

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

November 4, 2016  
Unit 501

Board of Directors present: Pam Dixon, Leigh Tollefson and Leslie Hine. Oasis Community Management: Mary Hernandez. Homeowners present: Diane Griffith, Debbie Robertson, Tom and Georgia DesMarais.

I. Call to Order. 10:09 am

II. Approval of Minutes from February 15, 2016 BOD meeting. Minutes approved and accepted as attached (see Exhibit 1).

III. Reports.

A. President's Report

1. Reserve Study Committee Minutes. Minutes read by Diane Griffith which included the adoption of Funding Plan 1. After discussion, the Minutes were approved as read.

2. Irrigation leaks. A sample of an eroded irrigation line from our system was presented to the owners at the meeting. More and more leaks are occurring and we are spending a great deal of money on repairs. A preliminary bid for replacing our irrigation system is \$22,000. At the 2017 March Annual Homeowners' Meeting, the Board will present recommendations for the replacement of the irrigation system along with bids from three vendors. In the meantime, please call or email Pam if you see any leaks.

3. Environmental concerns. The Board will be surveying the Owners in the near future about several environmentally sound ideas which have been suggested by Leslie Hine. Ideas include recycling, decreasing garbage, water usage and safe pest control options.

4. Sexton Landscaping. Our crew chief has been out for the last five weeks and will now be out indefinitely with a medical concern. In his absence, some of the normal trimming and plant maintenance has not occurred and the plants are looking overgrown. Next week Sexton's landscaping manager and arborist will be out to direct the crew which should improve the look of the association and get us back on schedule. Thank you for your patience!

5. Before we move onto the Manager's Report, Oasis has informed us that they have elected to discontinue managing our association as of the end of this year. Within the next two weeks, we will be calling a Board meeting to determine our next plan. Both the Board and Oasis expressed appreciation and good wishes for the past two years of work.

B. Manager's Report

1. Oasis management report reviewed and is a part of these Minutes as Exhibit 2. In addition, Mary will insure that the repairs to the bocceball court will be completed this fall and assured us that the transition of our association business from them to our new management company will be as smooth as possible.

#### IV. Old Business.

A. Approval of Leslie Hine as temporary BOD member. Peter Waldmann's unit was sold on June 14, 2016 and he is no longer eligible to serve on our Board of Directors and has, therefore, resigned. Leslie has graciously accepted his vacated position temporarily until the March Annual Homeowners' Meeting. Motion to approve Leslie Hine to the Board of Directors made by Leigh Tollefson and seconded by Pam Dixon. Motion passed unanimously.

B. Approval of Money's Worth Pools as vendor for pool equipment. Work to replace the nonfunctional spa heaters, pumps and to add a two hour spa timer has been completed at a total cost of \$7036.00. The necessity of their replacement and the recommendation in the Reserve Study of their eminent need for replacement, prompted the Board to upgrade this equipment. The Board unanimously approved the cost and scope of this work.

C. Signage. New signs for the pool, dumpsters and the fence at the 500's driveway have been completed and were being delivered by Mary from Oasis at the time of this meeting. Installation is scheduled for November 12, 2016. Cost was \$341.00.

D. Repair of Unit 106 common area. The current owner of Unit 106 used the wrong color of paint on an outside wall. Additionally, the previous owner had illegally filled and covered a portion of the common area behind the unit which the current owner then covered/painted with something else. Motions to direct Oasis to have the incorrectly painted wall repainted and assess the owner for the cost and to pay Sexton Landscaping \$700.00 to repair the common area landscape behind the unit at the Association's expense was made by Leigh Tollefson, seconded by Leslie Hine and approved unanimously.

#### V. Homeowners Budget Roundtable.

A. Presentation of Draft 2017 Budget. Discussion about how the figures were derived, what was accounted for and the large anticipated expenses for 2017 occurred. There will be no increase in 2017 of the monthly assessments.

B. Discussion and Owners comments. Appreciation was given to the Board and Oasis for their diligent work on the draft budget. No changes were suggested.

