

FINAL MINUTES
LAS TORRES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING

April 4, 2017 10:00 am
Unit 501

Board of Directors present: Pam Dixon, Leslie Hine and Leigh Tollefson via video conference.
Homeowners present: Diane Griffith and Carolyn Ciriello.

I. Call to Order 10:11 am

II. **Approval of Minutes from February 16, 2017. 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. Manager's Report and update on transition. Mark Rounsaville did not attend this meeting and did not provide a report.

B. President's Report. Pam Dixon's report is attached to these Minutes. Additionally, Leslie Hine requested that we note in these Minutes that the Draft Minutes from the March 7, 2016 Annual Homeowners Meeting and the Draft Minutes from the December 12, 2016 Homeowners Budget Meeting have not yet been approved since there was no Annual Meeting in 2017 due to failure to reach quorum. Both sets of Minutes to be approved at the next scheduled Homeowners Meeting.

C. Treasurer's Report. Leigh Tollefson's report is attached to these Minutes. Leslie asked about the "Kachina R&R Fund" line on our balance sheet (this has been designated as a temporary account for Kachina to hold the portion of our assessments going to our Repair and Replacement Fund in the National Bank of Arizona). She objects to Kachina's plan to deposit the amount quarterly and prefers that it be deposited monthly.

IV. Old Business

A. Additional discussion regarding supplemental stairway lighting - table for electrician's estimate and discussion at the next Board meeting.

B. Motion to reduce size of existing trash dumpsters and add a recycle bin. Authorize Mark to convert the area directly to the south of the dumpster off Sundance Trail to accommodate recycling bin. **A motion to have Mark make arrangements for the conversion of the above sited area to accommodate a recycling bin not to exceed \$1000.00 and to be paid from the Operating Reserve account was made by Leigh Tollefson, seconded by Leslie Hine and passed unanimously.**

C. Record action to award tree trimming bid to Tree Doctors, Inc. not to exceed \$3,300. **A motion to award Tree Doctors, Inc. the contract to trim our trees and not to exceed \$3,300 to be paid out of the Tree Trimming budget (\$750) with the remainder to be paid from the Operating Reserves account was made by Leigh Tollefson, seconded by Leslie Hine and passed unanimously.**

D. Direction to Mark regarding pool fence painting budget of \$2,000 maximum - table for estimate.

E. Estimate to replace frame (at BOD expense) and door (at owner expense) at unit 501.
Motion to proceed with work not to exceed \$775 on garage service door at unit 501 with the understanding that the Board will pay to replace the frame and the owner will pay to replace the door made by Leigh Tollefson, seconded by Pam Dixon, motion passed with two votes (Leslie recused herself as the owner of 501).

V. New Business

A. Discussion and motion to proceed with existing Board of Directors until March 2018 Annual Homeowners Meeting. Assign Board positions. **Per the advice of our Community Manager, a motion was made to continue with the current Board of Directors for one year until the elections at the next Annual Homeowners Meeting in March 2018 was made by Leigh Tollefson, seconded by Pam Dixon and passed unanimously.**

Assigned positions: Pam Dixon, President
Leslie Hine, Treasurer
Leigh Tollefson, Secretary

B. Motion to suspend assessment late fees for January, February and March 2017.
Motion to suspend assessment late fees from January 1 - April 30, 2017 and to resume as of May 1, 2017 was made by Leigh Tollefson, seconded by Leslie Hine and passed unanimously.

C. Cost vs. benefits discussion regarding additional costs for alternative rodent control in 2018 - table for next Board meeting.

VI. Housekeeping Items

A. Set and publish date for third and fourth quarter Board meetings. Dates (subject to change) for the remainder of 2017 are:

June 20, 2017 10:00 am	Board meeting
Sept 19, 2017 10:00 am	Board meeting
Oct 19, 2017 10:00 am	Homeowner 2018 Budget Planning Committee meeting
Nov 14, 2017 10:00 am	Board meeting and Homeowners' Budget Roundtable (adoption of 2018 budget for Homeowner approval)
Dec 5, 2017	Homeowner Annual Budget meeting (to be noticed to Homeowners 14 days prior to meeting date - Nov 11, 2017)

Locations to be announced.

VII. Homeowners Forum
No comments.

VIII. Adjournment. 12:48 pm

Respectfully submitted,

Leigh Field Tollefson

Leigh Field Tollefson
Secretary

Attachments: Final Minutes Feb. 16, 2017 BOD meeting, President's report and Treasurer's report

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 javelinias 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

Presidents Report 4/4/2017

Today I'll address a couple of things with you all, answer some questions I'm sure you have & bring you up-to-date with your Board's plans.

