wickramaratne suggested marking the trees. Ms. Nason noted that homeowners should not speak directly to the landscapers. Requests should come through her.

Mission Management will send a reminder email blast that all landscape requests should go to Mission Management.

c. **MAINTENANCE – Mgmt.** – Ms. Nason noted that all issues were discussed during the Management Report.

d. **NEIGHBORHOOD WATCH** – Nothing to report.

e. **SOCIAL – Carin Nersesian** – Be on the lookout for a “save the date” for a winter celebration. Ms. Mejia-Wickramaratne noted that the social event outside was very nice.

f. **TERMITE/PESTS – Mgmt.** – Reports are still coming in monthly from the pest control company. Ms. Nason reminded homeowner that when they request a spray inside their home, make sure to pay them at the time of service. The fee is \$10. Ms. Mejia-Wickramaratne will confirm if they accept cash or check. If homeowners want a copy of the report, please contact Mission Management. Ms. Nason suggested that the Board provide some articles for Mission Management to draft a community newsletter.

g. **UNIT REP – Jan Deschamp** – A report was sent via email.

h. **WEBMASTER** – Nothing to report.

- **OLD BUSINESS**

- A. **Landscape Irrigation – Monsoon \$175,000; Santa Rita \$106,706; Heredia \$63,100** – Ms. Nason noted that all three landscapers were asked to provide new proposals based on the same schematics. Santa Rita Landscaping has revised their proposal to \$115,989. She also noted that funds for this project will come from the CD that matures in March 2025. Tabled to January.

- 1. **Pending walkthroughs in December 2024** – Tabled to January.

- B. **Landscape Contract** – The Board agreed to get landscape proposals.

- Mission Management will get landscape proposals from Complete, Cesar and Sons, Santa Rita, and Landtamers.**

- **NEW BUSINESS**

- A. **CTA – Compliance is required by 12/31/24** – The Board reviewed options to provide the required information for the Corporate Transparency Act.

- A motion was made by Ms. Mejia-Wickramaratne and seconded by Mr. Robertson to approve the proposal from Key's Accounting to provide information for the Corporate Transparency Act. Motion carried unanimously.**

- B. **DONATIONS** –

- 1. **Saddlebrooke One Employees Christmas Party 2024** – The Board agreed to donate \$400 per the budget.

- 2. **"Friends of Catalina State Park" for Jim Cloer's Nature Program** – The Board agreed to donate \$400 per the budget.

- 3. **Food Bank** – The Board agreed to donate the additional \$200 per the budget to the food bank.

- C. **GRATUITIES** –

- 1. **Landscape Crew** – The Board agreed to provide a \$150 bonus (\$50 per crew member) per the budget.

- 2. **Community Manager** – The Board agreed to provide a \$500 bonus per the budget.

- D. **2025 Budget** –

- 1. **Increase** – The Board discussed the 2025 increase in expenses.

- A motion was made by Mr. Robertson and seconded by Mr. Van Zuylen to approve an assessment increase of \$20 per month effective 2025. Motion carried unanimously.**

- 2. **Budget in whole** – The Board reviewed the 2025 draft budget.

- A motion was made by Mr. Robertson and seconded by Ms. Mejia-Wickramaratne to approve the 2025 Budget, as presented. Motion carried unanimously.**

- E. **Yard drainage – regrade and extend drainage at 64372 SRL \$3,390** – The Board reviewed a proposal for yard drainage at 64372. Discussion ensued regarding the initial repair by Santa Rita Landscaping.

- Mission Management will get Santa Rita Landscaping to come back out for an evaluation for the initial repair at 64372.**

- F. **Desert Spoon Removals at 64468 SRL \$895, Cesar & Son \$225** – The Board reviewed proposals for Desert Spoon removals.

- A motion was made by Mr. Nagy and seconded by Mr. Knowles to approve the estimate from Cesar & Son to remove two Desert Spoons in the amount of \$150. Motion carried unanimously.**

G. 2025 Tentative Meeting Schedule – Ms. Nason provided a tentative meeting schedule.

Mission Management will inform the Board of Board Member terms expiring next year.

NEXT MEETING – Thursday, TBD at 10:00 AM in the Activity Center

H. CORRESPONDENCE/OPEN DISCUSSION FOR THE GOOD OF THE COMMUNITY

- A homeowner asked how many HOAs that Ms. Nason manages that have landscape contracts. Ms. Nason noted that all of them do.
- A homeowner asked how many of these HOAs have used a landscape designer. Ms. Nason noted that none of them did but one HOA did do a survey to the homeowners asking if one should be used. Ms. Nason suggested getting the community together to share their ideas and feedback on landscaping.

I. ADJOURMENT

A motion was made by Mr. Robertson and seconded by Ms. Mejia-Wickramaratne to adjourn the Board Meeting at 11:41 am. Motion carried unanimously.