

FINAL MINUTES  
LAS TORRES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 8, 2018 10:00 am  
Unit 402

Board of Directors present: Pam Dixon, Debbie Robertson, Leigh Tollefson. Kachina Management: Mark Rounsaville. Homeowners present: Jack and Pam Kaffer, Michael Moore, Loraine Simons, Diane Griffith, Kris Strike, Bob Tollefson.

I. Call to Order 10:00 am

II. Approval of Minutes.

A. February 6, 2018 Board Meeting attached to these Minutes. **Motion to accept Minutes as read was made by Debbie Robertson, seconded by Pam Dixon. Minutes approved unanimously.**

III. Reports.

- A. Manager's Report. Attached to these Minutes.
- B. Treasurer's Report. Attached to these Minutes.
- C. President's Report. Attached to these Minutes.

IV. Old Business.

A. Understanding general common element restrictions and actions to take for their enforcement. Discussion and explanation of the management and usage of the general common elements occurred. Each Homeowner will receive a letter from the Board explaining the general common elements and the governing of them. The letter will also list the items noted in the general common elements being used by that unit and will either approve those items or ask the Homeowner to complete a request for the specified item. The approvals will be placed in the unit file. Because all exterior walls are general common elements, Homeowners will be asked to remove all decorations from these walls prior to listing their unit for sale, rent or lease. Recorded as Leigh Tollefson and Debbie Robertson approve.

A letter will go out to each Homeowner identifying any items they have in the general common elements (including exterior walls) that have not been approved by the BOD and are therefore in violation of our rules. Options will be presented in the letter. This information will be kept in each unit file as a violation notice. Homeowners will be asked to remove all these items **prior** to listing their unit for sale, rent or lease. Recorded as Pam Dixon approves per this Minute approval at August 21, 2018 BOD meeting.

V. New Business

A. Real estate signs - placement, purpose, length of time, display area. After advice from Mark Rounsaville and referring to the CC&Rs, a **motion was made by Leigh Tollefson to prohibit signs "for lease or rent" from placement in the general common elements; however, a "for lease/rent" sign is allowed inside the unit. This does not include "for sale sign" placement. These signs are allowed and should be placed at the nearest point on the road or at the nearest entrance point to the unit for sale. Motion was seconded by Pam Dixon and passed unanimously.**

B. Doorbell cameras - discussion and comparisons regarding the pros and cons of these products occurred. Privacy concerns were raised due to the scope, distance and video capabilities of these cameras. The Board determined the previous motion (February 16, 2017 BOD meeting) made regarding use of security cameras would stand and no exception would be made for doorbell cameras.

C. New landscaping contract and Sexton's April bills for incomplete work. Sexton has decided to get out of the landscaping business and abruptly discontinued their work without legal notice. Three bids were reviewed and compared for hiring a new landscape company. **A motion was made by Leigh Tollefson to accept the bid from Lawns by Les and have Mark at Kachina review the duration of the contract and price guarantee as well as inclusion of some additional tasks; the motion was seconded by Pam Dixon and passed unanimously.**

The Board authorized payment for Sexton's April bill to cover the cost of the termite contract after Ken Fincel at Sexton agreed that we should not pay for the incomplete oleander trimming.

D. Amenities being considered for improvement and how to pay for them.

1. Spa - repair vs. replace - costs. Jack Kaffer presented information regarding the benefits of creating a new larger spa over repair of the current spa. Specs for creation of a new spa and enlarging the current spa will be drawn up and presented to three vendors for a bid on both. When the bids are received, the Board will review them and determine the best option and present it to the Homeowners with financing options for their input and approval.

2. Fire pit enhancements - costs. Information on two options for outdoor furniture sets were presented at the meeting by Jack Kaffer. After comments from the Homeowners present about preferences, **a motion was made by Debbie Robertson to purchase the sale price (\$1,999.99 with a \$175 delivery and assembly charge) of the 7 piece Portofino furniture set at Costco, seconded by Leigh Tollefson. Motion was passed with a 2 to 1 vote.**

Additionally, **a motion for spending up to \$1200.00 for the stacked stone work of the fire pit was made by Debbie Robertson and seconded by Pam Dixon and passed unanimously.**

3. Doors for trash container enclosures - costs. A bid was presented from a mason to build a brick and stucco enclosure to replace the railroad tie trash enclosure near the Sundance Trail entrance (the bid included removal of the old ties and gates for both the new enclosure and the one on Hum Road). Jack and Pam Kaffer contacted the town of Carefree for ordinances on garbage enclosures. The town has an ordinance which mandates that garbage receptacles/dumpsters must be in a masonry enclosure with gates as a deterrent to foraging animals. After discussion, the Board has requested more bids to review.

