

FINAL MINUTES  
LAS TORRES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
Thursday, June 4, 2020 at 10:00 am (MST)  
Online Zoom Meeting, Originated from Carefree, AZ

ATTENDANCE

Board of Directors:

President , Leigh Tollefson  
Treasurer, Debbie Robertson  
Vice President, Michael Moore  
Member at Large/Oversight, Sunny Wong

Homeowners present:

|                      |                  |
|----------------------|------------------|
| Lorayne Verhelst 104 | Roger Colman 303 |
| Cindy Lonnstrom 105  | Lynn Storla 402  |
| Debby Whitmire 202   | Leslie Hine 501  |
| Jack Kaffer 302      |                  |

I. Call to order at 10:12 by the president

II. Housekeeping

Prior to beginning the business of the meeting we assured that everyone involved had audio and video input and output.

III. Homeowners Forum was requested to be moved to the end of the meeting to accommodate any questions or comments not covered in the topics of today's meeting.

IV. Approval of Minutes from February 17, 2020, Board Meeting. **Motion was made by Debbie Robertson, seconded by Sunny Wong to approve the Minutes, motion passed unanimously.** Final Minutes will be posted on the website.

V. Reports

A. Treasurer's Report. Attached to these Minutes. Unanimously accepted by the Board.

B. Landscape Committee Report, Michael Moore, Chair. Attached to these Minutes.

Unanimously accepted by the Board.

C. Maintenance Committee Report, Bob Tollefson, Chair. Attached to these Minutes.

Unanimously accepted by the Board.

D. Board of Directors acting as Architectural Review Committee. Record of approved requests.

Attached to these Minutes.

VI. Unfinished Business

A. Driveway crack fill and repair to sport court. Action-in-Lieu - Black Mountain Paving, attached to these Minutes.

B. Bocce ball court repair. Pending additional information on work and bids, motion to accept bid for refurbishing bocce ball court tabled.

C. Painting the Association. Contractor decision. As a result of our April 30, 2020 survey of Owners preferences to paint: the specifications given to each contractor, their bids and their COVID-19 policy was placed on the website for all to review. We followed up on the foremost questions and concerns with the preferred contractor and received favorable responses. **Motion to accept the April**

**10, 2020 painting contract bid from Premier Commercial Painting SW, LLC in the amount of \$45,500 with an additional \$9,500 in contingency funds in reserve to cover any unforeseen painting and repairs that may arise during the painting process, with all funds to be paid out of the Repair & Replacement Reserve Account--additional contingency funds to be administered by the Board as needed on behalf of the Association was made by Sunny Wong, seconded by Debbie Robertson and passed unanimously.**

VIII. New Business

A. Vetting a management company. Discussion centered around the need to hire a management company to begin their duties by January 1, 2021. Both Leigh and Debbie's terms come to an end and will not be renewed in March 2021 and sustaining self management will be near to impossible. Three Board seats will be available and having a management company doing the bulk of the work we hope will entice more owners to run for the Board. A management company's fees can potentially run \$12,000/year. An impact on our annual budget and will require the association to find areas that can be cut back or possibly call for an increase in Owner assessments. All to be considered in the 2021 Budget Committee Meeting tentatively scheduled for September 2020. Sunny Wong (professional career: Washington state HOA investigating and auditing) is creating a form for vetting potential management companies. **Motion is made by Michael Moore and seconded by Sunny Wong to begin the process of research and vetting a management company to provide accounting, administration and management duties beginning January 1, 2021 to Las Torres and passed unanimously.**

Homeowner Forum (Moved from beginning of agenda)

Fire awareness and concern - Leslie Hine expressed the need for an emergency phone tree in the event fire should threaten Las Torres again. In order to protect owners confidentiality, the BOD cannot provide owners' email addresses or phone numbers and encourages owners to reach out to other residents to create this important early warning system. We also encourage all residents to sign up for CodeRED alert and COINS Newsletter for messages and warnings from Carefree and Cave Creek. The caretaker of the property across Sundance Trail is Desert Foothills Land Trust and they have been contacted by the Board to find out if they have plans to eliminate the fire risk of dried brush.

Landscaping discussion - consideration should be given to going to xeroscape to preserve water usage and decrease fire hazards. Concern about our trees causing a fire risk were also raised. To create room in our annual budget, we will be looking at addressing our landscaping needs to lessen those costs.