#### VI. New Business.

A. Vote on 2017 Budget. Motion to send the Homeowners the draft budget along with the current balance sheet showing our Operating Reserve and our Repair & Replacement Fund reserve for ratification was made by Leslie Hine and seconded by Leigh Tollefson and passed unanimously.

#### VII. Housekeeping Items.

A. Set date for next BOD meeting. We will need to meet within the next 2-3 weeks to begin the process of choosing a new management company. A resource for helping to pair us with a compatible management company was offered by Mary Hernandez. Leslie requested the next meeting date be scheduled after we look at our individual calendars.

#### VIII. Homeowners Forum.

One homeowner reported pooling water in their garage. Suggestions for correcting this were:

1. a simple grading of the floor by a contractor to remove the indentation.
2. new rubber sweep at the bottom of the garage door to keep water from seeping in.

Another homeowner asked if the umbrella in the island between the 300s, 400s, 500s, and 600s could be replaced with a new one. Pam will look into getting a new one.

IX. Adjournment 11:26 am

Respectfully submitted,  
*Leigh Field Tollefson*  
Leigh Field Tollefson  
Secretary

attachments: Exhibit 1, Minutes from the February 15, 2016 BOD Meeting; and Exhibit 2, Management Report

## EXHIBIT 1

FINAL

MINUTES

LAS TORRES HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

February 15, 2016

Unit 401 Patio

Board of Directors present: Pam Dixon, Peter Waldmann, Robert Luciani and Leigh Tollefson; Oasis Community Management: Mary Hernandez; LaBarre/Oksnee Insurance: Jeff Leane; Homeowners: Ralph Morgan, Patty Potoglou, Tom and Georgia Desmarais, Paul and Carolyn Ciriello, Leslie Hine, Diane Griffiths.

- I. Call to Order. 2:00 p.m.
- II. Approval of Minutes from November 17, 2015 BOD meeting. Minutes approved and accepted.

Insurance presentation done prior to other Board business:

Presentation of HOA insurance policy and recommendation. Jeff Leane, Broker from LaBarre/Oksnee Insurance presented his recommendation for insurance coverage based on his review of our CC&Rs and insurance needs. After researching three companies, he recommended V3/Hiscox and presented an itemized list of coverage for property damage and liability. Directors and officers liability will be insured by Liberty Mutual. Final cost to the association is \$6,396.00 with an effective date of March 1, 2016. Currently we have a history of being claim free which places us in the lowest tier of insurance premiums. Covering more than structural and bare walls (i.e., appliances, cabinets, floor coverings, etc.), as our last policy did, puts us in the position of potential claims for these items and ultimately would impact our insurance standing and placing us in a higher pricing tier should a claim be presented. Clarification of "bare walls" (includes sheet rock and floors) was given and questions from the Board and Homeowners were answered with satisfaction. Homeowners are reminded (if they haven't already done so) to take our CC&Rs into their property insurance representative and determine that they have the correct amount of insurance on their condo. Motion made by Robert Luciani to accept the V3/Hiscox insurance policy (HOA coverage) and Liberty Mutual (D&O coverage) as our insurance carriers, seconded by Peter Waldman, passed unanimously.

III. Reports.

A. President's Report

1. Debbie Robertson has resigned as Treasurer. Robert Luciani has graciously accepted being a Board member until the annual election in March 2016.
2. Pool furniture has been restrapped.
3. Peter contacted M.R. Tanner (Liquid Road) regarding the cracks in the recently sealed Hum Road driveway who responded that the cracks would not be repaired.
4. Current landscaping focus is to cut back or remove plants in the pool area that had been affected by the cool decking resurfacing and in preparation for the pool fence to be repainted. Assessment of additional gravel needs and new plantings have been made and will be added this spring.
5. Please remember that while we encourage items and use of the common areas adjacent to your condo, we ask that you get permission from the BOD first prior to placing those items in the common elements. Thank you.
6. Per the Reserve Study, this year the flat roofs of several of our condos are due to be done. Be aware that a roofing representative will be assessing these roofs.
7. The dumpster on Hum Road is often used by people outside of Las Torres. If you see someone from outside our association using it, please tell them to stop. If there is contact information in the trash, please pass it on to Oasis. It was recommended to put a "no trespassing, private property" sign on the dumpsters for legal recourse.

