



LAS TORRES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
AGENDA

Friday, May 3, 2019 10:00 am
Carefree Fire Hall Community Room

I. Call to Order

NOTE: This is a LTHOA Board of Directors meeting. LTHOA Owners may participate only during Housekeeping, Homeowners Forum and 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. Message from the President

- A. Meeting conduct announcement
- B. Policies, Procedures and Process or Living in a Condominium Association 101

III. Homeowners Forum

IV. Approval of Minutes from March 27, 2019 BOD meeting.

V. Reports

- A. Treasurer's Report
- B. Landscape Committee Report
- C. Maintenance Committee Report

VI. Housekeeping

- A. Board Secretary's Resignation
- B. Update of Homeowners Manual
- C. Resolution: 2009 Rules Covering Payment of the Insurance Deductible and Costs of Damages Not Covered by Insurance

VII. Unfinished Business

- A. Website update
- B. Spa update
- C. Motion and vote to accept revised resolutions and accompanying form letters
 - 1. Assessment Delinquency Process
 - 2. Notice of Violation
- D. Investment options - Update/Report
- E. Sport court
 - 1. Committee Report

VIII. New Business

- A. Code of Conduct
- B. Rental Resolution

IX. 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.

FINAL MINUTES
LAS TORRES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Friday, May 3, 2019 10:00 am
Carefree Fire Hall Community Room

ATTENDANCE

Board of Directors (All present):

President – Leigh Tollefson
Vice-president – Michael Moore
Treasurer – Debbie Robertson (via cell phone)
Member at large/oversight – Sunny Wong

Homeowners present:

Bob Tollefson (Chair – Maintenance Committee) - 106
Steve & Nan Searle – 202
Leslie Hine – 501
Diane Griffith – 503

- I. Call to Order. The meeting was called to order at 10:00 am by President Leigh Tollefson.
- II. Message from the President
 - A. Meeting conduct announcement (attached). The Board agreed that civil conduct should be practiced at all meeting held on behalf of Las Torres--this includes all committee and Board meetings.
 - B. Policies, Procedures and Process or Living in a Condominium Association 101 (attached). Over the last several weeks the Homeowners have been emailed Association documents:
Week one – CC&Rs (Covenants, Conditions & Restrictions)
Week two – Bylaws
Week three – Architectural Guidelines
Week four – Reserve Study, cash flow and funding schedules
- III. Homeowners Forum
 - Pest Control
Leslie Hine expressed concern for pest control that might endanger wildlife in our area. She noted as an example the recent birth of a young owl near our property that she would not like to have hurt.

Leigh reported that she had inquired of Sexton about such dangers and they had explained that pests ate poisoned food in the Sexton boxes and then went back to underground nest to die, so birds of prey such as owls would not be endangered. Leslie suggested snap traps be used. Michael Moore suggested battery operated traps be used that electrocuted the pests inside so they were not available to scavengers. Research into this area will be done.
- IV. Approval of Minutes from March 27, 2019 BOD meeting. (attached) **Motion made by Michael Moore, seconded by Sunny Wong. Approval of Minutes passed unanimously.**
- V. Reports
 - A. Treasurer’s Report (attached) Approval of Treasurer’s Report. **Motion made by Michael Moore, seconded by Sunny Wong. Approval of report passed unanimously.**

