

FINAL MINUTES  
LAS TORRES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Monday, August 19, 2019 5:00 pm  
Carefree Fire Hall Community Room

ATTENDANCE

Board of Directors:

President - Leigh Tollefson  
Vice president - Michael Moore  
Treasurer - Debbie Robertson  
Member at large/oversight - Sunny Wong (via cell phone)

Homeowners present:

Steve Searle 202  
Warren Robertson 301  
Pam Dixon 401  
Leslie Hine 501  
Mike Cresta & Tracy Barry 602 (via cell phone)  
Kris Strike 603

- I. Call to Order at 5:02 pm by the president and included the announcement that today's meeting was being recorded.
- II. Homeowners Forum  
  
Mike and Tracy inquired about the following: Requested copies of the last Board meeting Minutes, inquired about violation notices, asked about doing an audit and the last time one was done and when the vacant Board position would be filled.
- III. Approval of Minutes from May 3, 2019 BOD Meeting. **Motion to approve by Michael Moore, seconded by Debbie Robertson, passed unanimously.** Minutes will be posted on the website.
- IV. Housekeeping
  - A. Code of Conduct. Code of Conduct was signed by all members of the Board and will be posted on the website. Going forward, all committee members will be asked to sign this code.
- V. Reports
  - A. Treasurer's Report: Attached to these Minutes. All financials will be posted on the website.

- B. Landscape Committee Report: No report was submitted due to Jack Kaffer's resignation as of today's date. His resignation is attached. We are grateful for the work he's done in helping to keep Las Torres beautiful. Pending the assignment of this position, the Board will be the contact for Lawns by Les.
- C. Maintenance Committee Report: submitted by Bob Tollefson, read by Leigh Tollefson and attached.
- D. Rodent Trap Report - current process/options: Leslie Hine agreed to work with Michael on research of possible alternatives. They will report at the next meeting. Rodent Trap Report tabled until the next meeting.

## VI. Unfinished Business

- A. Website Update. Thank you to Pam Kaffer and her son who did the initial design and layout. At the time of her resignation, it was a blank canvas. Debbie has been uploading the Association documents. To date, we have paid \$400 for our domain name. Debbie has requested the Board to provide categories in the Board of Directors portal. Our Association CC&Rs, Bylaws and Reserve Study are under the Guest tab for non residents to access. Homeowners will be emailed website registration information this week. We are looking forward to having people get on the website and checking it out.
- B. Investment Options - Sunny reported that the Feds had reduced interest rates about a week ago and there are no viable investment opportunities that would yield any significant return. Online slightly higher rates are available, but are offered by unknown and not well documented banks and are not worth the risk. At this time the Board will table this option to be revisited when better and safe rates are available.
- C. Sport Court - Survey Results. (attached) Michael presented the survey results. A Board created survey was emailed out to the Homeowners twice to gain input and direction. Fifteen out of 25 surveys were returned. Results on importance were evenly distributed: 5 very important, 5 marginally important and 5 not important. Nine of the 15 respondents said no to a special assessment. Activity most wanted-- bocce ball, least wanted-- dog run. According to survey results, any changes made in the sport court will have to be within the budget available. Any special assessment will have to be approved by 2/3 of the Homeowners.  
  
Sport court plans tabled pending legal research results of the Town of Carefree's permitted changes, reviewing the Arizona Revised Statutes and Association documents.
- D. Rental Resolution/Renters Registration Form - (attached and on the website) The form has been updated from the old registration form and incorporates the

requirement by HUD to maintain the 55+ status. **Motion to approve the form made by Debbie Robertson, seconded by Sunny Wong and passed unanimously.**

VII. New Business

A. New plants - behind 202 and 203/other landscape or irrigation items.

- Prior to his resignation, Leigh sent an email to Jack Kaffer, Landscape Chairman inquiring about the status of our irrigation issues over the summer and asking him to contact Lawns by Les regarding some areas that need trimming/work.
- With his resignation and the lack of clarity on repairing our irrigation issues, Lawns by Les will handle any irrigation problems in the future.
- Homeowners are asked to contact LastorresHOA@outlook.com for any landscaping or irrigation problems and the message will be passed on to the landscape company.
- The Board will be the contact for Lawns by Les and Michael Moore will work with them when they are here during the week.
- Lawns by Les will not take any orders or direction while they are working. All communications must be emailed to them by the Board.
- The Board is grateful to both Jack and Robert Luciani for all their work and efforts in both areas over the summer and helping to keep Las Torres looking beautiful.

