

**SaddleBrooke Villas Association Nos. 35 & 35A**  
**Villas Annual Meeting**  
**March 19, 2018**

**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 Fran Weinberg, Julie Johnson, John Ryan, and Connie Rank-Smith. Geoffrey Obral, Cadden Management Representative was also in attendance.

**PROOF OF CALL**

Maureen Spence reported and Geoffrey Obral confirmed that the notice of the Annual Meeting was issued by first class mail on February 8, 2018 in accordance with the Association's Governing Documents.

**QUORUM**

A quorum was present to conduct an official meeting. A total of 130 Lots were represented and submitted their ballots by the deadline. There were 42 Lots represented at the Annual Meeting.

**NEC COMMITTEE – ANNOUNCEMENT OF ELECTION RESULTS**

Maureen introduced Bob Lindner, Co-Chair (with Debra Cox) of the Nominating and Election Committee (NEC). Bob thanked the volunteer owners and committee members who assisted with the annual election and ballot counting.

Bob confirmed that 130 ballots were submitted. Of the ballots cast, 118 voted yes to approved the March 20, 2017 Annual Meeting Minutes as presented. The minutes have been approved.

Bob reported the results of the voting for the three (3) vacant Board positions. Fran Weinberg, John Ryan, and Russ Soderberg were elected to 2-year terms on the Board. The Board of Directors for 2017/2018 will be Maureen Spence, Fran Weinberg, John Ryan, Connie Rank-Smith, and Russ Soderberg.

Maureen welcomed the new Board member Russ and invited him to join the rest of the Board. The Board thanked Julie Johnson for her service on the Board and Committees, and for agreeing to Chair the Communications / Newsletter Committee.

**ELECTION OF OFFICERS**

**Motion:** A motion was made and seconded to appoint the officers as follows: Maureen Spence, President; Fran Weinberg, Vice President; John Ryan, Secretary; Connie Rank-Smith, Treasurer; and Russ Soderberg, Member at Large. The motions passed unanimously.

**COMMITTEE LIAISONS**

**Motion:** A motion was made and seconded to appoint the following Committee Chairs and Board Liaisons:

Association Support Committee (ASC): Chair – Kathy Kontos / Liaison – John Ryan

Communications: Chair – Julie Johnson / Liaison – Russ Soderberg

Finance: Chair – Brian Gallup / Liaison – Connie Rank-Smith

Landscape: Chair – Hal Dieterle / Liaison – Fran Weinberg

Nominating and Election: Chairs – Debra Cox and Bob Lindner / Liaison – Fran Weinberg

Painting and Exterior: Chair – Sue Ryan / Liaison – John Ryan

Permits: Chairs – Ted Johnson (Satellite Dishes) and Frank Motley (All Others) / Liaison – Connie Rank-Smith

Pest Control: Chair – Dwight Cox / Liaison – Russ Soderberg

Unit Reps: Chairs – Shirley Schoof and Lois Angus / Chairs Report to Communications Committee

The motion passed unanimously.

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**APPROVAL OF MINUTES**

**Motion:** A motion was made and seconded to approve the minutes of the January 15, 2018 Board Meeting as written. The motion passed unanimously.

**MANAGEMENT AGENT REPORT**

Geoffrey Obral from Cadden Community Management introduced himself to the Members present as the newly appointed Manager for SaddleBrooke Villas. A written report was provided to the Board of actions taken since the last Board Meeting for their records.

**OLD BUSINESS**

- Finance Committee's Recommended Guidelines – Maureen reported that the agenda item has been withdrawn by the Finance Committee pending a meeting with Cadden Community Management.
- Motion Detector Lights – Phil Hafenstein presented the Committee's findings regarding motion detector lighting within SaddleBrooke Villas and how the HOA 2 Guidelines impact the Villas. Upon review of the presented information and feedback from both the Board and Members present the agenda topic was tabled for the April meeting. The Committee will distribute the recommendations for homeowner feedback to provide to the Board in April.
- Javelina and Tree Recommendation
  - Maureen reported the following: On January 16, 2018, a proposal from Northwest Landscape was forwarded to the Board by Hal Dieterle to repair the rock damage done by Javelinas to be done 3 or 4 times a year for roughly \$1,400 to \$1,900 total.  
**Motion in Lieu of Meeting:** The Board voted 5 – 0 to approve the work. An email was sent to Hal on January 28, 2018, that this was approved.
  - Discussion was held regarding the process to be taken for tree removals within the Villas. Following discussion the following action was taken.  
**Motion:** Motion was made and seconded to confirm the following procedure for any proposed tree removals within SaddleBrooke Villas: The Landscape Committee will work with a tree surgeon/arborist, the property owner, and the Board to discuss if a tree needs to be removed because of overcrowding of trees. If it is determined that a tree needs to be removed all adjacent Lot owners will be given an opportunity to review and comment on the plan. Ultimately, the Board will make the final decision for all tree removals. The motion passed unanimously.