- B. Landscape Committee Report (attached) Approval of Landscape Committee Report. **Motion made by Sunny Wong, seconded by Michael Moore. Approval of report passed unanimously.** It was noted that requests from Owners can also be sent to the HOA email and the Board will pass it on to the Landscape Committee Chair.
 - C. Maintenance Committee Report (attached) Approval of Landscape Committee Report. **Motion made by Sunny Wong, seconded by Michael Moore. Approval of report passed unanimously.** It was noted that requests from Owners can also be sent to the HOA email and the Board will pass it on to the Maintenance Committee Chair.
- VI. Housekeeping
- A. Board Secretary's Resignation (attached) We are sorry to have to accept Pam Kaffer's resignation from the Board of Directors. Her organizational skills and efficiencies will be missed. **Motion to accept her resignation made by Michael Moore, seconded by Sunny Wong and unanimously accepted.**
 - B. Update of Homeowners Manual. Currently in rough draft form; additions, corrections and changes are being made by the Board. Final copies to be emailed to all Homeowners this summer.
 - C. Resolution: 2009 Rules Covering Payment of the Insurance Deductible and Costs of Damages Not Covered by Insurance. An important resolution defining responsibilities in the event of multiple unit damages. **Motion to accept the Resolution made by Michael Moore, seconded by Sunny Wong. Unanimous agreement by the Board to include this resolution with the two updated resolutions (Assessment Delinquency and Violation Notice) to be mailed to Homeowners this summer.**
- VII. Unfinished Business
- A. Website – taking over website responsibility from Pam Kaffer will be Sunny Wong. To date, start-up information begun on our behalf by Pam was given to Sunny for consideration.
 - B. Spa update – Leigh Tollefson will assume responsibility of working with Coral Pools on the spa update with the assistance of Michael Moore and Debbie Robertson. Renovation to begin on Monday, May 13, 2019 and will take approximately 4 weeks.
 - 1. Heating the pool. Debbie Robertson reported the current high cost of heating the pool. Most of the seasonal Homeowners and renters have left for the summer. **A motion to turn off the pool heater immediately was made by Michael Moore and seconded by Sunny Wong and passed unanimously.**
 - C. Motion and vote to accept revised resolutions and accompanying form letters
 - 1. **Motion to accept revised Resolution: Assessment Delinquency Process and accompanying form letters made by Sunny Wong seconded Michael Moore passed unanimously.**
 - 2. **Motion to accept revised Resolution: Notice of Violation and form letters made by Sunny Wong seconded Michael Moore passed unanimously.**
 Resolutions to be mailed to Homeowners for their records.
 - D. Investment options - Update/Report. Information on investing a portion of our Repair & Replacement Fund was presented by Sunny Wong. Capital One is currently offering a business savings account with a 2.00% APY. This account doesn't have a minimum balance requirement and doesn't come with any monthly fees. While this account does not come with ATM access, Capital One makes it easy to transfer funds to either another one of their accounts or a linked account of your choosing.

You can easily set this up through their online banking platform or mobile app. Their mobile app also allows you to deposit checks. Keep in mind, however, that you'll be limited to depositing \$5,000.00 per month into the business savings account (an inquiry will be made to see if the initial deposit can exceed \$5,000.00). You'll also be limited to six (6) withdrawals per month due to Federal regulations. The funds are FDIC insured.

E. Sport Court

1. Exploratory Committee Meeting Minutes from March 29, 2019 were reviewed. Following Board discussion and Homeowners input regarding special assessment concerns for this update; **Sunny Wong made a motion to dissolve the sport court committee, have the Board create a survey to go to the Homeowners regarding their preferences for the sport court area and following review of the returned surveys, create a sport court committee tasked with specific fact finding based on the survey results. Seconded by Debbie Robertson and unanimously approved.**

VIII. New Business

- A. Code of Conduct – Sunny Wong introduced this document to be signed by the Board of Directors as well as all committee chairpersons and committee members. **A motion to accept this Code of Conduct and require each Board member and any committee chairmen and committee members to sign it was made by Sunny Wong seconded by Debbie Robertson and passed unanimously. The Board also agreed that a copy of the Code of Conduct should be mailed with the Resolution mailing.**
- B. Rental Resolution – Up until recently, the Town of Carefree required any rentals to be not less than one month. According to Ordinance No. 2016-06, the town has repealed the “not less than one month” rule due to AirB&Bs and VRBOs that will allow less than a single month rental. We have always counted the town’s rules in this instance as our rules. However, with this change, those Homeowners who choose to rent their units for short term may do so for less than one month. Creating a Rental Resolution will set guidelines for rental timeframes and stipulate the information required for these short-term tenants. **A motion to table this for the next Board meeting was made by Sunny Wong seconded by Michael Moore and passed unanimously.**

- IX. Adjournment. **Motion to adjourn the meeting was made by Michael Moore seconded by Sunny Wong and passed unanimously.** Meeting was adjourned by President Leigh Tollefson at 12:00 PM.