B. FHA certification. Sunny presented information on certification. Sunny and Deb reported:

- The cost is about \$1000 depending on complexity of the certification.
- Can take from 1-3 months.
- There are no FHA approved properties in Carefree, one in Cave Creek (Dove Valley), and approximately 156 in the general Phoenix area.
- It allows potential buyers to purchase a unit with a 3.5% down payment and a 500 credit score.
- Certification requires submitting HOA documents, financials and an inspection of the property which must have a 50% occupancy of full time owners.
- FHA certification is necessary for anyone applying for a reverse mortgage.
- Michael suggested the that we survey the Homeowners on their preference before we vote.

**After discussion, a motion was made to forego pursuit of FHA certification at this time by Sunny Wong and seconded by Debbie Robertson. Vote passed 3-1 with Michael casting the nay vote.**

C. 2020 Budget - Preliminary planning.

1. Anticipated 2020 expenses.

- Debbie will be creating a draft budget based on the 2019 budget to include 2020 anticipated increases.
- Leslie Hine volunteered to assist in the budget process.
- The Budget Committee will meet sometime in September or October.
- A decision on a November Budget Meeting was put on hold until the 2020 Budget Committee meets.
- Homeowners Budget Ratification Meeting tentatively in December.

2. Call for a Budget Committee. **Motion to call for a 2020 Budget Committee made by Debbie Robertson, seconded by Michael Moore and passed unanimously.** An email notification asking for volunteers will be sent out to all Homeowners.

VIII. Adjournment. **Motion to adjourn made by Debbie Robertson, seconded by Michael Moore and was unanimous.** Meeting adjourned at 6:43 pm.

Respectfully submitted,

*Michael Moore*

*Sunny Wong*

Michael Moore, Vice President and Sunny Wong, Member at Large/Oversight acting in the role of Secretary



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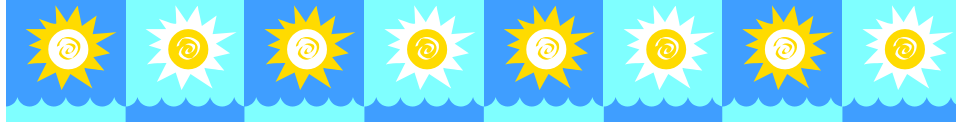
LAS TORRES HOMEOWNERS ASSOCIATION  
a 55+ Community

BOARD OF DIRECTORS MEETING

Monday, August 19, 2019 5:00 pm  
Carefree Fire Department Community Room

Please come and join us for the August Board meeting. The draft agenda is below. Your comments and discussion are always welcome. In fairness to all our Homeowners please remember, the Board cannot make a decision on anything unless it is included on the agenda. At this time, we are asking that if you have an item you would like on the agenda, please send to [Lastorreshoa@outlook.com](mailto>Lastorreshoa@outlook.com) by Sunday, August 11. A final agenda will be sent out at least 48 hours prior to the August 19 meeting.

Thank you,  
Las Torres Board of Directors



**LAS TORRES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AGENDA  
Monday, August 19, 2019 5:00 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 Housekeeping, Homeowners Forum and Unfinished 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 presiding Director.

