

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

ATTENDANCE

- A. Board of Directors (*All Present*):
President – Leigh Tollefson
Vice President – Michael Moore
Treasurer – Debbie Robertson
Secretary – Pam Kaffer
Member at Large/Oversight – Sunny Wong
- B. 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 and 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 pm

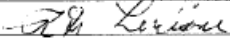
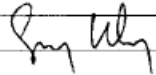
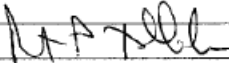
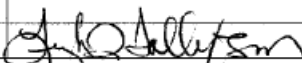
Respectfully submitted,


Pam Kaffer
Las Torres HOA Board, Secretary

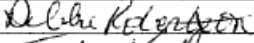

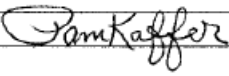
Due to Pam Kaffer's resignation from the Board effective 2019 April 28, signing on behalf of the Board of Directors following unanimous approval of these Minutes

Leigh Field Tollefson
2019 May 3

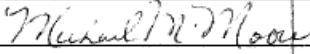
Las Torres Community, Carefree, AZ — HOA Meeting ATTENDANCE ... March 27, 2019

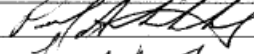
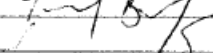

Las Torres Building 100's	SIGN-IN... Signature	SIGN-IN... Signature
# 101 — Robert & Diane Luciani		
# 102 — Lewis & Betsy Sternthal		
# 103 — Sunny Wong		
# 104 — Frantz & Lorayne Verheist		
# 105 — Dorothy Rerich		
# 106 — Bob & Leigh Tollefson		

Las Torres Building 200's	SIGN-IN... Signature	SIGN-IN... Signature
# 201 — Eileen Swete		
#202-Steve Searle&Nan Boyer-Searle		
# 203 — Maria Salinas-Hayes		
# 204 — Jim Vaughn		

Las Torres Building 300's	SIGN-IN... Signature	SIGN-IN... Signature
# 301 — Warren & Debbie Robinson		
# 302 — Jack & Pam Kaffer		
# 303 — Tom & Georgia Desmarias		

Las Torres Building 400's	SIGN-IN... Signature	SIGN-IN... Signature
# 401 — Pam Dixon		
# 402 — Kelly & Lynn Storla		
# 403 — Jeff & Jane Daley		

Las Torres Building 500's	SIGN-IN... Signature	SIGN-IN... Signature
# 501 — Leslie Hine		
# 502 — Tim & Barb McFadden		
# 503 — Diane Griffith		
# 504 — Sherman Agins & Michael Moore		
# 505 — Sara Rea Ray		

Las Torres Building 600's	SIGN-IN... Signature	SIGN-IN... Signature
# 601 — Paul Archibald		
# 602 — Mike Cresta & Tracy Barry		
# 603 — Kris Strike		
# 604 — Loraine Simons		

**LAS TORRES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

AGENDA

Wednesday, March 27, 2019 11:00 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 and Old 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 Chair.

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

III. Reports

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

IV. Housekeeping

- A. Update of Homeowners Manual
- B. Packets to Homeowners to include: CC&Rs, Bylaws, HO Manual, Architectural Guidelines, Reserve Study

V. Old Business

- A. Trash enclosure
- B. Update/action: AZ Termite Specialists inspection
- C. Website update
- D. Spa update
- E. Review of revised policies and letters: Assessment Delinquencies, Notice of Violation

VI. New Business

- A. Repair & Replacement Fund - CD investment options
- B. Gutters: clean out and repair
- C. Tentative 2019 dates for BOD meetings
- D. Sport court: repairs/changes

VII. Homeowners Forum

NOTE: This is the time for Owners to make comments and suggestions about anything. We respect your opinions and will always welcome them. Members of the Board may not discuss items that are NOT on the agenda. No actions, pursuant to A.R.S. §38-431.01(G), can be taken today as a result of Owners comments.

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.

