

MEETING MINUTES
Las Torres Homeowners Association
Board Of Directors Meeting
Tuesday, January 22, 2019@ 1:00 pm
Carefree, AZ Fire Hall Community Room

ATTENDANCE:

Board of Directors:

- Leigh Tollefson, President (*Present*)
- Pam Dixon, Vice President (*Present*)
- Debbie Robertson, Treasurer (*Present*)
- Pam Kalter, Secretary (*Present*)
- Michael Moore, Member at Large (*Present*)

Las Torres Homeowners:

- #101 - Robert Luciani
- #101 - Bob & Leigh Tollefson
- #301 - Debbie Robertson
- #302 - Jack & Pam Kalter
- #401 - Pam Dixon
- #503 - Diane Griffith
- #504 - Michael Moore

I. Call to Order

HOA Board President Leigh Tollefson called the meeting to order promptly at 1:00 pm.

II. Approval of Minutes from November 13, 2018 BOD meeting:

Motion to accept the Minutes as previously reviewed by the Board made by Debbie Robertson.

Motion was Seconded by Pam Kaffer

Vote: unanimously approved

III. Reports

A. **President's Report** (*Please see attached*)

- **Final phases of Electrical Improvements near/behind Unit #501**
Conduit replaced by APS + subcontractor POI
Century link confirmed boxes are viable for telephone services & organized them
Subcontractor landscaper cleaned paint markers on driveway and replaced plant removed during above job - plant will be positioned on LT grounds by Landscape Committee
- **Tile Roofs**
As of January 17, 2019, Progressive Roofing has completed repairs for reported leaks
More updates covered under Old Business today
- **Break from Kachina Management**
Separation has been challenging - multiple requests to correct balance sheets, answer questions regarding admin charges, scheduling appointment to pick up documents and funds have been ignored or rescheduled. On January 16, a small group from Las Torres went to Kachina to retrieve documents and funds. Currently, we are in the process of determining missing items.
- **Chairs for Sports Court and Community Circle furniture**
Chairs stored behind the shed have been cleaned, and re-purposed for the Sport Court use. Community Circle furniture has been cleaned and painted giving a refreshed look.
- **Wild animal sightings**
Notices have been sent in recent months regarding sightings of a mountain lion and 3 very large coyotes in close vicinity to Las Torres. Caution for attention to surroundings.

- Storage Shed
Proposal from Maintenance and Landscape Committees Chairpersons to use the shed for storage of tools and supplies. Note that the shed also holds the LTHOA documents and history which require being securely locked. Two file cabinets are used to store hard drive copies of meeting notes and pertinent documents, plus many unscanned documents. File cabinet locks have been ordered to secure these items, and therefore, making the shed multifunctional.
- General Common Elements
All letters informing residents about use and governance of the GCE have been delivered - almost all identified corrective actions have been complied.
Note: post-meeting inspection determined that all have been complied as of 01-28-19

B. **Treasurer's Report** *(please see attached)*

- Kachina Management box of items collected reviewed. Unit folders will be made digital. December financials still missing-funds not ready-Mark unavailable - Kelly emailed copy of funds check with all funds blended - certified letter till end of week.
- January monthly bills paid including some unpaid from December. Remaining expenditure of \$1700 transfer to reserve accounts for January contributions
- Pending receipt of invoice from Tree Doctors trimming
- Maricopa County Property Tax: changed address online - paid past due tax Sport Court
- Arizona Corporation Commission: created Ecorp account online - changed contact info, board info, and director info
- Attorney Mark Saul will serve as state agent - changed Statutory Agent info on ACC
- Mailing address changed for vendors - contractors, etc.
- Insurance agent contacted - management changed, address updated, board member info changed... will follow up on policy renewal
- Accountant contacted regarding management change...
Does not handle self managed HOA - will need to find a new accountant
- National Bank of Arizona NBAZ - accounts opened- info updated - debit cards ordered for HOA President and Treasurer
- Utilities set up for AutoPay - completed gas, water - changed contact info
- QuickBooks set up