**II. Homeowners Forum**

**III. Approval of Minutes from May 3, 2019 BOD Meeting**

**IV. Housekeeping**

- A. Code of Conduct - signing by Board

**V. Reports**

- A. Treasurer's Report
- B. Landscape Committee Report
- C. Maintenance Committee Report
- D. Rodent Trap Report - current process/options

**VI. Unfinished Business**

- A. Website Update
- B. Investment Options
- C. Sport Court - Survey Results
- D. Rental Resolution/Rental Registration Form

**VII. New Business**

- A. New plants - behind 202 and 203/other landscape or irrigation items
- B. FHA certification
- C. 2020 Budget - Preliminary planning
  - 1. Anticipated 2020 expenses
  - 2. Call for Budget Committee

**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.

LAS TORRES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Monday, August 19, 2019 5:00 pm  
Carefree Fire Department Community Room

SIGN IN SHEET 1 of 2

Unit Number and Name	Signature
101 Luciani	
102 Sternthal	
103 Wong	<i>Danny Wong via phone</i>
104 Verhelst	
105 Rerich	
106 Tollefson	<i>A. Tollefson</i>
201 Swete	
202 Searle	<i>Stephen R. Searle</i>
203 Salinas-Hayes	
204 Vaughn	
301 Robertson	<i>Warren &amp; Abbie Robertson</i>
302 Kaffer	
303 Desmarais	

LAS TORRES HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Monday, August 19, 2019 5:00 pm  
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SIGN IN SHEET 2 of 2

401 Dixon	<i>P. Dixon</i>
402 Storla	
403 Daley	
501 Hine	<i>Hine</i>
502 McFadden	
503 Griffiths	
504 Moore	<i>Michael Moore</i>
505 Ray	
601 Archibald	
602 Cresta/Barry	<i>Mike &amp; Nancy via phone</i>
603 Strike	<i>KPS</i>
604 Simons	

LAS TORRES HOMEOWNERS ASSOCIATION

**Treasurer Report**

**8.19.19 Board Meeting**

Balances:

NBAZ Checking	\$5,394
NBAZ Ops Reserve	\$12,574
NBAZ R&R Reserve	\$142,131
<b>Total</b>	<b>\$160,099</b>

Past Due Assessments: \$100

Prepaid Assessments: \$1,032

July Income(Loss) \$920

2019 YTD Income(Loss): (\$228)

May-July Reserve Expenses/Contributions

R&R Reserve Contribution	\$3,900
Ops Reserve Contribution	\$1,200
Reserve Expenditures	
Ops Reserve	\$7,000 Trash Enclosure
RR Reserve	\$1,940 Trash Enclosure
	\$3,370 Spa Work
	\$1,470 Firepit

2018 Tax Return and Compilation

Completed and filed \$1,100

New accountant: Paul Hansen

Butler Hansen

previous accountant did not work with self managed

Butler Hansen recommended by our attorney

SW Gas Deposit: \$1600 paid in April 2017 for Kachinas failure to pay bill timely

Was to be be refunded in April of this year but Kachina was again in arrears in 2018

It will now be refunded in April of 2020. Bill is set up on auto pay.

Interest payment credit: \$129.21 applied to balance July and August

Reserve Study : Sent request for information and proposal to Capital Reserver Analysts

Budget consideration for 2020

Submitted by: Debbie Robertson

Treasurer

Las Torres Landscape Chairperson — resignation — effective immediately  
Jack Kaffer <eagle6699@msn.com>  
Mon 8/19/2019 12:50 PM  
Las Torres Homeowners

Effective immediately today, August 19, 2019 @ 10:30 am, I am resigning as the Las Torres Landscape Chairperson. For the past year and a half, please know that In this capacity, I have remained focused to ensure that Las Torres was a beautiful place to live for all of us. In addition, I have made every effort to be a role model of being a good neighbor in this community by addressing landscape concerns, but also when a homeowner needed support or a hand with a situation.

It has indeed been a pleasure to get to know the homeowners of Las Torres.

Sincerely,

Jack Kaffer  
Las Torres #302

## **Maintenance Team Report for BOD meeting 8/19/2019**

**Irrigation** Site irrigation leaks continue to haunt us through summer. Jack and Robert have been diligent in making repairs. This is and will be an on-going maintenance issue.

