

**APPROVED MINUTES
MEETING OF BOARD OF DIRECTORS
November 21, 2013**

1. **CALL TO ORDER:** President Melanie Neilson called the meeting to order at 9:14 A.M. and established that a **quorum was present**.

BOARD MEMBERS PRESENT (5): Melanie Neilson, George Nersesian, Esther Peabody, Ed Sand and via telephone Michael Moore.

RESIDENTS IN ATTENDANCE (12): Dal and Liz Foreman, Jack Neilson, Ron Tuxbury, Britt Northcutt, Helen Schetky, Don and Joan Ebbeson, Marvin Wycoff, Bill and Kathy Howard and Marcia Hill

GUESTS IN ATTENDANCE: HOA #1 Director of Operations Vivian Timian and HOA #1 Board Vice President/Villas Board Liaison Jim Daily.

2. **MINUTES:** George moved and Ed seconded approval of the September 19, 2013 Board Meeting minutes. Motion passed.
3. **HOA One Board Liaison – Jim Daily** reported that General Manager Scott Devereaux submitted his resignation effective December 9 and will become General Manager of HOA #2 effective December 10. The HOA #1 Board will appoint a search committee to locate a new General Manager to replace Scott. Director of Operations Vivian Timian has been named as the interim General Manager. Jim stated that HOA #1 is in good financial condition and that there will be no increase of the Community Service Fee for 2014. Currently there are 327 golf members with a goal of 425 in 2014. More than 30 new golfers are from HOA #2. The Villa that was in foreclosure is now out of foreclosure as the owner has paid \$3,000 of back fees and will pay all remaining delinquent fees to HOA #1 and the Villas Association, No. 20, Inc. by the end of November including all related attorney fees.
4. **PRESIDENT'S REPORT:** Melanie extended appreciation to Dal Foreman and members of the Election Committee for their efforts in securing two 2014 Board Candidates (Melanie Neilson and Marvin Wycoff). Appreciation was also extended to all Villas volunteers who contribute to making the Villas a friendly, warm and welcoming place to live.
5. **TREASURER'S REPORT:** Melanie reported that Mike Hatmaker emailed the monthly financial reports to our Board members. Ron Tuxbury reported that the Villas Association continues to be under budget so far this year.
6. **COMMITTEE REPORTS:**
 - A. **Landscaping** – Marvin e-mailed his written report to all Villas owners. He announced that the Landscaping Committee is recommending that the Board approve installing the new irrigation system and valves in the remaining three quadrants as soon as it can be accomplished. This will save \$500.

- B. **Maintenance/Painting/Finance** – Ron Tuxbury reported that three maintenance projects have been completed and they include: 1. Golf ball and other damage to stucco has been repaired and painted by Approved Painting at no cost to the Villas Association. 2. Fitzgerald's Villa patio ceiling water damage has been repaired at a cost of \$500. 3. Our roof contractor continues to make repeated promises and then does not show up. The Villas annual contract for roofing inspection and repair has expired. Consequently, the Villas Board asked Vivian Timian to check into the additional cost to roll the Villas annual roofs inspection and repairs into one of the HOA #1's Roofing Contracts. Vivian agreed to secure the information and report back to Melanie or Ron.
- C. **Termites/Pests** – Liz Foreman reported that due to ongoing bi-monthly termite and pest control her report will be made in January. She did indicate that two \$5.00 inside ant treatments have been completed in the last few weeks.
- D. **ALC/Documents/Rules** – Doris Bickel -- No report
- E. **Social** – Winter Buffet Dinner will be held on Saturday, January 18, 2014 in the RoadRunner Grill and the Pot Luck Dinner will be on Saturday, March 15, 2014 in the Activity Center.
- F. **Election Committee** – Dal Foreman e-mailed the report to all Villas owners.

7. Discussion Items:

- A. Postponed until January when Mike Hatmaker will be present to present and discuss the proposed 2014 Budget.
- B. Much discussion occurred and it was finally decided that it was in the best interest of the Villas to sign the contract to replace the three remaining quadrants of the irrigation system as soon as it can be accomplished. By doing so, the Villas can save \$500.
- C. The Board agreed to review, revise and approve meeting minutes within five days after the edited minutes have been sent to them. Thus allowing Melanie to send the approved minutes to be posted on the Villas website in a timely manner rather than waiting until the next Board Meeting that may be months after the previous meeting.
- D. The Board agreed that the 2014 room reservations for work session should be canceled. Board agreed that room should be reserved for 2014 Board Meetings: **Wednesday, January 8; Monday, February 17** (immediately following Owner's Annual Meeting); **Thursday, March 20 OR April 17; Thursday, August 21 OR September 18; Thursday, November 20** Meet the Candidates Session & Board Meeting (budget review), and if needed **Monday, December 29 to count ballots.**
- E. The Board reviewed the attorney edited and revised Villas Association Management Agreement with HOA #1 and made a few minor changes.
- F. The Board asked Vivian Timian, Director of Operations, to investigate having HOA #1 roll into its roofing contract the Villas annual roofs inspection and repairs.

8. ACTION ITEMS:

- A. Postponed until January 2014 review and approval of SaddleBrooke Villas Association No. 20, Inc. 2014 Budget.

- B. Esther moved and Ed seconded approval of Unit 20's annual Christmas gift of \$150 for up to three regular landscapers. Motion passed unanimously.
- C. Esther moved and Mike seconded approval of Villas Association No. 20, Inc. 2014 maintenance fee at \$165 monthly. Motion passed 4 yes and 1 no.
- D. Ed moved and Mike seconded approval of Unit 20's \$150 donation to the HOA #1 Employees Appreciation Christmas Party. Motion passed unanimously.
- E. Esther moved and Ed seconded approval that pursuant to the Villas Bylaws, Melanie Neilson and Marvin Wycoff, being the only candidates for two vacant positions, are duly elected to the Board effective 1/1/2014. Motion passed unanimously.
- F. Ed moved and George seconded approval of **Wednesday, January 8, 2014** for the Special Board Meeting to administer the oath of office to Melanie Neilson and Marvin Wycoff; to elect Board officers; and take any other actions as needed. Motion passed unanimously.
- G. George moved and Ed seconded approval to sign the landscaping contract with Northwest Landscaping effective January 1, 2014 at a cost of **\$1,630** (increase of \$32) monthly to equal annual cost of **\$19,560** (2% increase of \$384). Motion passed unanimously.
- H. George moved and Ed seconded approval to replace the remaining three (3) quadrants of the Villas irrigation system at a cost of up to \$27,995.17. Motion passed unanimously.
- I. George moved and Ed seconded approval of Villas Association Management Agreement with HOA #1 as edited 11/21/13 in the amount of \$575.00 per month = \$6,900 annual beginning January 1, 2014. Motion passed unanimously.
- J. George moved and Ed seconded approval of \$100 donation to Jim Cloer's Wildlife Foundation in appreciation of his assistance.

10. **CONFERENCE ITEMS:**

- A. Old Business – none
- B. New Business -- The **December Board Meeting in canceled. The next Special Board Meeting will be Wednesday, January 8, 2014**

11. **QUESTIONS/COMMENTS FROM AUDIENCE** -- none

12. **ADJOURNMENT:** George moved and Ed seconded motion to adjourn the meeting. Motion passed. The meeting adjourned at 10:45 A.M.

Esther Peabody
Secretary