FIRST --- Why we chose Kachina to be our property manager was:

- #1 - their reputation & work with small communities.
- #2 - there were no surprises on their part because they've worked for us before.
- #3 - Kachina got our Attorney's approval & they agreed to the contract changes our attorney added for us.
- #4 - Mark called me within an hour of receiving notice that we were looking for a different mgmt. company.
He wanted to work for us again & knew we cared about our community.

SECOND --- I'd like to share SOME OF what your Board's looking at accomplishing this year.

- #1. We'll finally get the pool fence painted & do more touch up paint campus wide.
- #2. Our trees will get trimmed properly by a licensed arborist for much less than our previous estimate
& we'll receive a map with descriptions of all our trees.
- #3. Our driveways will be crack-sealed & re-coated this summer.

- #4. We're already getting ideas & estimates to address safety issues we may have.
- #5. Mark is working to bring the entire complex in compliance with our CC&Rs.
- #6. Our Homeowners Manual will get updated and include current contact info & regulations.
- #7. We will update our ARC Guidelines to include a new ARC regulation we passed at our last Board meeting prohibiting exterior cameras on units.

#8. I'm currently working with Karen at Kachina to get a new Las Torres web information tool up & running

so you will again have all our governing docs, community information, current financial's, approved minutes & your personal financial status where you can access the information from your computer.

NEXT --- On a personal note & as President. My most time consuming job is to make sure our community's assets are maintained to the highest standards. In case you're wondering, our most expensive asset is obviously our buildings.

Our second most valuable & costly asset is actually our driveways, the third is our trees & landscaping, with the pool, sport court & fire pit following.

But, more importantly, our most precious asset is our owners - you guys. I admit trying to keep you all happy can be challenging at times, but it's also rewarding to me. While I never wanted to follow some of my relatives into politics, I'm grateful to have the opportunity to serve a community I love. AND, I'm so grateful to all of you who understand and "play by our simple rules". This does & hopefully will continue, to make my job & Mark's job much easier - but it will also allow us to focus on the future and come up with even more ideas & plans to improve our community & it's assets.
And I'm grateful for the constant support of my other BOD members.

NOW --- I need to clear up some confusion about meetings.

We have 2 types of meetings - BOD meetings & Homeowner meetings.

BOD meetings are where your Board gets it work done & you can participate with comments before we make final decisions.

We also host an Owners Budget Roundtable at one of those meetings where we suspend meeting rules & hold a conversation with any owners who would like to make suggestions to the budget before we approve it. These have been a great success.

Our CC&Rs require we have 2 Owners Meetings each year. One in November where you vote for or against the proposed budget.

The other is held each March where the primary focus is to elect or re-elect directors to the Board. The President and our Manager usually gives a report on the accomplishments of the previous year & the plans for the current year - plus we're there for you to ask questions & make statements. We need to make quorum with at least 13 owners attending or sending in their ballots & signatures allowing us to conduct the business of the meeting.

This year's annual meeting didn't make quorum, so no business could even be discussed. Our manager Mark Rounsville advised the Board that this is not unusual and that we should continue with our existing Board members until elections are held in 2018. Our CC&Rs allow this and later in this meeting we will take that action and also determine board member positions.

TREASURER'S REPORT
Board of Directors Meeting
April 4, 2017

As of March 31, 2017

- All funds have been transferred to Kachina Management from Oasis Management.
- Kachina is in the process of getting all of our vendors on the books for monthly payments
- Coral Pools has been paid for the new spa filter and repair of the spa jets
- The annual pool permit from Maricopa County has been paid
- The request to move \$2,925 from Operating Reserves into our Repair and Replacement Fund per the 9/16/16 Reserve Study Committee for 2017 has been completed per Kachina and should be reflected in the March Financials
- Kachina and Pam have been working on getting the web site up and running. Our Homeowners will have access to financial information, association documents, as well as work order and architectural request forms. Information on accessing the web site will go to Homeowners once the site is up.

Operating Budget balance	\$13,832.95	
Operating Reserves	21,541.46	
Kachina R&R Fund	5,471.94	
National Bank of Arizona	\$123,783.70	
TOTAL ASSETS		\$164,630.05

Respectfully Submitted,

Leigh Field Tollefson
Treasurer
Las Torres Board of Directors