President's Report
Las Torres Homeowners Association
Board of Directors Meeting
Wednesday, March 26, 2019

Hello and welcome,

Spring has finally arrived and the warmth and sunshine we usually expect throughout March has finally made its appearance. Lots of people are using the pool and we're enjoying the company of out of town friends and family.

I'd like to officially welcome each of the newly elected Board members to our first Board meeting and thank Sunny for taking time from his vacation to be here in person. We are looking forward to working together to manage and improve Las Torres for all our residents.

I am happy to say that all the reported tile roof leaks have been looked at and repaired. Now we just need to await the next rain to make sure the leaks are sealed. We were fortunate to schedule the flat roof resurfacing the week following our annual meeting and lucky that Mother Nature decided to provide us with some rain that same week to test them. No leaks reported! Should you discover a roof leak/ceiling staining, please report it as soon as possible. The warranties of most of our roofs ends on December 1, 2019.

The Landscaping and Maintenance Teams continue to fix and upgrade our irrigation system. They have made maps of the watering zones and created a schedule based on appropriate watering for time of year and time of day. All of which should keep our plants happy and thriving.

Arizona Termite Specialists inspection revealed four unit garages that had evidence of termites and they will be here tomorrow to treat those areas.

We've had great compliance with our requests for proof of age, proof of insurance and emergency contact information. This information brings us up to date with our recordkeeping and helps to make us a more secure community.

Going forward, we will be working to upgrade some of our documents and resolutions and continue to enhance our property. Thank you to all our Homeowners for their hard work and words of encouragement in making Las Torres an oasis in the desert.

Respectfully,
Leigh Tollefson
President
Las Torres Board of Directors

LAS TORRES HOMEOWNERS ASSOCIATION

Treasurer Report

March 2019 Annual Meeting

Bank Balances as of 2/28/2019

NBAZ Checking	\$1,033
NBAZ Ops Reserve	\$17,573
NBAZ R&R Reserve	\$149,666
Total	\$168,272

Past Due Assessments:

Prepaid Assessments:

\$575
\$1,032

2019 YTD Income(Loss):

Notes: Includes large begin of year expenses	
Termite Warranty and Home Inspection:	\$2,225
Tree trimming:	\$4,278
Landscape Rock	\$1,000
2019 Pool/Spa Permits	\$495
	(\$3,095)

Reserve Fund In Process:

Spa Upgrade to begin April. Estimate is \$6400. down payment of \$3,200 has been paid
 Flat roof replacement: Final vote on which bid to accept; to be done immediately
 Trash Bin Enclosure/Gates and Firepit Upgrade: Pending rebid. Delay caused loss of prior approved bid.

2018 Financials

Copy of Kachina financial total vs. Actual totals attached
 Kachina did not properly account for reserve contributions
 Corrected an incorrect posting of a R&R Reserve Expense: down payment on spa
 Parkway Checking: Includes reserve fund contributions that were not deposited to acts; corrected in January

Other Notes:

Insurance renewed in March and Certificate available upon request
 Kachina:
 We received final paperwork from them in February and have closed it out.
 All accounts have been reconciled and money transferred appropriately
 Homeowner ledgers have been reviewed
 Financials: Until our website is up financials will be available upon request. Send request through the Las Torres email.