Respectfully submitted,

Michael Moore, Vice President and Sunny Wong, Member at Large (both acting in the role of Secretary)

SIGN IN SHEET
BOARD OF DIRECTORS MEETING
Friday, May 3, 2019 10:00 am
Carefree Fire Department Community Room

Name	Unit No.
Bob & Leigh Tollefson	104
Michael M. Moore	504
Steve Searle	202
Leslie Hine	501
Nan Boyer - Searle	202
Diane Duffeth	503
Sonny Wong	103 103

FINAL MINUTES
LAS TORRES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Wednesday, March 27, 2019 @ 11:00 am
Carefree Fire Hall Community Room

Board of Directors (*All Present*):

President Leigh Tollefson
Vice President – Michael Moore
Treasurer – Debbie Robertson
Secretary – Pam Kaffer
Member at Large/Oversight – Sunny Wong

Homeowners (*All Present*):

#101 – Robert Luciani
#106 – Bob Tollefson (Maintenance Chairperson)
#202 – Nan Boyer-Searle
#302 – Jack Kaffer (Landscape Chairperson)
#601 – Paul Archibald
#602 – Tracy Barry
#604 – Loraine Simons

I. Call to Order

HOA Board President Leigh Tollefson called the meeting to order at 11:05am

II. Approval of Minutes from January 30, 2019 BOD Meeting

Michael Moore motioned to accept the Minutes as previously reviewed by the Board with the following changes:

- Revision of 2011 Resolutions – Notice of Violation and form letters – remove “*prior to filing with Maricopa County*”
- Assessment Delinquency Procedure and form letters – remove “*prior to filing with Maricopa County*”

Debbie Robertson seconded the Motion

VOTE: 4 approved – 1 abstained (*Sunny Wong – was not a member of the LTHOA Board, at the time*)

III. Reports

A. President's Report (*see attached*)

B. Treasurer's Report (*see attached*)

C. Landscape Committee Report (*see attached*)

D. Maintenance Committee Report (*see attached*)

IV. Housekeeping

A. Update of Homeowners Manual

- The Las Torres Homeowners' Manual has not been updated in several years and therefore, is currently undergoing the review process
- Michael Moore completed the task of initial review of Homeowners Manual 2017 to correct the foundation of the document and to add comments regarding questions for improvement
- Pam Kaffer completed the task of initial review of Homeowners Manual 2017 to improve the format of the document and to add current photos and graphics for sections and to add current information with regard to Michael's inquiries
- The "rough draft" document was then sent to all Las Torres HOA Board members for review and comments

B. Packets to Homeowners to include:

CC&Rs, Bylaws, HO Manual, Architectural Guidelines, Reserve Study

- Monday Message email will include one document each week sent from the Las Torres HOA Board via the outlook.com email address in order as follows:
 - Week One: CC&R's
 - Week Two: ByLaws
 - Week Three: Architectural Guidelines & Architectural Request form
 - Week Four: Reserve Study
 - Week Five: Homeowners' Manual (*provided the improvement process is completed at this time*)

v. Old Business

A. Trash enclosure

- Bids received: 1. Camelback Masonry - \$ 9890.35 (*trash bin enclosures and fire pit updates*)
2. Reicher Construction - \$8450.00 (*trash bin enclosures–fire pit not included*)
- Michael Moore motioned to accept the Reicher Construction bid @ \$8450.00 for the trash bin enclosures updates
- Sunny Wong seconded the motion
- VOTE: 4 approved, 1 abstained
(*Debbie Robertson recused herself from the vote due to her personal relationship with the contractor, Reicher Construction*)

*** Secondary Discussion – Fire Pit Updates

- Reicher Construction offered their contractor rates for the stonework on the fire pit
NOTE: *Fire pit updates had been approved by the LTHOA Board over a year ago @ \$1200.*
- Motion made by Pam Kaffer for selection of stonework so that information could be sent to Reicher Construction in order to receive proposal for cost and move forward with project with stipulation that bid not to exceed previously approved \$1200.
- Motion was seconded by Debbie Robertson
- VOTE: unanimously approved

B. Update/action: AZ Termite Specialists inspection

- Termite report received indicating 4 units showed evidence of termite
- Units are under warranty – treatment scheduled March 30, 2019

