

FINAL MINUTES
LAS TORRES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 16, 2017
Unit 402

Board of Directors present: Pam Dixon, Leslie Hine and Leigh Tollefson. Kachina Management: Mark Rounsaville. Homeowners present: Eileen Swete, Robert Luciani, Diane Griffith.

I. Call to Order. 10:01 am

II. Approval of Minutes from December 12, 2016. Motion to accept Minutes as read was made by Leslie Hine and seconded by Leigh Tollefson. Minutes approved and accepted and attached.

III. Reports

A. President's report and introduction of Mark Rounsaville, Kachina Management, Inc. Introductions between the Homeowners present and Mark were made. A maintenance and project list for 2017 has been forwarded to Mark and once he receives bids with timeframes, they will be emailed to the Board.

The Board would like to thank Warren Robertson who has volunteered to monitor and change burned out light bulbs in the Association. Appreciation is given to the Tollefsons and Robert Luciani for changing out bulbs this month and for taking care of some of the lighting and minor electrical jobs.

B. Treasurer's report. See attached.

C. Manager's report. Final financial reports and documentation have not been received from Oasis as yet. A checking account for the Operating Budget and a savings account for our Operating Reserve account have been opened by Kachina. A very long process now due to the Patriot Act

IV. Old Business

A. Request for additional lighting on stairway for units 603 and 604. Leslie asked about our liability as an Association should there be an accident or injury in any of the darkened stairways. Per Mark, our Association insurance will cover us in the case of a fall should we be sued. Mark will get electrical bids and determine which stairways need the lighting.

V. New Business

A. Door cameras and security signage. Discussion and vote to add a policy to the ARC Guidelines. Discussion centered around the invasion of privacy of our neighbors and Homeowners. A motion was made by Leslie Hine to prohibit the use of security cameras and seconded by Pam Dixon and passed unanimously. Mark will notify the two Homeowners to remove the cameras. Wording for the new policy will be drafted by the Board of Directors and the Architectural Guidelines will be amended to include this new policy.

B. Mark was directed to get bids for insurance, pool fence painting, new properly zoned irrigation, tree trimming and olive tree spraying. Note is made of these requests and bids will be emailed to the Board when he receives them.

C. Reduce size of garbage and add recycling. Leigh presented a detailed appraisal of the situation. We currently pay \$235/month for two 4 yard garbage dumpsters. We can reduce the size of the two existing dumpsters to 3 yard sizes and add a recycle bin resulting in a \$45/month increase to \$280/month. Mark was directed to get estimates to convert the area south of the Sundance Trail dumpster to accommodate a recycling dumpster. Additional information is needed regarding fines for improperly throwing garbage in the recycling dumpster. Motion to vote is tabled until the estimate and fine information is received.

VI. Housekeeping items.

A. Set dates for the next three BOD meetings. Mark recommended that this be postponed until after the elections at the March Annual Meeting to accommodate the new Board member(s).

B. Discussion regarding March Annual Owners Meeting. The meeting is scheduled for March 14, 2017 at 4:00 pm at the Carefree Fire House. Mark has agreed to run the meeting.

VII. Homeowners Forum.

One Homeowner expressed her appreciation for the Board looking into installing stairway lighting. She also expressed her concern for the increasing destruction of plants by the javelinas as well as their boldness in climbing up the stairways to eat the potted plants on their landing.

VIII. Adjournment. 11:13 am

Respectfully submitted

Leigh Field Tollefson

Leigh Field Tollefson
Secretary

Attachment - Final Minutes, BOD meeting December 12, 2016 and Treasurer's report

ATTACHMENT TO BOD MEETING FEBRUARY 16, 2017

Treasurer's Report
Board of Directors' Meeting
February 16, 2017

As of December 31, 2016 (Oasis Community Management)

Operating Budget balance	1,519.59
Operating Reserve balance	19,024.33
Repair & Replacement (Oasis/Metro Phoenix)	4,801.17
Repair & Replacement (National Bank of Arizona)	120,359.65
Total Assets	145,704.74

Per the Reserve Study Committee decision (9/16/16) recommending that the Board move \$2,925.00 in 2017 and 2018 from the Operating Reserve balance to the Repair and Replacement Fund; the 2017 amount will be transferred out of the \$4,801.17 (Metro Phoenix/Oasis R&R Fund) and the remaining \$1,876.17 will be moved to the Operating Reserve account balance. Kachina Management to show reconciliation of these transfers in our first financial statements.