**Gutter Cleaning and Repairs** Getting bids for cleaning and repairing our gutter systems is on hold until January.

**Flat roof maintenance** This winter the maintenance team will be cleaning and inspecting these roofs in accordance with our 5 year warranty.

**Trash Enclosure** The trash enclosure down by Sundance entrance and gate install on the Hum Road trash enclosure have been completed.

**Fire Pit stonework** The fire pit stonework has also been completed.

**Lights along sport court and stairway to gulch** have been installed.

**Maintenance coordination in my absence** Warren Robertson has agreed to watch and coordinate maintenance activities for the summer/fall seasons. All maintenance requests should still take the normal request path. Send requests to [LastorresHOA@outlook.com](mailto:LastorresHOA@outlook.com).

Reminder to report any light bulbs needing replacement or any other maintenance requests/reports to [LasTorresHOA@outlook.com](mailto:LasTorresHOA@outlook.com).

Bob Tollefson, Maintenance Chairman

|  
**Las Torres HOA  
Sport Court**

**Survey Report**

**7/22/2019**

## **Background & Purpose**

The Las Torres bocce ball court has needed repairs for some time. In 2017 money was set aside for its repair. This repair was not given priority due to the need for other more pressing Association repairs and updates. Since that time, additional needed repairs to the sport court have been discovered.

Recently an owner has shown initiative in investigating how the sport court might be repaired and improved. This has generated some interest among other residents and has been brought to the attention of the Board. Before expending more time in planning in greater detail such updates, the Board felt it appropriate to survey all owners of our community for any additional ideas as well as interest in some of the current ideas.

The Board thanks the respondents for giving their input on this issue so that the Board may be better able to provide direction that reflects the thoughts and feelings of the majority of Homeowners.

The Questionnaire appended was emailed to all owners twice to gain input.

## FINDINGS

A total of 15 units responded to the survey and this report is based on those replies to the Board as input to its decision making on the subject.

Interest in the Sport Court is evenly spread among this group of owners.

### **Sport Court Importance**

Very	5
Some	3
Little	2
Not at all	5

However, feelings about special assessments clearly do not support large budgets.

### **If a special assessment is necessary** **Willing and able to pay**

Nothing	9
\$500 max.	3
\$750 max.	0
\$1000 max.	1
\$1500,\$2000,\$2500 max	0
\$3000 max	1

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No answer	1
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Interest in the Sport Court Rejuvenation Committee is expressed by the majority of respondents.

### **Volunteers**

Participate	5
Want reports	6
No answer	5

- one duplicated response of participate and want reports if unable to do so.

Few of the pre-listed, commonly suggested games/amenities that were to be rated sparked positive interest.

ACTIVITY	NET	WANT	DON'T CARE	DON'T WANT
Bocce ball	4	7	5	3
Picnic/game tables	2	6	5	4
Pickle ball	1	5	6	4
Shuffleboard	-1	4	6	5
Bean bag toss	-2	4	5	6
Horseshoes	-3	3	6	6
Badminton	-4	2	7	6
Half-court basketball	-4	2	7	6
Community BBQ/Entain.	-5	4	2	9
Gardening	-5	3	4	8
Golf	-6	3	3	9
Dog run	-7	3	4	8

The Sport Court is infrequently used.

### **How often used**

Daily 0  
 Weekly 3  
 Monthly 1  
 Rarely 8  
 Never 3

## VERBATIMS

### Sport Court Survey -7/13/19

#### **Other comments or questions**

Of course we would prefer no assessment. However, if we could turn it into some kind of usable space we would be ok with one.

.....

I really don't know how much I would be willing to spend.. I would like to know what would be going in before I make that decision. If there are non-sport amenities, I would not be willing to pay anything.

.....

I feel strongly that assessments should be reserved for emergency purposes only. I will speak out strongly against an assessment for sport court at every opportunity.

.....