C. Website update

- Due to no internet service at the Carefree Firehouse Community Room, the progress of the website had to be verbally relayed rather than shown via the internet.
- There will be 4 levels to the Las Torres Website:
 1. Open to the public – greeting and minimal information
 2. Homeowners page – access to documents, forms, information, announcements, etc Requiring specific individual ID and Password – to be sent to homeowners at later date
 3. Las Torres Guests (*Long time renters/seasonal renters*) – access to specific documents, Forms, information, announcements, etc ...
Requiring specific individual ID and Password – to be sent to homeowners to share with their respective renters
 4. Las Torres HOA Board page – board documents, forms, information, conversation, etc Requiring specific Board ID and Password – to be sent to LTHOA Board at later date
- Website creation is a multilevel and detailed process, therefore, patience is respectfully requested... hopefully, will be completed in May

D. Spa update

- Coral Pools will begin work on Monday May 13, 2019 in order to accommodate our seasonal renters and homeowners use of the spa and pool
- Spa updates will require approximately 3-4 weeks to complete
- During this time and due to close proximity of the pool to the spa, Coral Pools must lock the pool area making it unavailable to all Las Torres residents – as a safety precaution
- Notice will be sent to Homeowners and long term renters by the LTHOA Board through the outlook.com email closer to the announced above date

E. Review of revised policies and letters: Assessment Delinquencies, Notice of Violation

- Documents have been revised by the LTHOA Board and sent to the Las Torres attorney for review

VI. New Business

A. Repair & Replacement Fund - CD investment options

- Treasurer Debbie Robertson researched avenues for investment options of Las Torres funds:
 - Certificate of Deposits @ .1% for 6 months and .5% for 12 months
 - Treasury Bills might also be an option
 - Sunny Wong offered to research additional options

B. Gutters: clean out and repair

- Maintenance Chairperson, Bob Tollefson, is getting bids for gutter clean out, repair, and level adjustments as many Las Torres gutters are angled the wrong direction away from downspouts
- Information will be forward to the LTHOA Board once received

- C. Tentative 2019 dates for BOD meetings
 - Annual Homeowners Meeting traditionally second Tuesday of March
 - Tentative Meeting Dates: 6-19-19 8-21-19 10-16-19 12-18-19 02-10-20
 - Special meetings may be added as needed
 - Next Meeting ... Wednesday May 1, 2019 (*dates subject to change – Homeowners will be noticed*)

- D. Sport court: repairs/changes - Discussion:
 - Until further assessments/determinations can be made as to the condition of the current Sport Court condition, Sunny Wong suggested that the Sport Court gate be locked Maintenance Chairperson, Bob Tollefson, agreed to lock the gate. Further discussion determined that the gate should remain unlocked until after the Sport Court Exploratory Meeting took place on Friday, March 29 to determine the condition.
 - Motion made by Sunny Wong to hold exploratory meeting to:
 1. Explore the current condition of the Sport Court Foundation
 2. Determine necessity of a Sport Court Committee to explore options
 3. If yes to committee – nominate a Chairperson
 - Motion was Seconded by Debbie Robertson
 - VOTE: unanimously approved
 - Sunny Wong volunteered to be the LTHOA Board representative (*but could not physically attend the meeting*)
 - Pam Kaffer volunteered to be the LTHOA Board representative at the Exploratory Meeting And to communicate results of the above meeting to Sunny Wong via phone conference
 - All Las Torres Homeowners would be notified of meeting via email and invited to attend the Exploratory Meeting on Friday March 29, 2019 at the Las Torres Sport Court

VII. Homeowners Forum

- No Homeowner offered a topic for discussion

VIII. Adjournment

- Motion made by Debbie Robertson to adjourn the meeting
- Motion Seconded by Sunny Wong
- VOTE: unanimously approved
- President Leigh Tollefson adjourned the meeting at 1:45

Respectfully submitted,

Pam Kaffer
Las Torres HOA Board, Secretary

Due to Pam Kaffer's resignation from the Board effective 2019 April 28, signing on behalf of the Board of Directors following unanimous approval of these Minutes

Leigh Field Tollefson
2019 May 3

MEETING CONDUCT

1. This is an Association Board meeting called to do the business of the Association. Please respect our process.
2. During the Homeowner's Forum, please feel free to speak about anything pertinent to the Association that is not on the agenda. The Board cannot act on your request, but may take it under consideration for the next Board meeting. If your comment is in conjunction with an agenda item, you will be given a chance to speak at that time.
3. Everyone will have a chance to speak, please limit what you have to say to 2-3 minutes.
4. If someone has already addressed your topic, please do not repeat it. If it appears that multiple people want to make the same comment, the presiding officer will ask for a show of hands.
5. Disrespect will not be tolerated, please be civil. If discussions become contentious, the presiding officer will ask that person to take a few minutes to contain themselves and then will be allowed to speak again. If the contentiousness continues, that person will be asked to leave.
6. The presiding officer will call on you to speak.

