

SaddleBrooke Villas Association Nos. 35 & 35A
Villas Annual Meeting
March 18, 2019

TIME: 3:00 PM
LOCATION: Mountain View, Ballroom West

WELCOME & CALL TO ORDER

Maureen Spence, President, called the annual meeting to order at 3:00 PM, welcomed the assembly, and began with introductions of Board Members Maureen Spence, Fran Weinberg, Connie Rank-Smith, John Ryan, and Russ Soderberg. Geoffrey Obral, Cadden Management Representative was also in attendance.

PROOF OF CALL

President Spence reported and Geoffrey Obral confirmed that the notice of the Annual Meeting was issued by first class mail on February 8, 2019 in accordance with the Association's Governing Documents.

ESTABLISHMENT OF QUORUM

A quorum was established by mail-in ballot to conduct an official Annual Meeting of the Members. A total of 110 Lots were represented and submitted their ballots by the deadline. There were 43 Lots represented in person at the Annual Meeting.

NEC COMMITTEE – ANNOUNCEMENT OF RESULTS – Approval of the March 19, 2018 Annual Meeting Minutes

President Spence introduced John Hastings, Co-Chair (with Debra Cox) of the Nominating and Election Committee (NEC). Mr. Hastings thanked the volunteer owners and committee members who assisted with the annual election and ballot counting.

Mr. Hastings confirmed that 110 ballots were successfully submitted. Of the ballots cast, 106 voted yes to approved the March 19, 2018 Annual Meeting Minutes as presented (106 Yes Votes / 1 – No Votes / 3 Abstentions). The minutes have been approved, as presented.

REPORT FROM THE BOARD

President Spence provided the Membership with a brief review of the previous year's activity:

- Initiated regular Working Sessions on the Saturday prior to each Board Meeting in response to concern that regular Board Meetings were running too long.
- Updated and combined into a single document the Villas Bylaws
- Began program with GR Financial for better rates on Reserve CD's and to maintain FDIC limits.
- Developed guidelines and procedures related to utilizing GR Financial for Reserve investments.
- Spent a number of hours gaining a full understanding of the Villas Association's governing documents.
- Updates posting for Villas Documents for: Cadden.com, SBHOA2.org, and SBVillas2.com
- Developed procedures for timely payment to contractors with routine operating/reserve reconciliations
- Scanned permits and developed spread sheet for easy access.
- Studied the Tract Documents.
- Updates ALC regarding Motion Detectors Lights.
- Directed the 2017 Audit
- Developed Budget for 2019.
- Reviewed and Identified Insurance needs for 2019-20.
- Handled several legal issues.
- Instituted the process whereby Cadden Manager views properties for possible violations in the monthly drive through.
- Developed 7-year paint schedule.
- Developed new scheduled for Paint and Exterior Inspections.

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REPORTS OF COMMITTEES

- Association Support Committee (ASC) – Kathy Kontos
 - “It takes a “VILLAS” to help.”
 - Volunteers needed, as many members have stepped away from Committees.
 - Unit Reps members are needed, as well as Summer Reps for the Paint and Exterior Committee.
 - Thank you to all that have volunteered over the past term.
- Communications – Julie Johnson
 - Ms. Johnson noted that the Committee’s main roles include the Villas Voice newsletter and the Villas Website with the assistance of Phil H.
 - Reminded Members to continue to read the Villas Voice and to encourage neighbors to attend the Board and Annual Meetings to stay informed.
- Finance – Brian Gallup
 - Brief review of the 2018-year-end results was shared with the Membership.
 - Noticeable reduction in Bad Debt from prior year led to roughly \$4,000 of Operating Income.
 - Review of budget variances from 2018 to 2019.
 - Roughly 1.12 Million held in the Reserve Accounts.
 - Focus of the Committee is to keep the reserve funds FDIC insured and gaining optimal and safe returns.
- Landscape – Hal Dieterle
 - The Northwest Landscape maintenance contract was renewed for 2019 with an increase due to wage increases.
 - Project completions and total spending was reviewed from February 2018 to February 2019.
 - 2018 spending was below total budget.
 - The 2019 March inspection has been conducted in preparation of Spring Planting.
 - Vegetation was reviewed and noted for removal throughout the Community where possible root intrusion was noted for water and sewer lines.
 - Reminder to Members to utilize the Cadden website to process work orders for Committee follow-up.
- Nomination and Election (NEC) – Debra Cox and John Hastings
 - Review of process Committee took to solicit candidates, balloting, and tallying.
 - Thank you extended to all Members that participated in the Annual Meeting and to those that helped with the balloting process.
- Painting and Exterior Maintenance – Sue Ryan
 - Over 40 work orders were submitted and completed in 2018.
 - 38 Villas were painted during the 2018 painting cycle.
 - 32 Villas are scheduled to be painted in the 2019 cycle.
 - Thank you to all committee members that helped throughout the year, and during the Annual Inspection.
- Permits – Ted Johnson and Frank Motely
 - 16 permits were issued in 2018 for satellite dish installations.
 - Reminder that Mr. Johnson will meet with the dish installer to assist ensure proper installation within Villas guidelines.
- Pest Control – Dwight Cox
 - Annual termite inspection was completed in February 2019. Thank you to all Members and Volunteers in this process as 100% of the Villas were inspected both exterior and interior.
 - 36 Villas were found to have evidence of termite activity, totally less than 20% of the Community, and better than average, per Northwest Exterminating.

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- Reminder that although the inspection is held annually, treatment can be done year round. If evidence of termites is seen, please report it directly to Northwest Exterminating for assistance.
- Unit Reps – No Current Chair (Julie Johnson)
 - A call for volunteers was made for the Committee.
 - A description of the role was provided to the Membership for consideration.

NEC COMMITTEE – ANNOUNCEMENT OF ELECTION RESULTS

Ms. Spence again introduced Mr. Hastings, Co-Chair (with Debra Cox) of the Nominating and Election Committee (NEC) to announce the election results.

Mr. Hastings announced the results of the voting for the two (2) vacant Board positions. Connie Rank-Smith and Maureen Spence were re-elected to 2-year terms on the Board. The Board of Directors for 2019/2020 will be Maureen Spence, Fran Weinberg, John Ryan, Connie Rank-Smith, and Russ Soderberg.

GENERAL BUSINESS

a. Document Revision Update

Ms. Spence reported that upon consideration of feedback gathered from the Membership, the Board will not pursue an amendment vote to the Tract Documents at this time.

QUESTIONS AND COMMENTS FROM ATTENDEES

- Comments regarding pack rat intrusion and Association responsibility. Follow-up from Board to Owner.
- Possible damage to foundation from tree roots. Work order to be filed for review.
- Root infiltration of sewer and water line questions. List of plants noted for removal will be issued to the Membership by email.
- Review of how to submit a work order through the Cadden.com website.

BOARD MEMBER COMMENTS

- Ms. Weinberg thanked all volunteers that looked for the sewer cleanout access ports for each Villas.
- Ms. Rank-Smith reported that Villas inspection volunteers will now wear a vest to help identify them on property in their role as Villas inspectors.

DATE OF NEXT VILLAS MEETING

- April 6, 2019, 9 – 11 AM, Sonoran Room – Villas Board Working Session
- April 8, 2019, 3 PM, MVCC Ballroom West – Villas Board Meeting

ADJOURNMENT

Motion: Motion was made and seconded to adjourn the Annual Meeting at 4:22 PM. The motion passed unanimously.