VI. Housekeeping items.

A. To be determined

1. Trial of the Mr.BEAM MB 5200 led, battery powered light in the stairway of 503 and 504 is working. Arrangements for a handyman to place the other lights in the designated stairways will be made.

2. Obtaining a qualified handyman. Mark has been asked to look for a qualified candidate. Michael Moore will also provide us with the name and contact information for someone she uses, but he requires a minimum charge of \$115. Of note, any work costing less than \$650 can be done by a handyman without license, bond or

insurance.

3. There is NO PARKING at the Hum Rd. parking lot on Mondays and Thursdays so that Curbside can pick up our garbage/recycling.

4. Mark was directed to send any additional charges to either Pam or Debbie prior to paying them for confirmation.

5. Our roofing warranties expire in January 2019. A cost we need to consider in our 2019 Budget. A quote from Progressive to extend our warranties is guaranteed for 30 days.

6. Flat roof inspection. Mark will schedule with Progressive.

7. Las Torres email address. Due the number of Homeowners who report not knowing/receiving association information or updates, Leigh will create a new email address with "LasTorres" in it.

8. The third quarter meeting date is changed to August 21, 2018.

9. Pooling water in garage of 603. After an irrigation specialist sent by Kachina determined the leak was not due to the irrigation system, the owner was asked and agreed to call Pam Dixon as soon as the water appears again. The other possible cause is a recently installed water softener and runoff hose. Should that prove not to be the problem, the irrigation will be readdressed.

VII. Homeowners Comments. Kris Strike has asked for an open session appeal for her concerns and complaints. Prior to the meeting, but after the agenda was prepared, she requested to appeal the Board's ruling on exterior security cameras. The Board gave Ms. Strike the opportunity to hear her appeal on this item, but she refused because it wasn't specifically listed on the agenda. As she has multiple items to appeal, she was asked to provide a concise listing of each of these concerns and send it to the Board prior to the appeal date (tbd). The Board also advised her that we would not consider again a complaint that has already been resolved.

VIII. Adjournment. **Leigh Tollefson motioned to adjourn the meeting; seconded by Debbie Robertson and motion passed.** Adjournment 12:43 pm

Respectfully submitted,

*Leigh Field Tollefson*

Leigh Field Tollefson

Secretary

attachments: Final Minutes February 6, 2018, Manager's report, Treasurer's report, President's report

LAS TORRES HOMEOWNERS ASSOCIATION  
Board of Directors Meeting  
AGENDA  
May 8, 2018 10am Las Torres Unit 402

I. Call to Order

*NOTE: This is a LTHOA Board of Directors meeting. LTHOA owners may participate only during designated portions of the meeting after being recognized by the presiding Director. Owners are allowed to comment on and ask questions about agenda items under new and unfinished business after the Board has discussed the item, before the Board takes formal action on that item.*

II. Approval of Minutes

- A. February 6, 2018

III. Reports

- A. Manager's Report and Update
- B. Treasurer's Report
- C. President's Report

IV. Old Business

- A. Understanding general common element restrictions and actions to take for their enforcement.

V. New Business

- A. Real estate signs - placement, purpose, length of time, display area
- B. Doorbell cameras
- C. New landscaping contract and Sexton's April bills for incomplete work
- D. Amenities being considered for improvement and how to pay for them
  - 1. Spa - repair vs replace - costs
  - 2. Fire pit enhancements - costs
  - 3. Doors for trash container enclosures - costs

VI. Housekeeping Items

- A. To be determined

VII. Homeowners Comments

*NOTE: This is the time for owners to comment. Members of the board may not discuss items that are NOT on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), actions taken as a result of public comment will be limited to future agenda items. We respect your opinions and welcome them. Thank You*

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 as the member's representative who will represent them exclusively or that meeting.*

FINAL MINUTES  
LAS TORRES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 6, 2018 10:00 am  
Unit 402

Board of Directors present: Pam Dixon, Debbie Robertson, Leigh Tollefson. Kachina Management: Mark Rounsaville. Homeowners present: Jack Kaffer, Tom and Georgia DesMarais, Sherman Agins and Michael Moore.