Policy, Procedure and Process or
Living in a Condominium Association 101
Las Torres Homeowners Association
May 3, 2019

Definitions:

1. **Homeowners Association:** A homeowner or community association is a common-interest community consisting of landowners living in a residential neighborhood that has restrictive covenants placed on the property. Associations are unique in that they usually have property, known as "Common Area," which is entitled to be used by the Members of the Association.

2. **Condominiums:** A Condominium under ARS ss 33-1202 is defined as "real estate, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of the separate portions. Real estate is not a condominium unless the undivided interests in the common elements are vested in the unit owners." Meaning, a condominium is an Association in which the individual Members/Owners own an undivided interest in the common area, which is the property to be equally enjoyed by the Members of the Association.

3. **Types of Governing Documents:** Governing documents of homeowner associations are divided into two basic categories:
 - (1) documents that restrict the use of property or the behavior of residents concerning the property:
 - (a) CC&Rs (Covenants, Conditions & Restrictions) - enforceable covenants and restrictions, recorded with the county
 - (b) The Rules and Regulations - (Homeowners Manual) - created by the Board to govern the common property by establishing policies around conduct (i.e., parking, pets), clarify CC&R regulations, cannot contradict the CC&Rs, are enforceable
 - (c) Architectural Guidelines - derived from the CC&Rs, provide a framework for decisions by the Architectural Committee (or the Board)
 - (2) documents that govern the corporate entity embodying the Association:
 - (a) The Articles of Incorporation - establish the Association as a legal entity, constitute the corporate charter and must meet statutory criteria per the Arizona Nonprofit Corporation Act; filed with the Arizona Corporation Commission
 - (b) The Bylaws - provide procedures for governing and operation of the Association. They are a guide for voting, Board conduct and election process
 - (c) Resolutions of the Board of Directors - Resolutions establish procedures, created when an issue is more complex such as enforcement procedures or responsibilities related to maintenance

4. **State Statutes that Govern Homeowner Associations:**
 - (1) Arizona Condominium Act: ARS ss 33-1201, et seq. - defines the creation, alteration, management

and termination of the condominium, imposition of fines, resale disclosure, liens and open meetings.

(2) Arizona Nonprofit Corporation Act: ARS ss 10-3101 through 10-11031 - provides for governing the formation and operation of nonprofit corporations.

5. The Association (CC&Rs page 14: ARTICLE V, Section 1(a) The Association)

The Association is an Arizona non-profit corporation charged with the duties and invested with the powers prescribed by law and set forth in its Articles, Bylaws, Rules and Regulations and this Declaration. The Association shall control and manage this Condominium for the health, safety and general welfare of the Owners....

6. Board of Directors (Bylaws page 7: ARTICLE V, Directors, Powers) and (CC&Rs pg 14: ARTICLE V, Section 1(b) Board of Directors) and (AZ Condominium Act 33-1243 Board of Directors and officers...)

The business and affairs of the corporation (the Association) shall be managed by its Board of Directors, which may exercise all such powers of the corporation The powers of the Board of Directors shall include, but not be limited to all of the rights and duties of the Board of Directors as set forth elsewhere in the statutes, these Bylaws, the Articles of Incorporation, and in the Declaration....
Further: (CC&Rs page 13: ARTICLE IV, Section 3 Maintenance by Association)

The Association shall be responsible for maintenance of the General Common Elements and may at any time, as to any Improvement or portion of the General Common Elements, without any approval of the Owners being required: See points (a) - (j) describing the scope of the Board's obligations on behalf of the Association.

7. Owners (CC&Rs page 26: ARTICLE X, Section 7 Declaration Runs with the Property)

Owner's acknowledgement of CC&Rs & Rules and Regulations. By acceptance of a deed or by the acquiring any ownership interest in any of the real property included within this Declaration, *each person or entity...binds himself...to all of the provisions, restrictions, covenants, conditions, rules and regulations now or hereafter imposed by this Declaration and any amendments hereto, or by the Association pursuant to the powers authorized by this Declaration....*

HOMEOWNER ASSOCIATION MEETINGS

1. Board Meetings

(a) Regular Board Meetings - conduct general day to day business, open to all members, scheduling set per the Board, must be noticed at least 48 hours prior to the meeting, agendas must be available.

