

**SaddleBrooke Villas Association Nos. 35 & 35A Working Session  
March 16, 2019**

**TIME:** 9:00 AM

**LOCATION:** Mountain View, Sonoran Room

**WELCOME & CALL TO ORDER**

Maureen Spence, President, called the meeting to order at 9:00 AM. A total of 1 Lot was represented at the meeting.

**QUORUM:** (Three Board members required)

A quorum was present to conduct an official meeting. All board members present: Maureen Spence, Fran Weinberg, Connie Rank-Smith, John Ryan and Russ Soderberg.

**ANNUAL EVENTS AND DEADLINES**

-reviewed all the planned Villa events anticipated during a 12 month cycle (see attached)

**SONORAN DESERT YARD DECORATIONS**

- John reported that the result of the meeting with Saddlebrooke HOA#2 Architectural and Landscape Committee was that a monk statue was considered religious in nature and should not be placed in a front yard.

**TOWN HALL – SAFETY & SECURITY**

- Russ will author an article for the Villas Voice and try to organize an information event on the topic with presentations from local experts (SB Patrol, Golder Ranch Fire) for next year

**“WHO IS RESPONSIBLE FOR WHAT“- CHART**

- Board reviewed the February version of a chart which lists a home's elements which require repair and maintenance and identifies who has responsibility to make repairs. *Updated version of the chart is attached* and to be published in the Villas Voice newsletter

**PROCEDURES FOR TERMITE TREATMENT OF PATIO SLAB**

- this topic begun at the February 18, 2019 Board Working Session meeting and remains under study; modification of current Villas AL Rules and Guidelines are needed

**VILLAS ALC REVISITED**

- reviewed the process by which individual Board members will review a section of our current Villas AL Rules and Guidelines and generate a one page summary with recommendations for review by the entire Board; samples provided provided by Mo

## **VILLAS TRACT DECLARATION UPDATE**

- Homeowners will be advised that Board will not be proceeding with an amendment to the current Villas Tract Declaration regarding water and sewer lines at the March 19, 2019 Annual Meeting

## **PEST CONTROL**

- the Villas AL Rules and Guidelines is the only association governing document that references Pest control services provided by the Villas Association  
- goal for April 6, 2019 Board Work Session meeting is to update the documents that outline Pest control services provided by the association

## **BOARD FOCUS OR GOALS FOR NEXT 12 MONTHS**

- revise Villas AL Rules and Guidelines
- clarify Pest Control Services and update document(s)
- review the February 2019 SB HOA#2 communication survey data and determine if the Villas Association should modify our forms of communication
- review and consider adding proactive termite protection services

## **OTHER**

Villas Voice newsletter – suggested that we simplify the Finance information provided to the total in Operating and Reserves versus listing each bank

Communication Committee – Russ provided a revised list of items the committee would like to include in their new homeowners binders; suggested that each Villas committee provide a “Welcome and introduction” statement to the committee for inclusion; Russ outlined potential duties for HOA2 Unit Reps and Villas Reps

## **ADJOURNMENT at 11:45 AM**

Next Board Working Session scheduled for Saturday, April 6, 2019 Mt View Sonoran Room

# DRAFT Villas Annual Events & Deadlines

*All owners are required to be notified not less than 10 days or more than 50 before a Membership (Annual) Meeting*

## **January**

- 3<sup>rd</sup> Monday – Villas Board Meeting
- Working Session – Saturday prior to Board Meeting
- Pest Committee schedules interior termite inspections
- Election Committee provides slate of candidates (60 days prior to election - *Villas ByLaws*)
- Villa owner may self-nominate for Board position (45 days prior to election - *Villas ByLaws*)

## **February**

- 3<sup>rd</sup> Monday – Candidates for open Villa Board positions speak to owners
- Election ballots mailed by Cadden Management

## **March**

- Wednesday or Thursday before the 3<sup>rd</sup> Monday – ballots due by 3 pm; Election Committee performs count
- 3<sup>rd</sup> Monday – Annual Villas Board Meeting (newly elected Board is installed) or 2<sup>nd</sup> Monday in April
- Working Session – Sat. prior to Board Meeting
- Signature Cards for Bank Accounts to Annual Meeting