4,801.17	Repair & Replacement Fund/Oasis/Metro Phoenix
<u>-2,925.00</u>	Reserve Committee rec. to R&RFund, National Bank of Arizona
1,876.17	Operating Reserve account

Respectfully submitted,

Leigh F. Tollefson
Treasurer

FINAL MINUTES
LAS TORRES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
December 12, 2016, 10:00 am
Unit 501

Board of Directors present: Pam Dixon, Leslie Hine and Leigh Tollefson (via video conference call). Homeowner present: Robert Luciani.

I. Call to Order. 10:05 am

II. Approval of Minutes from November 4, 2016 BOD meeting. Motion to accept Minutes as written made by Leslie Hine and seconded by Pam Dixon. Minutes approved and accepted.

III. Reports

A. President's Report

We've accomplished a lot this year and I'm grateful to my fellow BOD members, Leigh and Leslie and want to thank them for all the work they put in for the community-- especially in these last few months and for all the support they've given me. We managed to get everything done that was budgeted for except the painting of the pool fence.

The Board is currently considering options for ways to replace burned out pathway light bulbs.

B. Treasurer's Report

1. As of November 30, 2016 we are on track to concluding fiscal year 2016 within budget.

2. Treasurer will ask Laurie Daily, Accountant at Oasis, to contact Sexton Landscaping for the bill for work done behind unit 106 (approximately \$700) and pay it before year end. We also ask that she pay all our other bills/invoices for services and work done in the last couple of months by year end.

IV. Old Business

None

V. New Business

A. Discussion and selection of new property management company.

The search for prospective management companies was started with an inquiry through the Arizona Association of Community Managers and a list of HOA presidents from the Town of Carefree. We received six proposals from various management companies which, after reviewing their contracts, services and location, we narrowed down to four. After getting advice/recommendations from both Mary Hernandez and our attorney Mark Saul, the Board narrowed the field of applicants to two: No. 1-Kachina Management, Inc. and No. 2-The Osselaer Company. Both have a presence in the northern area of the greater Phoenix area and have experience managing smaller HOAs. Of primary concern was the availability of a web site for our Homeowners and Board to use. Pam will contact Kachina's owner, Mark Rounsaville, about providing a web site or offering another solution for communications between us. If they can accommodate our requests, we will ask them to send us a contract which we will forward to

our attorney to review (at a cost of \$400). Pending our attorney's review, we will continue and hopefully conclude our negotiations and sign a contract for their services to begin on January 1, 2017. Motion is made by Leslie Hine to forward the Kachina's contract to our attorney, seconded by Pam Dixon and passed unanimously.

B. Request for additional lighting on stairway for Units 603 and 604.

Better lighting in the stairway of Units 603 and 604 was requested by both owners. One of the owners purchased battery/solar powered temporary lighting for safety purposes. Pam Dixon made a motion that the owner installed lighting on the 603/604 (done without a formal Architectural request or Board of Directors permission) be allowed to remain temporarily as lights for the stairway. The Association accepts no liability for the light's function or continuation of performance. The Association may elect to paint the light's housing to match the stucco. And, after further consideration and advice from its management company, the Association may elect to replace the lights with a more permanent solution; seconded by Leslie Hine and passed unanimously.

For the time being, this will be calendared for January 2017 to be addressed with the new management company.

VI. Housekeeping Items

A. Set dates for next BOD meeting.

A date in January will be determined after our new management company has started. Due notice to will be given to all our Homeowners.

VII. Homeowners Forum

No complaints or concerns noted as the only Homeowner attending had to leave before the end of the meeting.

VIII. Adjournment 11:43 am

Respectfully submitted,

Leigh Field Tollefson

Leigh Field Tollefson
Secretary