(b) Executive Session Board Meetings - exempt from open meeting requirements for five reasons:

- (1) legal advice
- (2) pending or contemplated litigation
- (3) personal, health or financial information regarding an Association member, employee, or contractor or contractor's employee.

(4) Job performance, compensation, health records, or specific complaints against an employee or contractor who works for the corporation

(5) a member's appeal of violation, except that the member can ask that the meeting be held in an open session

(c) Emergency Board Meetings - held when imminent threat to life or property exists, does not need to allow for a proper notice, Minutes must state the reason for the emergency meeting, Minutes must be approved at the next scheduled Board meeting.

2. **Committee Meetings** - are functions of the Association's Board of Directors, must be noticed and open to all Association members

Committees (Bylaws page 9: ARTICLE V, Section 15)

The Board of Directors may appoint such committees to serve at its pleasure, and with such authority as it may delegate, as it deems necessary or appropriate for the conduct of its business.

3. **Annual Meetings** - one time per year, meeting of the Members, to conduct Member business (approval of previous Annual Meeting Minutes, amend Association documents, authorize assessments or special assessments); elect a Board of Directors; Allow members to address their Association.

4. **Special Meetings of the Members** - common purposes:

- (a) to authorize a special assessment or increase assessments
- (b) to authorize amendment of the Association's governing documents
- (c) to remove members of the Board of Directors
- (d) to vote on issues pursuant to the Association's documents

Can be called by the President, a majority of the Board of Directors, or 25% of the owners

ASSESSMENTS OF THE HOA

1. **Maintenance assessments** (CC&Rs page 17: ARTICLE VII, Section 2)

The assessments levied by the Association shall be used exclusively to promote the proper functions of the Association, the health, safety and general welfare of the residents in the Property and for the improvements and maintenance of the General Common Elements and any maintenance authorized by the Association or required by this Declaration of the Improvements. *The assessments shall cover the cost of all repairs, activities and facilities, including but not limited to,...and replacement of equipment and common facilities, as may, from time to time, be authorized by the Board of Directors....*

2. **Special assessments for capital improvements** (CC&Rs page 17: ARTICLE VII, Section 5)

In addition to the annual assessments authorized above, for costs beyond the amounts collected by the annual assessment, the Association will establish a fund to be used only for the purpose of defraying, in whole or in part, the cost of repair or replacement of a capital improvement upon the General Common Elements,... and that this fund, known as the Repair and Replacement Fund, shall have a specified maximum annual assessment and a specified maximum fund balance *and any change in the annual assessment or the fund balance must have the assent of two-third (2/3) of the voting power of members...at a regularly scheduled annual meeting...*

LAS TORRES HOMEOWNERS ASSOCIATION

Treasurer Report

5.3.19 Board Meeting

Balances:

NBAZ Checking	\$2,090
NBAZ Ops Reserve	\$18,373
NBAZ R&R Reserve	\$145,006
Total	\$165,469

Past Due Assessments: \$118

Prepaid Assessments: \$1,361

April Income(Loss) \$271

2019 YTD Income(Loss): **(\$3,342)**

April Expenses/Contributions

R&R Reserve Contribution	\$1,300
Ops Reserve Contribution	\$400
Expenses	\$6,254

Reserve Fund In Process:

Spa Upgrade to begin May 18. Estimate is \$6400; down payment of \$3,200 has been paid