B. Manager's Report

1. Bid for wood/fascia replacement prior to painting--pending.
2. Bid for pool fence painting--recently assigned task--pending.
3. Communication between Oasis and the BOD has improved, but both parties need to be more concise in their directives. Ongoing.
4. Presentation of work order request and tracking system. When Homeowners and the Board need work done or need a bid on a project, we are to email Oasis/Mary who will make arrangements to get the work done and enter it on a tracking form which will be updated whenever the status of the job changes. A copy of the tracking form will be emailed to Pam on a weekly basis. No work over \$500 or on an individual owner's unit will be performed without approval.

IV. Unfinished Business.

A. Estimate for grey wood replacement. Pending.

B. Estimate for pool fence painting. Pending.

V. New Business.

A. Decision to go to a three member Board and communication with Oasis.

The current BOD, after discussion with our property manager and various Homeowners, have elected to go with a three member Board. Over the last five or more years it has been increasingly difficult to keep a five member Board and with the assistance of our management company, a three member Board is sufficient in the management of Las Torres HOA. Therefore, Pam Dixon is president; Peter Waldmann is vice president and Leigh Tollefson is secretary and treasurer. Signatory responsibility on our bank account is assigned to Peter Waldmann and Leigh Tollefson at the National Bank of Arizona.

A discussion about better communication between our Board and Oasis resulted in suggestions of one topic emails and definite directives to proceed with bids and projects. The work order tracking form will also help us to see the progress of jobs and their completion.

B. Painting--detail windows/screens. Discussion.

Many of the window frames are in need of paint and many of the screens need repair. Suggestions of just detailing the frames to replacing the screens were made. Mary was asked to get bids for presentation at the Annual Homeowners Meeting in March for detail painting and for screen replacement. Since the responsibility for window upkeep is the Homeowner's responsibility, we will determine whether the entire cost will be paid by the Homeowner or whether the HOA can provide partial payment for this work.

C. Sport court maintenance.

Per our reserve study, we should have an annual maintenance contract on our sport court. Since it is not often used and there are some areas that need repair, we asked Mary to get an estimate to fix these areas and elected not to get a maintenance contract.

D. Review of Reserve Study financing recommendations and community presentation at annual meeting.

The three Funding Plans presented in our 2015 Reserve Study with scenarios to increase our capital reserve account were reviewed. Discussion centered around the eventual need to increase monthly assessments in order to cover our capital improvements and maintenance (driveways, roofs, painting, etc.) to avoid any special assessments in the future. A letter will be included with the Annual Meeting ballot mailing asking the Homeowners to review the current Reserve Study funding recommendations for discussion at the Annual Meeting.

E. Discussion of insurance policy. See discussion above.

F. Fence in 500's driveway.

An ongoing problem for Homeowners in the 500 building has been cars turning around in their driveway. One Homeowner suggested placing a fence across a portion of the driveway with a sign stating it's private property, would deter this traffic. With the approval of the three Homeowners in the 500 building, Mary was asked to get a bid for a 3-1/2 foot tall fence of 3 sections with the last section a gate that can be opened and closed for larger vehicle access to be placed at the set back per the town of Carefree. A motion for Mary to get a bid for the fencing and go forward with the work if the bid is \$500.00 or less was made by Leigh Tollefson, seconded by Peter Waldmann with the addition of using Elway Fence Company, passed unanimously.

IV. Housekeeping Items

A. Set dates for next BOD meeting. Pended

IX. Homeowners Forum.

A Homeowner asked that the ownership of a portion of Sundance Trail be an agenda item in a future BOD meeting.

