

BOARD MEETING MINUTES
November 28, 2016
5:30 PM at the Pool Clubhouse

CALL TO ORDER

Leo Francis called the meeting to order at 5:30 P.M.

ROLL CALL & ESTABLISH QUORUM (3 Directors):

Directors: Leo Francis - present
Bob Roberts - present
Catherine Marrero - present
David Dunham – present
Michael Fay – present

Management: Linda Hansen, Cadden Community Management

Minute Taker: Linda Hansen

QUORUM: (3) A quorum was present to conduct an official meeting.

APPROVAL OF MINUTES: October 24, 2016 Board Meeting minutes

MOTION: Made, seconded and approved unanimously, with the contingency that the requested change be made.

MANAGER’S REPORT – Linda Hansen for Tammy Whittington

Financials as of October 31, 2016

Ending Balances:		
Operating Acct.	\$ 14,479.47	Delinquent Assess. \$ 1,249.77
Reserve Acct.	\$ 62,795.38	Late fees & Interest \$ 116.13
Monthly Income	\$ 10,984.69	
Monthly Expenses	\$ 8,713.17	
Net Income	\$ 2,271.52	Prepaid Assessments \$ 4,800.35

Budget Comparison	YTD Actual	YTD Budget	Variance
Income	\$ 98,562.29	\$ 94,110.00	\$4,452.29
Expenses	\$ 92,005.93	\$ 96,970.90	\$4,964.97
Net Income	\$ 6,556.36		

- Handled all day to day incoming calls, emails and correspondences
- Processed invoices
- Did site inspections of community
- Lot 23-was sent a letter about children driving a go cart in the community.

New Homeowners-None

DRC Requests

- Lot 6 - spa - approved

Follow-up Items for Manager:

- Transfer funds from operating account on a monthly basis to reimburse reserves for painting.
- As it relates to the go-carts, was a letter sent to the homeowners? Send copy of letter to board members and notify the Master Association.
- Delinquencies were discussed; some owners were still paying assessments at the old assessment rate. Notify owners accordingly.
- Coldwell Banker-Green Valley has an error on the website as it relates to the description of Cielito Lindo. Did Tammy notify Coldwell to correct the error?
- Send copies of the HOA's documents on Homewise to the Board.
- Add the new pool heating criteria to the Design Guidelines.
- Per Leo, Juan Barba is scheduled for Jan 16th to survey the trees. Since the Jan 16th is a holiday, Cadden Management will not be attending.
- Cathy reported she learned that HOA's cannot hold up closings for unpaid fines.

President's Reports – Leo Francis

- **Parking Rules:** Still working on the final draft of the Parking Rules, specifically clarification of definitions and parking exceptions, such as, moving or remodeling. Guests will be able to park in driveways up to 48 hours; guest parking permits will be issued to the homeowners. The rules will have locations of local RV parking area and the phone number for the Master Association for parking infractions on Acequia.
- **Annual Meeting with Cadden:** The Board met with Cadden regarding what is working and what is not. The meeting went well and should be an annual event.
- **Rock Squirrel Update:** Mike Fay reported he set traps. Two skunks and one rat have been trapped but no squirrels yet.

Committee Reports

DRC – Bob Roberts reported three bridges over the wash have been approved. Also, the paint color change on Lot 2 was approved.

Painting – no report

Landscape – no report

Pool – Leo Francis reported on behalf of Lynn Baker: Information is being collected on a pool cover and Rudy installed another timer to slow down the pump during the night.

Communications – Leo Francis reported Intuit has a new website format and Mike Dunn has agreed to be the new webmaster.

New Business to Address

1. **Painting Bids:** The bids were discussed with the following stipulations: Lot 9-wall will not be painted unless mold primer is used; 138 Barrio de Tubac-trim is now dark green and must be repainted an approved color; 4 Dorado-HOA will repair stucco but the homeowners must address the cause of the problem.

MOTION: to approve the L&M painting bids condition upon the above stipulations. Made, 2nd, approved unanimously.

2. **2017 Budget:** It was decided to provide coupons to those homeowners who request them. Cadden will send an email to the owners requesting they respond if they want coupons. The condition of the roads was discussed and they appear to be quite good. It was decided an entire sealcoat was not needed and Rudy will do minor maintenance.

MOTION: to approve the budget as submitted with the following changes: add \$100 for coupons and increase reserve transfer to \$19,216. Made, 2nd, approved unanimously.

3. **Nominations for 2017 board election:** David Dunham asked if board members and the board president be full time residents. Response: no. Leo agreed to run again, but will not serve as president. It was agreed to send self-nomination forms with the email about the coupons.

Other - none

Open Forum

- Homero said the common area landscaping outside his patio wall needs attention, specifically, trees need to be trimmed away from his roof and garage, leaves need to be removed from the gravel and piece of cinderblock needs to be removed. Cadden will notify the landscapers to address the issues.

Date of Next Meeting – February 13, 2017, 5:30pm at the Clubhouse (Annual meeting)

Adjournment - Meeting adjourned @ 6:50pm

Minutes prepared by Linda Hansen, Cadden Community Management