

Minutes
Villas HOA 2 Board
April 6, 2019
Sonoran Room

Meeting called to order at 9:00 AM by President SPENCE.

A quorum of board members was established with all 5 members present.

Discussion:

1. Requirement for Termite Treatment when the Patio Slabs are Extended.
 - A. Treatment is required.
 - B. Certification of treatment may be incorporated into the permit process.
 - C. Villas HOA will provide the service using the Villas Pest Control Contractor. Appropriate changes in document wording will be made to reflect that the Villas Contractor must be used.
 - D. Pest Control Committee/Liaison will determine if treatment can be done prior to start of construction in order to simplify the process.
2. Pest Control
 - A. The Pest Control Liaison will make every effort to have a draft of a revised Pest Control document available for the Board Meeting scheduled for April 8.
3. Who is Responsible for What
 - A. Air Conditioner Slabs. Language will be included in the draft document to clarify who is responsible for maintaining AC Slabs.
4. Unit Reps
 - A. The ASC Committee has received indications of interest from persons interested in taking on this important responsibility.
5. Summer Backups for Committee Chairs.
 - A. Discussion confirmed that overall number of volunteers is below what is needed for equitable division of work in some committees.
 - B. Committee Chairs will be asked to confirm their plans and needs.
6. Focus of the Board in 2019/2020.
 - A. Documentation of Services and Procedures
 - B. Reconciliation and simplification of Villas ALC Guidelines vis-HOA 2 ALC documents.
 - C. Tree Policy.
 - D. Pest Control policy and procedures.
 - E. Study HOA2 Survey to assess data as a guide for improving Villas communications.
 - F. Investigate preventive measures to reduce termite infestations.

Meeting adjourned at 11:52 AM

GUIDE* TO “WHO IS RESPONSIBLE” - 4/6/2019

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.

<u>Homeowner Responsibility**</u>	<u>Association Responsibility***</u>
	Air Conditioner Cement Pad Erosion (Not leveling or moving Air Conditioner)
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 – Insects
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, Air Conditioner, 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)