## **April**

- 2<sup>nd</sup> Monday – Villas Board Meeting
- Working Session – Saturday prior to Board Meeting
- 3<sup>rd</sup> Monday – Annual Villas Board Meeting (newly elected Board is installed) or 3<sup>rd</sup> Monday in March  
Provide Draft of Audit for Review

## **May**

## **June**

- Annual Irrigation Backflow Testing is due – Landscape Committee
- Annual Audit must be completed by June 30

## **July**

## **August**

- Begin work on budget
- Bid on insurance

## **September**

- End of September - Committee budgets due to Finance Chairperson
- Insurance proposal received

## **October**

- 3<sup>rd</sup> Monday – Villas Board Meeting
- Working Session – Saturday prior to Board Meeting
- Villas insurance policy decision by end of month (Renews 10-31 of each year)
- Annual Paint & Exterior inspection to identify repairs needed
- Approve Budget
- Finance Committee provides Villas Board with budget and assessment recommendations
- Villas Board will approve a finalized budget and monthly owner assessment (via email to owners)
- Final budget & monthly assessment sent to Management Company following approval by Board

## **November**

- Semiannual inspections by Paint & Exterior Committee for compliance

## **December**

- 1<sup>st</sup> day – Villas Board will determine monthly assessments for following year (*Villas CCRs*) **NOTE:** This needs to be done by November in order to comply with AZ State Law that requires owners to be notified by December 1<sup>st</sup> of assessment for the following year.
- 2<sup>nd</sup> Monday – Villas Board meeting
- Working Session – Saturday prior to Board Meeting
- Board required to form an Election Committee (90 days prior to election - *Villas ByLaws*)

REV 3.18.19

**GUIDE\* TO “WHO IS RESPONSIBLE” (3.18.19)**

Your Board has been working on a way to create a guideline as to what is a Villas Association versus a homeowner responsibility. Shown below is a DRAFT chart as of February 2019. This chart is not all encompassing, rather is intended to reflect the most common things which may occur.

<b><u>Homeowner Responsibility**</u></b>	<b><u>Association Responsibility***</u></b>
Concrete Sealant or Paint (if present)	Concrete Patios (Developer Installed)
Door Bells	Concrete Driveways
Door Hardware (Locks, Knobs, Handles)	Concrete Walkways (leading to front door)
Dryer Vent Cleaning (May not go onto roof)	Exterior Glass (If exterior cause)
Electrical System, Breaker Box, Cable & Interface Boxes	Exterior Surfaces of the building
Gutter & Downspout Cleaning	Gutter - Painting
Improvement (Exterior) after the original builder (i.e. pavers, patio ext., security screens, etc.	Landscape
Light Fixtures and Fans – Back Patio	Light Fixtures (Outside of Garage) – Repair/Replace
Light Fixtures – Front Entry	Painting - Exterior
Mailboxes	Pest Control Removal– Insects (Including Bees)
Patio Enclosures	Pest Control – Pack Rats (Removal Only)
Pest Damage – Interior (Termite & Pack Rat)	Pest Control - Termite
Plumbing	Pipe Insulation – Exterior of Garage
Satellite Dish Painting	Roofs – Maintain & Repair
Screens – Windows/Patio Door	Sprinkler/Irrigation System (Front/Back/Side)
Security Door Painting	Termite – Annual Inspection
Sewer/Water Pipes	Termite – Repair (non-structural) Trim & Drywall
Structural Damage	Termite – Patch after Repair
Surfaces – Exterior – If Homeowner Damages	Termite – Note: Repainting & Refinishing are not covered by Association
Termite Repair – Wall & Trim Repair/Painting (After Repair)	
Termite – Structural Damage	
Water Faucets (Inside & Outside)	
Water Heater, AC, HVAC	
Window(s) Broken due to film applied	
Windows – Fogged Glass, Lock Mechanism, Jammed, Broken Seal	
Windows – Damaged or Broken from Interior Cause	

\*This may not be all inclusive, but used only as a guideline.

\*\*For some issues, you may need a permit from SaddleBrooke HOA#2 ALC and/or the Villas Permit Coordinator.

\*\*\*For a repair or maintenance issue, please submit a Work Order ([www.cadden.com](http://www.cadden.com))