

CT Condominium Association

May 9, 2022 5:00 PM

FINAL

1. **Call the meeting to order:** Meeting via Zoom called to order by Mickey at 4:58 pm
2. **May Meeting Attendance:** Mickey Smotherman, Jim Seneker, Jon Schmidt, LaDeen Arthun, Lindsay Freitas (Saddle Peak Property Management), Roger Schneider (owner), Linda Breeden (owner), Cindy Schmidt (owner), Bob Braaksma (owner)
3. **Owner's forum:** NA
4. **Approval of April Meeting Minutes:**
Jon motions to approve minutes as written; Jim seconds. All in favor. Motion passes
5. **Action Items from April Meeting:**
 - a. Completed: 2021 Tax Return: Lindsay to contact AZ and provide electronic backup
 - b. Completed: Exterior Paint for Select Units: Jon will contact Floodlight to secure a bid; Mickey will sign once received so scheduling can occur asap.
 - c. Completed: Replacement Siding: Mickey to sign estimate and send to Lindsay. Jon to research color selection options.
 - d. Completed: Fence Gates: Jon to work with Jim on revisions to the draft document for fence installation/design standards.
 - e. Completed: New tree requests (by two owners): LaDeen to ask Pam about existing list of approved trees for planting and respond to requests
 - f. Completed: Recycling: Lindsay to provide recycling service providers' contact details in the newsletter
 - g. Completed: Garage Sale: Lindsay to get ad placed
6. **Committee Reports:**
 - a. Finance and Capital Improvements: Jim
 - i. Transferred \$12,015.30 from the Capital Reserve account to the Checking Account for deposit to the siding contractor for the siding replacement project.
 - ii. AZ CPA has filed an extension with the IRS and the tax return will be completed and filed in the next few weeks.
 - iii. 2022 Insurance Renewal – Our policy renews June 1. Our current carrier submitted a quote for \$50,935. Some concerns/questions have been raised as to what the COA insurance covers vs what an owner's insurance covers, an issue that condominiums typically have. We will work with HUB International to try to get better clarification. It was mentioned that owners can get Loss Assessment Coverage at a reasonable price from their insurance carrier which could cover gaps should the COA be required to pay for uncovered, or disputed, losses. The Board approved renewing the policy with HUB (Jon motions, Ladeen seconds, all in favor). Lindsay will send the signature papers for Mickey's signature/approval and place a copy of the new policy on the Owners' Portal. We discussed whether to attempt to change the policy coverage period (currently June 1 – June 1) to align with our budget year (January 1 – January 1). It was felt the effort would likely not be worthwhile.
 - b. Architectural: Jon
 - i. Siding Replacement – Jon will coordinate with the two affected owners. The delivery of

materials is 6-8 weeks out, so the actual work will be later this summer.

ii. Painting – Jon will update the painting history with the units to be painted this year.

c. Landscape: LaDeen

- a. The committee and Pam Gillet completed a walkaround of the community to assess weeds, removal of stakes in preparation for mowing, fences needing painting, etc.
- b. Utility box landscaping upkeep: The Board concurs that the COA is responsible for weeding and shrub trimming around boxes although some nearby owners have trimmed those near their units. These owners can continue to do so and our contractor will take care of those not trimmed when they come onsite.
- c. The trimming contractor will be onsite next week to trim shrubs and trees. Lindsay to send a notice to owners and ask that they not talk to the contractor's workers and to contact Lindsay if they wish for the shrubs near their foundation to be on a "do not trim list". The arborist will also trim tree branches along the walkway/trails.
- d. Jim reminded everyone to be aware of this year's Landscaping-related budget and make sure we stay within the approved budget. This includes shrub/tree trimming, mowing, fertilizing, weed/insect control, irrigation systems and landscaping consulting.
- e. Pam (landscaping consulting) needs to develop and deliver a written "playbook" that we can use into the future that provides the "what, how, when and who" regarding landscaping work.

d. Welcome: LaDeen reported that three units will be visited. She will provide the current Handbook, website links to Covenants, Governing Documents, etc. and the Board's email information.

e. Long Range Planning Committee: Mickey

- i. Amendment's Committee overview: Mickey highlighted the last 2 meetings this past month:
 - o Draft of the rental/leasing provisions was completed. Key items include a 2 year prohibition on renting by new owners, permitting current owners to rent as is now the case (grandfather provision for existing owners) and capping rentals to 15% of the total units. Our current rentals are near the 15% cap. Review of what constitutes a rental is underway.
 - o Work continued on the wording for how dues assessments are determined and approved. Much is based on the suggested wording provided by our attorney last year.
 - o Future meetings will address the sections relating to powers of the Board, and Powers of the Association
 - o The committee is targeting completion of their work by end of June with an owner information meeting as soon as possible. Meeting schedules are impacted by members' summer travel plans and other meeting obligations.

7. Management Report: Lindsay

- i. Financial- Profit & Loss review of significant income or expense items:
 - \$116,034.50 DA Davidson
 - \$ 87,439.94 Checking
 - \$104,583.75 Money Market Savings
- ii. Two owners' arrears in dues payments have been paid
- iii. Most significant expense in April was siding project deposit

8. Old Business:

- a. Fence Gate Standard: Jon and Jim completed a draft of the standard and delivered it to the Board. The Board agreed to adopt the standard by way of Rules and Regulations, which are part of the powers of the Board to do. Jim motions, Jon seconds, all approves, motion passed.

9. New Business:

- a. The Board discussed the need to revise the out of date, and confusing, Violation Policy, pull out specific issues/violations and create individual Rules and Regulations. After some discussion it was decided that, due to the heavy workload of several Board members as well as summer travels, this worthwhile activity must be put on the back burner for now and addressed at a later time.
- b. Four units with no fencing around their AC outdoor equipment will be asked to install fencing to be consistent with all other units that have done so. The intent is to screen the equipment from view from the street.
- c. Barriers placed in gaps, or openings, in the patio fencing, that does not conform to the design of the existing fencing need to be removed. Replacement with a gate or barrier needs to be approved by the Board, via the standard request form. Lindsay has informed the owners of the units affected.
- d. The Board concurs that the source of complaints about other units will be held in confidence by the Board and Management and will not be identified to others.
- e. The Board decided to postpone discussions and decisions about installing signs on the walking trails regarding keeping dogs on a leash and cleaning up after it.
- f. After the City passes its anticipated Water Conservation policies, the Board will address how to comply and how to encourage our owners to participate.
- g. Garage Sale – The advertisement is in the paper. Ladeen has the sale signs and needs assistance putting them in place the day before the sale and taking them down the day after. Lindsay will send an email reminder to owners.

10. Action Items from May Meeting:

- a. Insurance Renewal: Lindsay to get the approval form to Mickey for his signature prior to June 1.
- b. Shrub and Utility Box Trimming: Lindsay to send email to owners regarding trimming schedule and asking them to address any questions or issues to Saddle Peak, NOT THE WORKERS. Also ask for any “do not trim” requests.
- c. AC Fencing: Lindsay will contact 4 unit owners to ask that fences be installed around their outdoor equipment.
- d. Garage Sale: Lindsay to send email to owners with a reminder of the upcoming sale.

11. Meeting Schedules:

The next 3 Board of Directors meetings are tentatively scheduled for 6/7/22, 7/12/22, 8/8/22.

12. Meeting Adjourned: 6:50pm