Las Torres HOA
2018 Balance Sheet - Adjusted

	Kachina Statement	Adjustments	Actual Ending	Notes:
ASSETS:				
R&R Fund Acct-National Bank	\$144,311.21		\$144,311.21	
Utility Deposit	\$1,980.00		\$1,980.00	
Parkway Checking	\$13,833.95	(\$145.36)	\$13,688.59	Reconciled: Kachina did not void a check
Parkway Ops Reserve Acct	\$9,587.26	\$0.09	\$9,587.35	Reconciled
National Bank Checking	\$3,300.00	(\$3,263.00)	\$37.00	\$3200 not a transfer but RR Fund Expense; see below
National Bank Ops Reserve	\$50.00	\$40.00	\$90.00	Open new Self Manage account less bank charges; same with checking
				(Total Reserves: \$153988.56)
Total Assets	\$173,062.42	(\$3,368.27)	\$169,694.15	
CURRENT LIABILITIES				
Prepaid Assessments	\$3,575.00	(\$2,872.00)	\$703.00	Reconciled to actual
Sub Total Current Liabilities	\$3,575.00	(\$2,872.00)	\$703.00	
RESERVES				
Repair and Replace Reserve Fund	\$150,258.78	(\$2,747.57)	\$147,511.21	Reconcile to actual
Repair and Replace Fund Expense	\$10,384.99	(\$3,200.00)	(\$3,200.00)	Withdrawal for deposit on Spa work
Operating Reserve Fund	\$160,643.77	(\$707.64)	\$9,677.35	Reconcile to actual
Sub Total Reserves	\$160,643.77	(\$6,655.21)	\$153,988.56	
Equity				
Retained Earnings	(\$259.37)	\$14,452.76	\$14,193.39	
Current Year Net Income (Loss)	\$9,103.02	(\$8,293.82)	\$809.20	See adjusted Income Expense Statement
Sub Total Equity	\$8,843.65	\$6,158.94	\$15,002.59	
TOTAL LIABILITIES & EQUITY	\$173,062.42	(\$3,368.27)	\$169,694.15	

LAS TORRES 12/31/2018 Income Expense Report						
(Adjusted Corrections to Kachina's Financials)						
ACCT	Description	Kachina	Adjustments	Treasurer Adl Total	Notes	
INCOME:						
06310	Resident Assessments	99,301.59		99,301.59	This amount includes the reserve contributions. See below where it is deducted from operating income	
06350	Interest Income	79.26		79.26		
06351	Interest Inc Reserve	0.00		0.00		
06380	Other	270.00		270.00		
	Transfer from Ops Reserve	0.00		0.00		
	Subtotal Income	99,650.85		99,650.85		
EXPENSES:						
Maintenance & Repair						
07001	Maintenance and Repair	4,281.48		4,281.48	\$2297 was for the freight furniture	
07001	Sewer Maint/Repair	1,340.20		1,340.20	includes payment for 2/17 bill	
07206	Pool - Contract Svc	3,327.50	(210.00)	3,117.50	\$730 from unpaid bills - Mar-June 2017	
07210	Pest Control	1,485.00		1,485.00		
07250	Pool Maintenance	74,500.00		74,500.00		
07260	Landscaping Services	24,338.13		24,338.13		
07280	Turf Maintenance	200.00		200.00		
07280	Landscaping Other	1,000.00		1,000.00	Overdue trimming	
	Maintenance & Repair	35,443.31	(210.00)	35,233.31		
Parts & Supplies						
08001	Pool Chemicals/Supplies	488.55		488.55		
08001	Pool Repairs	584.17	210.00	374.17		
08200	Landscaping Material			584.17		
08300	Tools, Parts and Supplies			0.00		
	Parts & Supplies	1,082.72	210.00	1,292.72		
Utilities						
08300	Electric	5,280.53	585.34	5,865.87	December bill debited out of Kachina Parkway account 1/31/19 but not entered in accounting software	
08300	Water - Hot Water	2,045.43		2,045.43		
08300	Water - Cold Water	2,709.32		2,709.32		
08300	Water - Sewer	4,662.95		4,662.95		
08300	Trash Disposal Service	2,835.00		2,835.00		
08300	Gas/Pneuma	2,434.70		2,434.70		
	Utilities	19,958.03	585.34	20,543.37		
Administrative Expenses						
9000	Administrative Expenses	915.00		915.00		
9050	Administration	356.00		356.00		
08100	Income Tax	50.00		50.00		
08100	Auto/Tax Pay	1,140.00		1,140.00		
08110	Permits & Licenses	495.00		495.00		
08250	Annual Report	65.00		65.00		
08250	Bank Charge	70.00	23.00	47.00	\$71 overdraft charges reimbursed by Kachina Feb'19; \$23 self mpt bank charges	
08275	Insurance	7,486.00		7,486.00		
08300	Land Services	147.00		147.00		
08500	Management Services	8,985.00		8,985.00		
08900	Cashier /Comes	991.55		991.55		
08900	Miscellaneous	183.74		183.74	Self Managed Set up	
	Administrative Expenses	20,260.39	23.00	20,283.39		
Reserves						
					Deduction from Operating Fund for Reserve Contributions included in Income Assessments above	