Question regarding the role of a management company. Owners will communicate directly with the management company for any needs. The management company will manage the association and respond to Owners and Board requests and communicate to the Board all occurrences within the association. The Board has the responsibility to oversee the work the management company is doing on behalf of the association.

The amenities were discussed. Questions about changes/refurbishment of the sport court. A survey was sent to the owners last summer to ascertain their preferences. The number one item on the list of choices was the use of the bocce ball court--which is currently in disrepair and the reason we are going ahead to repair and update that item. There is no money allocated in the Repair and Replacement Reserve account for the complete refurbishing of the sport court and any undertaking of that would result in a special assessment to all owners. We do have money available to fix the bocce ball court and are planning on taking care of that repair. We hope we can get artificial turf so the bocce ball court can double as a putting green.

A question regarding the last time the pool had been evaluated for repairs. The cool deck was refurbished in 2016 or 2017 and needs some attention. The spa was updated per Maricopa County order last summer with new tile, step and edge markings, the hand rail was changed and spa jets were repaired. The tile scale was cleaned off this past October. We were asked to have our pool attendant look at and address the loose caulk and what appears to be mold or scum.

We were questioned about using/transferring the dollars from the Repair and Replacement Reserve Account (R&R Fund) to offset the overages in our operational budget. We provided education on the purpose and use of the money in the R&R Fund--for capital maintenance and repair/replacement, not for operational expenses/bills.

All Owners are encouraged to send their questions and comments to the Board on Lastorreshoa@outlook.com. We do our best to get back to you as quickly as possible with an answer.

VIII. Adjournment. Motion to adjourn was made by Michael Moore, seconded by Sunny Wong and unanimously approved at 12:06 pm.

Respectfully submitted

*Michael Moore*

*Sunny Wong*

Michael Moore, Vice President and Sunny Wong, Member at Large/Oversight  
Acting in the role as Secretary(s)

Las Torres Board Meeting - Thursday, June 4, 2020 at 10:00 am MST

□

You forwarded this message on Sun 5/31/2020 9:04 AM

Las Torres Homeowners Association

Sun 5/31/2020 8:53 AM

## NOTICE OF LAS TORRES BOARD OF DIRECTORS MEETING

Hello Neighbors and Friends:

Due to COVID-19 and the continued need for social distancing, the Las Torres Board of Directors is going to host an online Zoom Board meeting on Thursday, June 4, 2020 at 10:00 am MST.

An email invitation to the meeting will be sent to each of you along with the agenda and a participant guide to a Zoom meeting by June 2. We will also include a Housekeeping item on the agenda to allow for adjustments and making sure all who want to attend the meeting are connected.

Thank you

Las Torres Board of Directors



**LAS TORRES HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting via Zoom**  
**Thursday, June 4, 2020 at 10:00 am MT**

**AGENDA**

**I. Call to order**

NOTE: **This is a LTHOA Board of Directors meeting.** LTHOA Owners may participate only during Housekeeping, Homeowners Forum, Unfinished and New Business portions of today's meeting after being recognized by the presiding Director. Owners can comment on and ask questions about agenda items after the Board has discussed the item, but before the Board takes formal action on that item. We are a small group but Parliamentary Procedures still apply unless suspended by the presiding Director.

**II. Housekeeping**

Zoom information

**III. Homeowners Forum**

**IV. Approval of Minutes from February 17, 2020 BOD Meeting**

**V. Reports**

A. Treasurer's Report (Debbie)

B. Landscape Committee Report (Michael/Leigh)

C. Maintenance Committee Report (Bob Tollefson)

(gutters, sport court repair, crack fill, irrigation repair, roof repairs-103, 303)

D. BOD acting as Architectural Review Committee - Record of approved requests

**VI. Unfinished Business**

A. Driveway crack fill and repair to sport court - Action in Lieu - Black Mountain Paving

B. Bocce ball court repair - progress

C. Painting the Association - Contractor decision

**VII. New Business**

A. Vetting a management company

**VIII. Adjournment**

Per Arizona State Statute 33-1248 (AZ Condo Act) All meetings of the Association and Board of Director Meetings are open to all members of the Association or to any person designated in writing by a member to appear as the member's representative for that meeting.