C. **Landscape Committee Report** *(please see attached)*

- Landscape Committee ShortTerm/LongTerm plan created about one year ago...
15 focused areas- nearly all has been accomplished except 2 areas:
1. Sundance Hill - "Lawns by Les" is process of proposals to improve this area
2. Hum Road (south side, top area of the "wash"-most challenging area - on hold
- Lawns by Les for gravel/river rock contract received and signed with deposit check sent
- Annual trimming in February - several LT plants have been "kissed" by recent frost.
- List of LT homeowner requests for specific landscaping- set for February
- Policy method of contacting Landscape Committee with landscape concerns then Jack as Chairperson or Michael will communicate information through proper channels-efficient method... works well for Lawns by Les and Las Torres
- Shout out to Las Torres homeowners for pre-arrival preparations for Tree Doctors
- Olive Trees have been trimmed/fertilized - spraying scheduled for February
- Mexican Palm Trees on schedule for June
- Joint meeting for Landscape Committee/Maintenance Committee - Monday 01-28-19

D. **Maintenance Committee Report** *(please see attached)*

- Irrigation - many site leaks have been fixed - more work to do - irrigation off now
Monday Morning Work-site maps printed to document watering zones for future use
Looking for new main lines for the Oleanders... Tools/supplies will be stored in shed.

- Bocci Ball Court - Meeting on Monday to discuss repairs. Paul getting bid/advice. At Las Torres BOD Meeting on 9-19-17 approved \$2500 for update/repairs-not used yet
- Pool Heating Option - Paul has idea for auxiliary method of heating the pool with minimal upfront investment, virtually free from there on. Circulating pool water through black plastic ABS coil 1 ½" x 100-200 ft. on top of pool house to absorb heat of the sun. Further research will be conducted.
- Gutter Repairs - Getting 3 bids on repair of gutter systems that slant away from drain end versus slanting toward the downspouts. Also cleaning at the same time.
- Lighting - Motion light installed at 504 stairway- another set to install at 503 this week
Reminder report any light bulb replacements/maintenance to LasTorresHOA@outlook.com
- Monday Morning Maintenance - plans to address/repair small site issues weekly or biweekly- include irrigation, minor paint, etc.

IV. Old Business

- A. Spa updates - Coral Pools contract received, signed and deposit check sent. Permits application sent to Maricopa County in December before Christmas - County is 4-6 weeks for approval. Once received, then Coral Pools will schedule - another 4-6 weeks... Approximately, end of February- early March. Discussion included once notified of Maricopa County permits received - requesting Coral Pools scheduling spa updates for mid-late April to accommodate winter residents/renters use of pool.
- B. Roofing repairs and flat roofs - According to Reserve Study, Flat Roofs due this year. Bidding process - Progressive Roofing original bid \$6149... waiting for update bid.
- C. Trash enclosures - Fire Pit Updates - Bid received last April is no longer valid, contractor is crazy busy and can no longer take on our project... but did recommend another masonry contractor- met with Phil on January 14th -viewed sites, took measurements... will provide bid with updates as soon as possible

V. New Business

- A. Schedule termite inspections--include crawl spaces - Arizona Termite inspection of 25 Las Torres homes interiors at \$10 per home for total of \$250 being scheduled. Homeowners will be notified of specific dates/times ... Wednesday 02-20-19 & Thursday 02-21-19
- B. Gutter clean outs/gutter repair - Maintenance Committee Chairperson covered in report
- C. 55+ age verification, proof of insurance, emergency contact information - Recordkeeping, Requirements, and process discussed. Forms sent to homeowners on 01-25-2019
- D. Oversight Committee - Consideration for transparency due to going self-managed. Two homeowners have volunteered. After much discussion, creation of this committee tabled for 6 months to determine necessity, as self-management process continues.
- E. Website: Creation of website will be by Pam Kaffer, Las Torres HOA Board, Secretary
Maintenance of website will be monitored by Michael Moore, Las Torres HOA Board, Member at Large and Georgia Demarias, Las Torres homeowner. Suggested items to include: notices, Meeting Minutes, Treasurer's Report, newsletter, other items of communication to homeowners.
Motion to approve up to \$200 for securing Las Torres domain for the website made by Debbie Robertson.
Motion was Seconded by Michael Moore
Vote: unanimously approved

F. **Revise: Notice of Violation Procedure and Assessment Delinquency Procedure**

Discussion included handouts of drafts of revised notices. Need time to review and will discuss at Las Torres HOA Board meeting @ later date: Wednesday January 30