- Landscape Committee Members - (volunteers)

Jack Kaffer, Landscape Chairperson	-- Bob Tollefson, Maintenance Chairperson
Paul Archibald	-- Tom Desmarias
Robert Luciani	-- Michael Moore
Debbie Robertson	-- Pam Kaffer, Secretary

- Landscape Committee recommendations for SHORT TERM/LONG TERM Action Plan

Landscape Committee was formed approximately one year ago
First order of business -- develop a Short Term/Long Term Action Plan 15
focus areas for improvements & Priority List created
During this past year... This committee has accomplished nearly every item on this list OR
the improvement is scheduled to be completed this spring.

Two main areas that remain on the Long Term Action Plan

1. Sundance Hill ... "Lawns by Les" is in process of proposals to improve this area
2. Hum Road ... south side, top area of the "wash" ... is a large area and is the biggest challenge remaining - mostly because of the "wash" factor - but still on the List

- Landscape Improvements - on schedule for "Lawns by Les"

Fresh gravel in front of everyone's home was completed

River rock installation has been completed at Sundance Trail entrance

Final phase of river rock to stop gravel erosion will be around the fire hydrant and on
the left side of the sidewalk leading to the fire pit from The Circle area Sundance Hill
improvements options are being explored after meeting with Les Proposals will be
sent to Las Torres Landscape Committee

The annual spring trimming/pruning, etc began 2 weeks ago and will continue for the next
couple of weeks. Please be patient to provide the opportunity for the plants to rejuvenate
There is a list of Home Owners' requests for specific plants for trimming, pruning,
transplanting, removal, staking, etc. Individual homeowners been informed of progress.

1. Continue to send these types of specific concerns/requests to the Landscape
Committee... these areas **will** be inspected by the Landscape Committee members to
determine the best course of action as to method to proceed
2. Reminder that the above method works best... please do not approach the Landscape Crew - they are
here for specific duties from Les, owner of the company. To this end, please know that your Las Torres
Landscape Committee will communicate the information through the proper channels... This has been an
efficient method.

- Landscape Improvements - on schedule for -Yree Doctors

January 14 & 15 tree trimming/pruning by Tree Doctors went smoothly

- Olive Trees were also trimmed. Spraying took place on Tuesday, March 26
- Mexican Palm Trees are scheduled for June

- Irrigation

- Landscape & Maintenance Committees have joined for this monumental task
- Monday Morning Meetings - work sessions - with volunteers from our community

- For this process, a small group of workers have been lead by Robert Luciani and Paul Archibald with their expertise, knowledge, and professionalism in the field of construction to replace irrigation controls, main lines, and major leaks AND in this process has saved this Association - literally- thousands of dollars. They deserve our thanks and gratitude!
- Moving forward - the obligation of the Board isto facilitate the **will** of its members rather than exercise control over those members, which had happened with the previous Board.
We need to respect what the majority of the members want. We will not accept anything less.

Respectfully submitted,

Jack Kaffer, Las Torres Landscape Committee Chairperson 2019

Maintenance Team Report for BOD meeting 3/27/2019

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. We have now identified the location of all control valves (some were a real challenge to find), repaired two, so all are operational at this point. The team is focusing zone by zone on repairs and where needed have replaced the entire main line and installed new emitters and feeder tubes. Our spare parts and tubing are now in the storage shed since we installed the lock systems on the HOA file cabinets located there. Only BOD members have access to those files.

We are looking at installing new main lines for irrigating the Oleanders, and will be looking at middle to late April to move forward on that. We are also looking at replacing some of the control valves in the system. Minor garage door surround repairs and garage door painting for 102 are on schedule for later this week or early next week.

Gutter Repairs We are in the process of getting bids on for repairing our gutter systems. Reminder to report any light bulbs needing replacement or any other maintenance requests/reports to LasTorresHOA@outlook.com.

Bob Tollefson, Maintenance Chairman