I. Call to order 10:05 am.

II. Approval of Minutes.

A. November 14, 2017 Board Meeting attached to these Minutes. **Motion to accept Minutes as read was made by Debbie Robertson, seconded by Pam Dixon. Minutes approved unanimously.**

III. Reports.

A. Manager's Report and Update. Manager's report is attached to these Minutes. Additionally, Kachina is awaiting the estimate from Coral Pools for repair/replacement of spa jets and tiling the spa per Maricopa County's specifications. The estimate will be discussed at the Annual Meeting on March 6, 2018. Mark also informed us he is in the process of searching out a new bank and changing to it.

B. Treasurer's Report. Treasurer's report is attached to these Minutes. Debbie had multiple questions regarding costs assigned incorrectly to some of our line items and concerns regarding the balances on our Balance Sheet. A new accountant has been hired at Kachina who will be in contact with Debbie and rectifications will be discussed and made.

C. President's Report. Pam introduced Debbie Robertson who accepted the position on our Board as Treasurer after Leslie Hine-Rabichow resigned. Two new owners, Sherman Agins and Michael Moore, were introduced and welcomed. Jack Kaffer has agreed to be the Chairman of the Landscaping Committee, Pam Dixon will be the Secretary and Tom DesMarais has volunteered to be on the committee as well.

IV. Old Business.

A. Additional lighting for stairways. A Mr.BEAM MB 5200 led, battery powered with 15 foot motion detector had been purchased and tried out with very favorable reviews. **A motion to purchase six lights and the needed batteries from Amazon and installed by a handyman was made by Debbie Robertson, seconded by Pam Dixon and passed unanimously.**

B. Recycling. Tabled for more research.

C. Late fees. **A motion to have Mark Rounsaville create a late fee policy allowing the management company to collect a \$15.00 late assessment fee which will be used to cover their administrative costs was made by Leigh Tollefson and seconded by Debbie Robertson and passed unanimously.**

V. New Business.

A. Authorize Mark to get bids for insurance. Mark is currently getting costs from multiple insurance companies for coverage of our association which is due in March. He will provide the Board with the costs and coverage prior to the expiration of our current policy.

B. Gravel for complex - approval of estimate. We received a bid from Sexton Landscape for \$1650.00 for 15 tons of granite and the labor to spread it around. We will ask Sexton to determine the areas that the gravel needs to go. **Leigh Tollefson made a motion to approve \$1650.00 to be paid from the Repair and Replacement Reserve for gravel replacement, seconded by Debbie Robertson and passed unanimously.**

C. Authorization for Oleander trimming. Sexton Landscape provided a bid of \$2495.00 to trim all the association's oleander shrubs. Prior to accepting their bid, there are a few questions that need to be addressed: 1. Will they spray for Gall (oleanders are susceptible to this disease after trimming). 2. Does this price include maintenance of the oleanders' height once they're trimmed. 3. Does Sexton's insurance policy cover their employees for working on ladders? **Debbie Robertson made a motion to approve Sexton's bid for up to \$2500.00 to be paid out of the Repair and Maintenance line (07001) to trim the oleanders by one-third pending the responses to the above questions, seconded by Leigh Tollefson and passed unanimously.**

D. Cracks in pool decking. Repair to the cracks in the cool decking will be addressed during the annual meeting along with the repair to the spa jets.

IV. Housekeeping items.

A. Discussion regarding March Annual Owners Meeting topics. Consideration is being given to asking for a special assessment to cover the costs of the spa repair and retiling.

B. Landscape/Maintenance Committee. The Landscape Committee includes: Jack Kaffer, Chairman; Pam Dixon, Secretary; Tom DesMarais. Jack will be talking with other Association members about joining the committee. Special attention will be given to the slope along Sundance Trail.

C. Heating the pool. **Debbie Robertson motioned to begin heating the pool immediately, pending weather change s; seconded by Leigh Tollefson and passed unanimously.**

VII. Homeowners Comments.

A Homeowner asked about the election of the Board members and the size of the Board (three members plus a management company). Another Homeowner expressed appreciation and thanks for the work and effort done by the Board.

VIII. Adjournment. **Leigh Tollefson motioned to adjourn; seconded by Debbie Robertson and passed unanimously.** Adjournment at 11:31 am.

Respectfully submitted,  
*Leigh Field Tollefson*

Leigh Field Tollefson

Secretary

attachments: Final Minutes from November 14, 2017, Managers report, Treasurer's report.