Trash Bin Enclosure/Gates and Firepit Upgrade: In Process

\$7,00 to be paid from Ops Reserve

Balance from RR

Reserve

3:58 PM
 05/01/19
 Accrual Basis

**Las Torres Homeowners Association
 Income and Expense Report
 April 2019**

		Apr 19
Ordinary Income/Expense		
Income		
H&A Assessment		6,525.00
R&R Contribution Assessment		1,300.00
Ops Rsv Contribution Assessment		400.00
Total Income		8,225.00
Gross Profit		8,225.00
Expense		
Reserve Account Contributions		
Ops Reserve (move to resv acct)	400.00	
R&R Reserve (move to resv acct)	1,300.00	
Total Reserve Account Contributions		1,700.00
Administrative		
Insurance	429.00	
Office		
P.O. Box Rental	59.00	
Office - Other	18.41	
Total Office		77.41
Permits/Licenses/Fees	10.00	
Total Administrative		516.41
Landscape		
Landscape Service	1,800.00	
Landscape Improvements	1,070.00	
Tree Maintenance	490.00	
Total Landscape		3,360.00
Maintenance		
Maintenance/Repair General	101.05	
Roof Maintenance	306.00	
Maintenance - Other	21.82	
Total Maintenance		428.87
Pool		
Pool Service	303.00	
Pool Maintenance	113.00	
Total Pool		416.00
Utilities		
Electric	356.97	
Gas	599.19	
Trash Disposal	260.00	
Water		
Hum	110.42	
Pool	133.23	
Sundance	72.92	
Total Water		316.57
Total Utilities		1,532.73
Total Expense		7,954.01
Net Ordinary Income		270.99
Net Income		270.99

Friday, May 03, 2019

Las Torres Landscape Committee Report

- Las Torres landscape company, Lawns by Les, has approximately one or two more weeks to complete the spring trimming of the plants.
- Several Las Torres Homeowners have made specific landscaping requests around their units and have been placed on a list by the Landscape Chairperson.
- As of today, the requests from Units #202, #303, #501, #503 have been completed. There are a few other special requests still pending, but should be taken care of in the next couple of weeks.
- Thank you to all the above homeowners for following the Las Torres HOA Board policy of sending these landscaping requests to the Las Torres HOA Landscape Committee Chairperson who is the Board representative to contact Lawns by Les. This process continues to be an effective policy and provides our contracted company the opportunity to be time efficient and gets the homeowners' requests completed.
- As Landscape Chairperson, I meet with the Lawns by Les Crew Leader each week to “touch base” with the team and share 2 – 3 items from the Homeowners' list of requests. This method keeps the landscapers focused on their job, and is part of their weekly service for Las Torres, not costing the community extra fees.
- In addition, I continue to stay in contact with Les of “Lawns by Les” in order to continue the positive relationship with our landscape contracted company.
- As of today, May 3rd, Las Torres has become a true show place in the Carefree area. As one of our HOA Board members, Michael Moore, has shared her observation that Las Torres is having an affect on our neighboring communities, since they have added river rock and desertscape plants to beautify their places, too.

Sincerely

Jack Kaffer
Las Torres Landscape Committee, Chairperson

Maintenance Team Report for BOD meeting 3/03/2019

Maintenance Team Members are: Michael Moore, Robert Luciani, Tom Demarias , Paul Archibald, Jack Kaffer and Bob Tollefson, Chairman

The Maintenance Team meets every Monday morning to address/repair small site issues. This has included irrigation issues, minor paint issues, etc.

Irrigation Site irrigation leaks continue to be our main focus. Our spare parts and tubing are now in the storage shed. We are looking at installing new main lines for irrigating the Oleanders, and will be looking at middle of May to move forward on that. The lines have been purchased and are waiting installation.

Repair/Painting Minor garage door surround repairs and painting for 102 have been completed.

Gutter Repairs We are in the process of getting bids on for repairing our gutter systems.

Trash Enclosure The trash enclosure down by Sundance entrance has been completed other than paint and gate installation. That should happen in the next week or two.

Fire Pit stonework The fire pit stonework is scheduled for today, if they are not able to be here today, in the next couple of days and should be completed by the weekend or early next week.

Lights along sport court and stairway to gulch have been installed.

Maintenance coordination in my absence Warren Robertson has agreed to watch and coordinate maintenance activities for the summer/fall seasons. All maintenance requests should still take the normal request path. Send requests to LastorresHOA@outlook.com.

Reminder to report any light bulbs needing replacement or any other maintenance requests/reports to *LasTorresHOA@outlook.com*.

Bob Tollefson, Maintenance Chairman

Sunday, April 28, 2019

Las Torres HOA Board of Directors:

Effective immediately, Sunday, April 28, 2019, this letter is being sent as my formal resignation from the Las Torres HOA Board as Secretary.

Truly, this has been a pleasure to serve the Homeowners of Las Torres in order to make a positive difference in this community.

Sincerely,

Pam Kaffer

Pam Kaffer
Las Torres HOA Board, Secretary
November 13, 2018 – April 28, 2019