X. Adjournment. 4:10 p.m.

Respectfully submitted,  
Leigh Field Tollefson  
Secretary

**Minutes**  
**2016 Reserve Study Committee Meeting**  
**LAS TORRES HOMEOWNERS ASSOCIATION**

September 16, 2016

10:00am

Unit 401

Owners Present: Leslie Hine, Pam Dixon, Diane Griffith and Debbie Robertson

Conclusions Reached:

1. Send letter to Oasis for information on warranty for asphalt in driveway of building 100.
2. 2017 Projected expenses:
  - \$ 6,000 Asphalt
  - \$1,500 Pool fence
  - \$2,000 Irrigation

Recommendations to Board:

1. Adopt Reserve Study Funding Plan 1 for next two years. Recommend Board to transfer \$2,925 each year from the Operation Reserve Account to the Repair and Replacement Fund (Permanent Reserve Account).
2. Jet pump expense to come out of Repair and Replacement Fund (Permanent Reserve Account).

Submitted by,

Diane Griffith

## Exhibit 2

### Management Report – For the Period Ending October 31, 2016 LAS TORRES ASSOCIATION

#### Miscellaneous Management

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- Scheduled Elrod fencing - completed
- Scheduled for Bocce Ball bids and scheduled
- Sun Screen Bids – Bids received and No action
- Roof inspections done (2 vendors) – Small repair done
- 3 to 4 vendors for pool bids and spa bids- scheduled and received – No action as Moneyworks was asked to do additional bid and completed repairs
- Handyman contractor – Many items complete
- Pool Fence bids – Met contractors and solicited additional bids
  - Not complete?
- Draft Budget to Board in August
- Signs complete and delivered – His Wonderus Works to install Saturday
- Cool Deck Repairs – Done but still has discoloration
- Door Repairs – pending
- Bocce ball court stretching – complete (should be – confirming)
- Painting project – Complete
- 55 + Survey ongoing – missing 3
- Repairs done to common area by handyman and charged back
- Carpet Stain repaired by Painter (visited homeowner initially)
- Sent Sexton to treat Ants
- Termites in #106 handled
- Misc violations handled
- Resignation – Oasis and transition timing

# Las Torres Homeowners Association

## Board of Directors Meeting

### AGENDA

November 4, 2016, 10am, Las Torres Unit 501

#### **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 items after the Board has discussed the item, before the Board takes formal action on that item.*

#### **II. Approval of Minutes**

- A. February, 2016

#### **III. Reports**

- A. President's Report
  - 1. Reserve Study Committee Minutes
  - 2. Irrigation leaks
- B. Manager's Report

#### **IV. Old Business**

- A. Approval of Leslie Hine as Temporary BOD Member
- B. Approval of Money's Worth Pools as vendor for Pool Equipment
- C. Signage
- D. **Repair of 106 common area**

#### **V. Homeowners Budget Roundtable**

- A. Presentation of Draft 2017 Budget
- B. Discussion & Owners Comments

#### **VI. New Business**

- A. Vote on 2017 Budget

#### **VII. Housekeeping Items**

- A. Set date for next BOD meeting

#### **IX. Homeowners Forum**

*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. Please keep your comments as brief as possible so the Board can accomplish the business we need to get done today. Thank You*

#### **X. 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 by a member as a member's representative in writing.*

Las Torres  
Board mtg 1/4/16

<u>owner</u>	<u>Unit #</u>	<u>Signature</u>
DIANE GRIFFITH	503	Diane Griffith
Dan Dixon	401	Pete Dot
Leslie Howe	501	Leslie Howe
LEIGH THOMPSON	402	<present by VIDEOCONF>
Debbie Robertson	301	Silvan Kelenba
Georgia + TOM Demarius	303	Q Demarius