The sport court is a "nice to have" amenity but does not add much value to the community's real estate value. However pool & spa do add real value. Am licensed real estate agent in N. Scottsdale for 19 years.

#### **Other Suggestions**

I would really like to see something done with the sport court. As it is, I feel it is just a waste of expensive land which we need to maintain. Perhaps we should think of selling it.

.....

In my opinion, whenever you have things like entertainment areas, cleaning maintenance is an issue. I believe that are (were) statutes preventing the usage to be changed (from sport/tennis court) to something not related.

.....

Raised gardens require maintenance and dog run liability and maintenance. I would support Pickleball and basketball with the appropriate surface. The current tiles just don't work. Also couldn't some things be combined? E.g., shuffleboard shared with horseshoes shared with bocce ball, etc. I would only support the use of the area to be for sports. We need exercise to stay young.

.....

make it more park-like...benches, shade, swing, slides, see-saw, things to climb for grandkids...or maybe even us.

.....

Leave turf as is, repair bocce ct as per budget. Sell basketball hoop/stand. Use allocate reserve for things in "want column" above. Remove pickle ball net replace w items on "want" list above. (Community area, picnic tables, dog run, gardening.)

.....

We would recommend we preserve what is already there & perhaps picnic, game tables with umbrellas. Maybe a BBQ area. However is most economical.

.....

Maybe umbrella & shade at sitting area by game area for sitting during play.

.....

**Las Torres Homeowners Association 55+ Community**

**Renters Registration & Age Verification Form**

All Las Torres Homeowners intending to rent their unit must register their renters by submitting this Renters Registration & Age Verification Form to the Las Torres HOA Board of Directors at least 10 days prior to occupancy. Failure to submit this form and provide renter's age verification is subject to a fine for non-compliance and jeopardizes Las Torres HOA's 55+ community status.

The Las Torres Homeowners Association is a 55+ community and is required by the HUD Housing for Older Persons Act of 1995 to confirm and have on record documentation that at least one Las Torres occupant meets the 55+ age restriction requirement. At least one renter occupant must meet the 55+ age restriction requirements of Las Torres HOA at the time of rental and provide documentation verifying proof of age with this registration form.

The minimum length of stay for renters is one (1) month or 30 days. No daily, weekend or weekly rentals are permitted. The classification of "renters" does not include family members or visiting friends who may stay for shorter lengths of time.

Documents acceptable for 55+ age verification can be in the form of any state, local, national or international issued document such as a driver's license, birth certificate, passport, immigration card, or military identification provided it contains the birth date of the possessor. Any sensitive personal information such as social security numbers may be redacted. The Las Torres HOA is using a self-certification affidavit (below) which must be signed by the Las Torres Homeowner and renter to verify the age of the occupant(s).

Please send this registration form and a copy of the age verification document to:

Las Torres HOA, P. O. Box 2806, Carefree, AZ 85377 or email to: [LasTorresHOA@outlook.com](mailto:LasTorresHOA@outlook.com)

Thank you for your cooperation!

Sincerely,

Las Torres HOA Board of Directors

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**Las Torres HOA — Renters Registration & Age Verification Form**

Las Torres Homeowner Name(s): \_\_\_\_\_  
Physical Address: Las Torres Unit # \_\_\_\_\_, Carefree, AZ 85377  
Renter's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Renter's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Renter's Emergency Contact Info (optional): \_\_\_\_\_

Dates of Rental/Occupancy: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**PLEASE CHECK AGE VERIFICATION DOCUMENT YOU ARE PROVIDING AND INCLUDE COPY:**

(Document provided must indicate the birth date of the possessor)

\_\_\_\_ Driver's License \_\_\_\_ Birth Certificate \_\_\_\_ Passport \_\_\_\_ Military ID \_\_\_\_ Immigration Card  
\_\_\_\_ Other \_\_\_\_\_

NOTE: *This information is confidential and will be used only for Las Torres required record keeping purposes.*

Las Torres Homeowner's SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

Renter's SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_