**LAS TORRES HOMEOWNERS ASSOCIATION**

**Treasurer Report**

**6.4.20 Board Meeting**

**Balances: as of 5/31/2020**

|                  |                  |
|------------------|------------------|
| NBAZ Checking    | \$8,471          |
| NBAZ Ops Reserve | \$13,924         |
| NBAZ R&R Reserve | \$155,155        |
| <b>Total</b>     | <b>\$177,550</b> |

**Past Due Assessments:** \$15

**Prepaid Assessments:** \$1,032

**2020 YTD Income(Loss):** (\$4,705) See out of ordinary expenses below

**2020 YTD Reserve Expenses/Contributions**

|                          |         |
|--------------------------|---------|
| R&R Reserve Contribution | \$6,500 |
| Ops Reserve Contribution | \$2,000 |

**2020 Reserve Expenditures**

|                      |         |                            |
|----------------------|---------|----------------------------|
| Ops Reserve          | \$2,562 | Self Warranty roof repair  |
| RR Reserve           | \$0     |                            |
| Pending: Ops Reserve | \$2,757 | Sport Court asphalt repair |

**Out of ordinary expenses YTD:**

|                                |         |
|--------------------------------|---------|
| Tree Doctors                   | \$2,790 |
| Reserve Study                  | \$1,300 |
| Termite Warranty               | \$1,975 |
| Roof Maintenance (not reserve) | \$1,826 |
| Facia Maintenance              | \$2,085 |
| Driveway crack seal            | \$1,324 |

Note: The above items are either annual expenses paid beginning of year and will not occur again this year or one time maintenance items. These explain why we are showing a loss YTD but should average out by end of year

**In Process:** Reserve Study is complete and ready for BOD approval.  
Compilation Report is due in June and accountant has info to complete

**Website:** Financials 2017 to current are on website  
Governing documents, Minutes, Homeowner and HOA info are all on the website  
Painting bids, COVID info and specs for painting have been added to the website  
Reserve study draft has been received and will be posted on the website once the BOD has approved

**Additional Notes:** I will not be continuing as the bookkeeper/website manager after the end of this year. I have been doing this as a volunteer. We will begin the process researching and obtaining quotes from management companies. From past experience we know that the cost will be \$10,000-\$12,000/yr. and this could result in an increase in assessments for 2021.  
For homeowners who are interested in participating, the budget process will begin in September.

BOD decisions are made at board meetings. Financials disclosures are part of those meetings and all meeting minutes include the Treasurer Report. This info is available on the website.

**Submitted by: Debbie Robertson**  
**Treasurer**

Las Torres Homeowner Association  
Landscape Report  
June 4, 2020

Tree Doctors will return this summer on June 24, 2020 to trim the Mexican palms, Sweet Acacia, Mesquite and Palo Verde.

Any irrigation leaks should be reported to Michael Moore, Landscape Chairman or email us at Lastorreshoa@outlook.com and we will contact Lawns by Les for assistance with repairs. The irrigation is scheduled to run two times a week. Please let us know if you find a leak. Do not attempt to repair the leak yourself--more damage can occur costing the association additional fees.

Lawns by Les upgraded the plants surrounding the pool area in April and the irrigation will be running daily throughout the summer while they are getting established.

We also added river rock along the pink path/sidewalk that goes to the fire pit to give that area a more balanced look.

With the summer heat beginning, we will begin the trickle irrigation to the trees in and around the center driveway.

If you need any landscape item addressed, please email Lastorreshoa@outlook.com with your request and we will pass it on to Lawns by Les to address. Please do not ask the landscapers while they are here, they are told to take direction from the Board of Directors only. Thank you.

Respectfully submitted

Michael Moore, Landscape Chairman  
Leigh Tollefson

**Maintenance Team Report** - Las Torres Homeowners Association BOD Meeting - June 4, 2020

**Irrigation** - After site leak testing, several leaks were found and repaired since the February 17, 2020 report. With the Winter Maintenance Team members gone for the summer, all leaks must be repaired by our landscape company. Please notify Michael Moore, Landscape Chair or email the Board at Lastorreshoa@outlook.com to let us know about the leak. Do not try to repair it or dig it out on your own-- that action may cause more damage. Leak repairs by our landscape company cost \$50/hour. Most leaks do not constitute a danger and our irrigation is scheduled for two times a week.

**Gutters** - Collecting bids for gutter clean out and repair have been a challenge to obtain due to the COVID-19 precautions. One bid is still outstanding and will be provided to the Board with the other bids once it is received.