G. **Newsletter giving meeting updates and happenings of the association**

Michael Moore will create newsletter for communication with homeowners regarding social events, Las Torres news, and items of interest

H. **2019 Annual Meeting • call for nominees. location**

Tuesday March 12, 2019 5:00pm - 6:30 pm @ Venues Cafe, Carefree, AZ
Spread the word to consider having dinner at Venues with neighbors and friends

VI. **Homeowners Forum**

- No homeowner discussion occurred

VII. **Adjournment**

There being no further business of LTHOA Board at this time, President Leigh Tollefson called for a motion to adjourn.

- Motion to Adjourn the January 22, 2019 LTHOA Board meeting @ 3:05 pm was made by Debbie Robertson.
- Motion was Seconded by Michael Moore.
- unanimously approved
- President Leigh Tollefson declared the meeting adjourned at 3:05 pm

Respectfully Submitted on January 28, 2019,

Pam Kaffer
Las Torres HOA Board, Secretary

Las Torres Community, Carefree, AZ — HOA Meeting ATTENDANCE ... January 22, 2019

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

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	<i>Debbie Robinson</i>	
# 302 — Jack & Pam Kaffer	<i>Jack Kaffer</i>	<i>Pam Kaffer</i>
# 303 — Tom & Georgia Desmarais		

Las Torres Building 400's	SIGN-IN... Signature	SIGN-IN... Signature
# 401 — Pam Dixon	<i>Pam Dixon</i>	
# 402 — Kelly & Lynn Storka		
# 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	<i>Diane Griffith</i>	
# 504 — Sherman Agins & Michael Moore	<i>Michael Moore</i>	
# 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		

AGENDA

Tuesday, January 22, 2019 1:00 pm
Carefree Fire Hall Community Room

I. Call to Order

NOTE: This is a LTHOA Board of Directors meeting. LTHOA Owners may participate only during 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 November 13, 2018 BOD meeting.

III. Reports

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

IV. Old Business

- A. Spa upgrade
- B. Roofing repairs and flat roofs
- C. Trash enclosure

V. New Business

- A. Schedule termite inspections--include crawl spaces
- B. Gutter clean outs/gutter repair
- C. 55+ age verification, proof of insurance, emergency contact information
- D. Oversight Committee
- E. Web site
- F. Revise: Notice of Violation Procedure and Assessment Delinquency Procedure
- G. Newsletter giving meeting updates and happenings of the association
- H. 2019 Annual Meeting - call for nominees, location

VI. 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.

VII. 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.

LAS TORRES HOMEOWNERS ASSOCIATION
PRESIDENT'S REPORT
January 22, 2019
Board of Directors Meeting

1. Conduit at Unit 501 has been replaced by APS and their subcontractor PDI Construction. Century Link came out and replaced the telephone cables into the boxes that had been opened in the process. Per Century Link, those boxes and cable cannot be removed as they are still viable for telephone service. A subcontracted landscaper has cleaned off the paint marks on the driveway and provided a plant which replaces the one that was removed during the job. That plant will be put somewhere on the grounds.

2. Tile roofs - I've been working since the monsoons with Progressive Roofing to address the various leaks reported in the association. As of January 17, the reported leaks in the tile roofs have been repaired. More updates will be covered under Old Business today.

3. Break from Kachina. This separation has been challenging. Multiple requests to correct balance sheets, answer questions about administrative charges and set up appointments to pick up our documents and funds have been ignored or rescheduled. On January 16, a small group of us went to Kachina to retrieve our documents and funds. We are currently in the process of determining missing items. I want to thank Debbie for her vigilance and focused attention at following up with Kachina.

4. Chairs for the sport court. Kaffers have taken the time to assess the patio chairs previously purchased for the pool (now stored behind the shed) and have cleaned up the more viable ones and placed them on the sport court for use there. Thanks to the Kaffers for taking useful, unused commodities and putting them back into usefulness. Along the same lines, Kaffers have spray painted the iron furniture in the driveway circle and given them a refreshed appearance.

5. Wild animal sightings. We've sent out a couple of notices in the last few months regarding the sighting of a mountain lion and 3 very large coyotes in our close vicinity. Please be extra attentive to your surroundings when out walking, especially if you are walking a dog.