# Kachina Management Inc.

Las Torres

Board of Directors Meeting

May 8, 2018

## Managers Report

Spa Heater – reported that the heater was not working, contacted Coral Pools to fix the issue (see note below)

*Heater working. Has separate fire up switch that must be activated with jets to get heater to come on. High limit 2 did kick on after running for 5-6 minutes, but then re-lit. May have a high limit 2 going bad. May need heavy back wash or new sand in filter. Pressure on Tr40 was 22 lbs. Adjusted bypass to force all water through heater. Water up to 103 temp. We suggest letting it continue running as is. Can't quite tell if high limit 2 will go or last awhile longer. Tech didn't want to repair something that is still working. Please notify us if you see that the high limit is not turning back on after 5-6 minutes or at all. Tech thinks after adjusting the bypass valve, by closing it will keep the water heated better as well. Let us know if you have any further questions. No charge for this trip.*

Received multiple emails from Leigh regarding a leak issue at #603 AZ Desert Green checked on the situation and found it was not an issue the association is responsible for.

Attempted to contact Sexton Landscape 5 separate times received no return call.

Reached out to three vendors to bid landscape service to replace Sexton. Received two proposals back awaiting on the third.

Discussions with homeowners regarding For Sale signs. (along Hum)

Contacted plumber to follow up regarding <sup>biannually</sup>~~quarterly~~ snake.

Viewed patio issue

Met with Debbie to discuss issues with financials and budget

Met with Parloway Bank and set up the account, letters of the change in banking relationship have been sent to homeowners.

**5.8.18 BOARD MEETING  
TREASURERS REPORT**

As of 5/7/18 I am not in receipt of March or April financials. The last financials I received were February and contained numerous errors.

The National Bank Reserve Bank statement for April reflected that the deposits were caught up thru March. April National Bank statement reflected that the transfer of funds for the RR Reserve for April was not done.

I have not received bank statement since February for the Ops Reserve or General Account.

Received an email from Kelly during April stating that the gas bill went unpaid again and there was a double payment in April. Failure to make timely payments will result in us not getting a refund of the deposit we were required to pay last year.

Attached is projection for the Reserve Accounts. Once all transfers from the general account to the reserve accounts are completed the balances should be:

Ops Reserve    \$ 13,960

RR Reserve    \$ 141,110

My recommendation for the payment of projected items:

Fire pit upgrade: Capital improvement from RR Fund

Trash Container Enclosure: Capital improvement from RR Fund

Fire pit furniture: Ops Reserve

Submitted

Debbie Robertson, Treasurer

Reserve Account Balances		
Ops Reserve	RR Reserve	
\$11,959.67	\$137,786.54	
\$400.00	(\$3,177.00)	December correction done wrong
\$400.00	\$1,300.00	18-Jan
\$400.00	\$1,300.00	18-Feb
\$400.00	\$1,300.00	18-Mar
\$400.00	\$1,300.00	1-Apr
\$400.00	\$1,300.00	1-May
<b>\$13,959.67</b>	<b>\$141,109.54</b>	Bank account and Balance Sheet should be this amount

Las Torres HOA  
Board of Directors Meeting  
May 8, 2018  
President's Report

First I like to introduce our most recent new owners - Leigh and Bob Tollefson. They have purchased unit 106. Formerly co-owners/trustees of unit 402 they've now on their own and 402 is being purchased by another Bob Field family member, Leigh's sister and her husband - Lynn and Kelly.

After much deliberation (and as we now meet quarterly and don't have an active web portal) we will start sending BOD Meeting minutes by email to the owners shortly after the meeting. These will be Draft Minutes that have been reviewed by all the Board members. Our secretary, Leigh, will establish an email address for Las Torres so you can all better identify our Newsletters, Minutes and the information. I would personally appreciate owners reading our emails so they're better informed. As always you can call me or Leigh if you have questions about the information you receive or any other Las Torres question you have.

Our newly formed landscape committee, headed by Jack Kaffer, has meet and developed some recommendations, however their efforts have been side tracked as our landscape company, Sexton Pest Control, has disbanded their landscape department. We'll be selecting a new landscape company later in this meeting.

Our Oleanders were supposed to be trimmed but only got half done by Sexton. At our last BOD meeting we approved \$2,500 for this. Ken Fincil, our Sexton Account Rep, has advised me that we will not be billed for any of the work and I have advised Kachina to not pay this bill should it somehow get sent to us. Ken also assured me that they will continue our pest control contract at the current rate, will honor our termite contract for the remainder of this year, and will continue to bill us for the termite contract at \$2,000 per year payable in January.

We've had another problem with bees chasing to live in the roof eve at Las Torres unit 505. They hive has been treated but may need further remediation (open the wall & remove it). If you see bees trying to start a new hive please call me ASAP.

I'd also like to thank our Leigh for keeping our minutes to just 2 pages this time. Great job Leigh.

Pam Dixon, President