**Bocce Ball Court** - Again, collecting bids for repair and upgrade of the bocce ball court have been a challenge due to COVID-19. We are currently waiting for two more bids which will be presented to the Board for review.

**Sport Court tripping hazard repair and Drive way crack fill** - Black Mountain Paving was here on three occasions in May to fill the drive way cracks; remove the tripping hazard in the sport court southeast corner and replace with new asphalt to smooth the surface.

**Roof repair** - Progressive Roof was here in April to do roof repairs at units 103 and 303.

Thank you to Warren Robertson and Michael Moore for their assistance with irrigation and maintenance repairs for the association.

Please report any maintenance requests or light bulb replacement to Lastorreshoa@outlook.com.

Bob Tollefson, Maintenance Chair

Record of 2020 Architectural Requests YTD

| Unit | Name      | Date Submitted | Request   | Approved   | Not Approved                               | Date Approved |
|------|-----------|----------------|---|--|--|---------------|
| 105  | Lonnstrom | 5 Jan 2020     | Nest Hello doorbell camera                                | X  |  | 10 Jan 2020   |
| 105  | Lonnstrom | 5 Jan 2020     | Installation of sliding door at balcony level             |  | X<br>Need plans & details for installation | 10 Jan 2020   |
| 601  | Archibald | 11 Feb 2020    | Unit window above garage & patio door replacement         | X  |  | 12 Feb 2020   |
| 601  | Archibald | 14 Feb 2020    | Remainder of unit window replacements                     | X  |  | 18 Feb 2020   |
| 603  | Strike    | 29 Feb 2020    | Ring doorbell camera at front and back doors              | X<br>with conditions: approval for installation at front door only |  | 3 Mar 2020    |
| 105  | Lonnstrom | 20 Mar 2020    | Installation of sliding door at balcony level             | X  |  | 22 Mar 2020   |
| 105  | Lonnstrom | 23 Mar 2020    | Balcony Restoration w/ Inspection permit                  | X  |  | 25 Mar 2020   |
| 105  | Lonnstrom | 25 Mar 2020    | Entryway tile replacement w/ Saltillo or terra cotta tile | X  |  | 25 Mar 2020   |
| 105  | Lonnstrom | 3 Apr 2020     | Replacement of 3 exterior lights                          | X  |  | 6 Apr 2020    |

LAS TORRES HOMEOWNERS ASSOCIATION  
A 55+ Community  
ACTION IN LIEU

Las Torres Board of Directors Action - Motion made and approved via email

April 3, 2020

1. Members involved: Leigh Tollefson, Debbie Robertson, Michael Moore and Sunny Wong
2. Due to the COVID-19 pandemic and Arizona Executive 2020-18 Stay Home, Stay Healthy, Stay Connected of March 30, 2020

**NOW, THEREFORE, I, Douglas A. Ducey, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and laws of the State, including but not limited to A.R.S. § 26-303 and after consultation with the Director of the Arizona Department of Health Services, do hereby order, effective at 5:00 p.m. on March 31, 2020:**

1. Arizona shall institute a "Stay home, Stay healthy, Stay connected" policy that promotes physical distancing, while also encouraging social connectedness. This builds on actions the state has already taken, and further memorializes some already in effect, to slow the spread of COVID-19 and protect our citizens.

the following maintenance work was approved unanimously by the Board of Directors:

Black Mountain Paving to do the following:

1. Crack fill driveways to preserve asphalt integrity (last completed: 2017) in the amount of \$1280.34 to be paid out of the Operational Checking Account/Maintenance line item. (signed contract attached).
2. Saw cut patchwork 6ft x 10ft (60 sq ft) removal and replacement at southeast corner of the sport court to repair tripping hazard on the pickle ball court in the amount of \$2800.74 to be paid out of the Operational Reserve Account. (signed contract attached).
3. Action in Lieu of meeting accepted and approved by signature below:

|                               |                 |                             |                 |
|-------------------------------|-----------------|-----------------------------|-----------------|
| <u>Leigh Tollefson</u>        | <u>4/3/2020</u> | <u>Debbie Robertson</u>     | <u>4/3/3030</u> |
| Leigh Tollefson, President    | Date            | Debbie Robertson, Treasurer | Date            |
| <u>Michael Moore</u>          | <u>4/3/2020</u> | <u>Sunny Wong</u>           | <u>4/3/2020</u> |
| Michael Moore, Vice President | Date            | Sunny Wong, Member at Large | Date            |