6. Shed. There is a proposal from the Maintenance and Landscaping Committee Chairs to use the shed for storage of some tools and irrigation supplies. The shed also holds the association documents and history which require being securely locked up. Pam Dixon and I made an effort a few years ago to scan a majority of the meeting notes and pertinent documents onto a hard drive, but many documents remain unscanned. There are two file cabinets in the shed that we will use to store our documents and we have ordered file cabinet locks to secure them so the shed can be multifunctional.

7. GCE. All the letters informing the residents about the use and governance of the General Common Elements have gone out and almost all who we've asked for corrective action have complied. If there is any question or concern regarding this common area we all share, please ask any Board member or refer to your copies of the CC&Rs and Architectural Guidelines.

Respectfully Submitted,

Leigh Field Tollefson
President
Las Torres Homeowners Association
Board of Directors

LAS TORRES HOMEOWNERS ASSOCIATION
Treasurer Report January 2019

Current Balances including pending funds from Kachina 1.22.19

NBAZ Checking	\$7,272.70
NBAZ RR Reserve	\$147,061.21
NBAZ Ops Reserve	\$16,787.35
Past Due Balance	\$110.00
Prepaid Assessments	\$4,167.00

In Process:

12/2018: Down Payment on Spa Upgrade paid from RR Reserve	\$3,200.00
1/2019: Down payment on landscape rock paid from Operating	\$1,000.00

Expenses:

All January monthly bills have been paid including some unpaid December bills
Remaining expenditure: \$ 1,700 transfer to reserve accounts for January contribution
Pending receipt of invoice for Tree Doctors trimming

Other:

Maricopa County Property Tax: changed address online and paid past due tax bill for sport court
Arizona Corporation Commission: created Ecorp account online and changed contact info, board member info and director info
Attorney Mark Sahl will be our stat agent and changed Statutory Agent info on ACC
Changed mailing address for vendors
Contacted insurance agent regarding management change, address change, board member change
Will follow up on policy renewal
Contacted accountant regarding management change. They do not handle self managed hoa's
Will need to find new accountant
NBAZ accounts opened. Account info updated. Debit cards ordered for Leigh and myself
Set up utilities for auto pay: completed gas, water. Change contact info.

LAS TORRES HOMEOWNERS ASSOCIATION
2018 Banking Adjustments-YEAR END

These are corrections I will need to make to the Reserve Accounts for missing contributions Kachina failed to make and reimburse for Ops money they used to cover overdrafts from Biltmore account when all the deposits went into the Parkway account.

2018 Adjustments to the OPS Reserve	
Missing Contributions Oct-Dec	\$1,200.00
Already transferred to open min balance account	(\$600.00)
Replace Kachina Sept-Oct withdrawals to cover Biltmore Overdrafts	\$6,000.00
Total to be moved from NBAZ Checking to Ops Reserve 2018	\$6,600.00
2018 Adjustments to RR Reserve Account	
Missing Contributions Nov-Dec	\$2,600.00
Total to be moved from NBAZ Checking to RR Reserve 2018	\$2,600.00

Kachina sent one cashiers check for the total of the Checking and Ops reserve accounts without a breakdown. I reconciled and broke down as follows.

Funds received from Kachina to deposit to checking		
	\$22,690.60	
Transfer to Ops Reserve for missing contributions and reimburse	(\$6,600.00)	
Transfer funds from close of Parkway Ops Acct from Kachina	(\$9,587.35)	(\$16,187.35)
Transfer to Ops Reserve for missing contributions	(\$2,600.00)	
Balance for Checking Account - Operating	\$3,903.25	

Following are Reserve account balances (after corrections) beginning and end 2018:

RR Reserve 2018	
Beginning Balance 2018	\$134,609.54
Contributions 2018	\$15,600.00
Interest	\$51.67
Expenditures: Down payment Spa	(\$3,200.00)
Balance end 2018	\$147,061.21
OPS Reserve 2018	
Beginning Balance 2018	\$11,959.67
Contributions 2018	\$4,800.00
Interest	\$27.68
Expenditures	\$0.00
Balance end 2018	\$16,787.35