**2017 Budget Proposal**

	Actual 2014	Actual 2015	Budget 2016	Proj. 2016	Budget 2017	Notes
<b>Income</b>						
4010 Regular Assess't Income	\$62,510.00	\$69,524.00	\$69,300.00	\$74,768.00	\$69,300.00	as of 7/2016 (reflects average d/t late 2015 collections)
4015 Repair and Repl. Fund	\$15,600.00	\$13,156.00	\$15,600.00	\$13,156.00	\$15,600.00	as of 7/2016
4020 Operating Reserve Assess't	\$3,900.00	\$3,880.00	\$4,800.00	\$4,048.00	\$4,800.00	as of 7/2016
4035 NSF Fees	\$40.00	\$45.00	\$0.00	\$0.00		
4025 Interest Income - Operating	\$12.75	\$34.00	\$24.00			
4030 Interest Income - Reserves	\$25.58	\$35.00	\$36.00			
<b>TOTAL INCOME</b>	<b>\$82,088.00</b>	<b>\$86,674.00</b>	<b>\$89,760.00</b>	<b>\$91,972.00</b>	<b>\$89,700.00</b>	as of 7/2016
<b>Expenses</b>						
<b>Utility Expenses</b>						
5305 Electricity	\$4,781.01	\$5,561.00	\$5,820.00	\$5,505.00	\$5,900.00	Propose 7.96% increase eff. 7/1/2017 (Proj. 2016 + 8% inc=-5900)
5310 Water - Hum Irrigation	\$968.07	\$1,728.00	\$0.00	\$692.00	\$1,763.00	2% increase+ 2015 Actual Budget
5315 Water - Pool Meter	\$1,965.69	\$2,770.00	\$0.00	\$1,187.00	\$2,825.00	2% increase+ 2015 Actual Budget
5320 Water - Sun Irrigation	\$1,149.27	\$1,397.00	\$6,060.00	\$3,622.00	\$1,425.00	2% increase+ 2015 Actual Budget
5325 Refuse	\$2,432.00	\$3,072.00	\$2,640.00	\$2,745.00	\$2,820.00	no increase noted
5330 Gas	\$3,110.12	\$3,609.00	\$3,204.00	\$3,961.00	\$4,072.00	2.8% increase as of 5/17-Proj2016 amt \$3961 X 2.8%=\$4072 (new pool heaters in 2016 s/b cost effective and \$ amt may be < 2017 budgeted amt.)
<b>TOTAL UTILITIES</b>	<b>\$14,406.16</b>	<b>\$18,137.00</b>	<b>\$17,724.00</b>	<b>\$17,712.00</b>	<b>\$18,805.00</b>	
<b>Maintenance Expenses</b>						
5020 Landscape - Maint.	\$19,380.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	Per contract; this includes free \$6000 termite warranty
5021 Landscape - Improvements	\$820.50	\$2,509.00	\$0.00	\$0.00	\$0.00	new plantings for owners\$/eliminate this line item-combine with line 5030
5022 Pest Control Services	\$1,280.00	\$60.00	\$720.00	\$1,420.00	\$720.00	2016 Exterminating cost overbudget d/t late 2015 charges pd in 2016
5025 Landscape - Irrigation	\$978.42	\$75.00	\$360.00	\$1,043.00	\$200.00	
5026 Tree Trimming	\$114.00	\$2,485.00	\$0.00	\$0.00	\$750.00	2017 bid \$5,510/Mary: use Oper Res's/BOD to get rebid
5027 Trees, Plants - Supplies	\$0.00	\$121.00	\$0.00	\$632.00	\$500.00	replacement plantings
5030 Landscape - Other	\$990.00	\$0.00	\$2,424.00	\$1,306.00	\$500.00	
5035 Repair & Maint. Serv's	\$189.83	\$1,910.00	\$1,872.00	\$1,280.00	\$1,500.00	2016=\$500 for roofing contract + \$156/x5mos (Aug-Dec); 2017 NEW roofing budget line 5040; amt to cover misc. maintenance
5040 Flat Roof Maint.		\$0.00	\$0.00	\$0.00	\$500.00	Progressive Roofing maintenance contract/premium
5045 Pool-Contract	\$3,202.09	\$2,633.50	\$3,660.00	\$3,861.00	\$3,750.00	2.46% increase as of July 2016
5050 Pool Supplies	\$816.40	\$775.00	\$1,236.00	\$1,062.00	\$1,000.00	actual 2016 supplies/chem=\$1018 overbudget d/t 2015 late charges
5055 Pool Repairs	\$1,488.51	\$390.00	\$0.00	\$350.00	\$300.00	2016-\$850 tile replacement on spa dam
<b>TOTAL MAINTENANCE</b>	<b>\$31,703.70</b>	<b>\$34,958.00</b>	<b>\$34,752.00</b>	<b>\$34,954.00</b>	<b>\$33,720.00</b>	