Note: some of these contributions as noted above were caught up and transferred in 2019

Tuesday, January 22, 2019

Las Torres Community HOA Meeting- Landscape Committee Report

- **Landscape Committee Members (volunteers)**

Jack Kaffer, Chairperson
Paul Archibald
Tom Desmarias
Robert Luciani
Michael Moore
Debbie Robertson, HOA Board- representative
Bob Tollefson
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 was to develop a Short Term/Long Term Action Plan
With 15 focus areas for improvements and Priority List created... a monumental task!
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**

The finalized contract for gravel and river rock installation, has been signed by the HOA Board and returned.... Next step is to receive a specific date on their calendar. As soon as received, information will be shared with Las Torres Home Owners

Sundance Hill improvements options are being explored after meeting with Les Proposals **will** be sent to Las Torres Landscape Committee

Several Las Torres plants have been "kissed" by the recent frost. The annual trimming/pruning, etc **will** be sometime in February/March. •. since there is still the danger of another frost and that time frame closer to "spring" will provide the opportunity for the plants to rejuvenate ... rather than looking like "sticks" for 2 months

There is a list of Home Owners' requests for specific plants for trimming, pruning, transplanting, removal, staking, etc. Individual HO have been informed of specific progress.

1. Continue to send these types of specific concerns/requests to the Landscape Committee... these areas will be inspected by the 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 Tree Doctors**

Big Shout Out goes to all the Las Torres Home Owners for taking the initiatives to prepare for the January 14 & 15 tree trimming/pruning. The process was professionally completed in large part due to everyone pitching in for the pre-arrival preparations. Olive Trees have been trimmed. Spraying is scheduled for February Mexican Palm Trees have been scheduled for June

- Now that all Landscape Committee members are in residence at Las Torres, A committee meeting will be scheduled within the next two weeks.

Respectfully submitted,

Jack Kaffer,
Las Torres Landscape Committee Chairperson 2019

Maintenance Team Report for BOD meeting 1/22/2019

Maintenance Team Members are: Michael Moore, Robert Luciani, Tom Demarias , Paul Archibald, Jack Kaffer and Bob Tollefson, Chairman

Irrigation Many of the site irrigation leaks have been repaired, we still have more work in this regard. Irrigation is off at this point, but will be starting probably this week some time. We will be returning the watering schedule to daytime for the winter to better identify leaks.

We had some site print copies made up to mark up and document the watering zones for future use.

Locking bars have been ordered to lock up the HOA file cabinets in the shed. This will allow non-BOD people to have access to maintenance tools and supplies we will be storing in the shed. Those locking bars should be in and installed this week.

We are looking at new main lines for irrigating the Oleanders, and will be looking at late February or early March to move forward on that so the heat of the sun can help with the pliability of the lines. We are also looking at replacing some of the control valves in the system.

Bocce Ball Court Still need to address the sport court Bocce Ball court repairs, will be having a meeting with the maintenance team this month. Paul indicated he has a friend that installs them so we can get some advice/bids on getting it repaired properly. At the BOD meeting on 9/19/2017 the Board voted to spend \$2500 for the update/repair of the bocce ball court which has not been expensed as yet.

Pool Heating Option Paul has a great idea on an auxiliary method of heating the pool that would consist of a minimal up-front investment and virtually free from there on. The idea is circulating the pool water through black plastic pipe coils that absorb the heat of the sun and thereby heating the water as it flows through. It is a great idea and we will be getting more details for a proposal to the board. This would reduce the gas water heating costs.

Gutter Repairs We are getting bids on someone to come on site to repair our gutter systems. The problem is the gutters slant away from the drain end vs. slanting towards them to discharge the water. How this ever happened is beyond us, but it needs to be fixed. We plan on having three bids to present to the board for consideration on moving forward on these repairs. We can look at cleaning them at the same time. Plans are still to set up a Monday morning maintenance meeting to address/repair small site issues on a weekly or bi-weekly basis. This would include irrigation issues, minor paint issues, etc.

Lighting We installed a motion light at 504 stairway, will install another at 503 this week. Reminder to report any light bulbs needing replacement or any other maintenance requests/reports to LasTorresHOA@outlook.com.

Bob Tollefson, Maintenance Chairman