## 2017 Budget Proposal

	Actual 2014	Actual 2015	Budget 2016	Proj. 2016	Budget 2017	Notes
<b>Administrative Expenses</b>						
5400 Insurance	\$4,730.00	\$5,915.00	\$5,940.00	\$6,386.00	\$6,400.00	2017 possible insurance premium increase?
6015 Postage	\$345.74	\$89.00	\$180.00	\$180.00	\$180.00	
6020 Printing/Copying	\$399.65	\$4.00	\$0.00	\$0.00	\$0.00	
6025 Office Supplies	\$119.30	\$4.00	\$0.00	\$0.00	\$0.00	
6035 Coupon Books	\$151.00	\$27.00	\$0.00	\$0.00	\$0.00	
6040 Management Fees	\$5,940.00	\$7,748.00	\$7,500.00	\$7,500.00	\$8,400.00	12% inc
6041 Administrative Fees	\$147.00	\$76.00	\$0.00	\$0.00	\$0.00	
6045 Website	\$615.17	\$35.00	\$0.00	\$0.00	\$0.00	
6050 Legal Fees	\$2,500.00	\$2,252.00	\$2,004.00	\$150.00	\$1,000.00	(50.10%) decrease
6085 Permits & Licenses	\$505.00	\$505.00	\$504.00	\$495.00	\$495.00	
7015 Taxes - Income State	\$50.00	\$50.00	\$96.00	\$50.00	\$50.00	
7020 Accounting/Audit Serv's	\$500.00	\$1,250.00	\$600.00	\$750.00	\$750.00	
7025 Taxes - Real Estate	\$0.00	\$46.00		\$0.00	\$0.00	
7030 Reserve Study update	\$0.00	\$750.00	\$0.00	\$750.00	\$0.00	
<b>TOTAL ADMINISTRATIVE</b>	<b>\$16,983.96</b>	<b>\$18,751.00</b>	<b>\$16,824.00</b>	<b>\$16,261.00</b>	<b>\$17,275.00</b>	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$63,094.00</b>	<b>\$71,846.00</b>	<b>\$69,300.00</b>	<b>\$68,927.00</b>	<b>\$69,800.00</b>	
<b>NET OPERATING INCOME</b>	<b>\$18,994.51</b>	<b>\$14,828.00</b>	<b>\$20,460.00</b>	<b>\$23,045.00</b>	<b>\$19,900.00</b>	
8010 Repair & Repl. Contr'i'n	\$15,600.00	\$14,565.00	\$15,600.00	\$13,156.00	\$15,600.00	
8015 Operating Res. Contr'i'n	\$3,900.00	\$4,357.00	\$4,860.00	\$4,048.00	\$4,800.00	
8020 Reserve Interest	\$25.58	\$9.00	\$0.00	\$0.00	\$0.00	
<b>TOTAL RESERVE</b>	<b>\$19,525.58</b>	<b>\$18,930.00</b>	<b>\$20,460.00</b>	<b>\$17,204.00</b>	<b>\$20,400.00</b>	
<b>BALANCE</b>	<b>-\$531.07</b>	<b>-\$4,102.00</b>	<b>\$0.00</b>	<b>\$5,841.00</b>	<b>-\$500.00</b>	2016 projected balance is+ d/t late 2015 collections
<b>DUES BREAKDOWN</b>	<b>\$2,014.00</b>		<b>\$2,016.00</b>		<b>\$2,017.00</b>	
Reglar Assessment Income	\$210.00		\$231.00		\$231.00	
Repair & Repl. Fund Assess't	\$52.00		\$52.00		\$52.00	
Operating Reserve Assess't	\$13.00		\$16.00		\$16.00	
<b>TOTAL</b>	<b>\$275.00</b>		<b>\$299.00</b>		<b>\$299.00</b>	