**NEW BUSINESS**

- Approval to complete 2017 Taxes – Maureen reported the following:  
**Motion in Lieu of Meeting:** Cadden Management was notified on January 24, 2018, that the Board approved to accept the proposal from Larry Recker to do the 2017 taxes at the cost of \$150 - Vote 5-0.
- Dates for 2019 Board Meetings – Upon review the Board took the following action:  
**Motion:** A motion was made and seconded to approve the following dates for 2019 Board Meetings: January 21, February 18 (Meet and Greet), March 18, April 8, October 21, November 18, and December 9. The motion passed unanimously.
- Deadline for Villas Voice Input was announced to be March 22, 2018.

**COMMITTEE REPORTS – 2017 ACCOMPLISHMENTS**

- Association Support Committee (ASC) – John Ryan (in absence of Kathy Kontos) reported that the Committee is looking for volunteers for the Painting & Exterior Maintenance and Finance Committees. If anyone is interested in serving on these, or any other Committees, please contact the ASC.

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- Communication – Shirley Schoof reported that the Committee has met with 19 new owners over the past 12 months and has scheduled 5 other appointments. These meetings allow the Committee to provide a newsletter article about the new owners to introduce them to the Community.  
Phil also reported that the Committee is gathering input from Villas owners regarding interests that will be made into a searchable database to help neighbors connect that share with similar interests.
- Finance – Brian Gallup announced that the Association is in a very solid financial position and is on target with the 2018 budget to date. The Committee is currently developing a laddering program for the Association’s investments, and seeking ways to maximize the rate of return while keeping funds secure. It was reported that the Finance Committee provided direction to Management on reinvestment of two (2) maturing CD accounts on February 15, 2018. Both accounts were renewed.  
**Motion:** A motion was made and seconded to approve the Financial Reports ending January 31, 2018 and February 28, 2018 as presented. The motion passed unanimously.
- Landscape – Hal Dieterle reviewed the Committees activity for 2017, including the following: 191 work orders were completed, renewal of landscape service contract with Northwest Landscaping for two (2) years, investigation and implementation of Javelina damage solutions, planting and tree trimming walks conducted, operated under budget for the year. Hal thanked all Committee members for their work in 2017 and invited any Members presented to join the Committee or to attend the Committee Meetings.
- Nomination and Election (NEC) – Bob Lindner thanked the NEC members for assistance with the 2018 Annual Meeting and balloting. Thank you to Debra Cox for being co-chair, Maureen Spence as Board Liaison, and Cadden Community Management for assistance with the election material mailing.
- Painting and Exterior Maintenance – Sue Ryan and Maureen thanked Tom Kontos for support with the Committee as past chair and all other Committee members for assistance and time volunteering. Sue reported that the annual inspection was held in August and appropriate notifications were issued for compliance follow-up. Sue also announced that the painting project is currently in progress. At this time 20 of the 36 buildings scheduled for painting in 2018 are complete. This is the first phase of the painting project that will cycle every 10 years, with all buildings being painted in the first seven (7) years of the cycle.
- Permits – Ted Johnson reported that 13 satellite dish installations were approved in 2017, and reminded all Members present to submit a request prior to installation to allow the Committee an opportunity to assist in identifying an appropriate location. The Committee is also willing to speak with the installer to assist in this process.  
Frank Motley announced that the Committee has been reviewing exterior lighting guidelines, and may also review security camera installation guidelines in 2018.
- Pest Control – No report presented.
- Unit Reps – The Unit Reps were announced and recognized for their help in 2017 and thanked for agreeing to continue their roles in 2018. This includes Lois Angus, Shirley Schoof, and Julie Johnson.

**QUESTIONS AND COMMENTS FROM ATTENDEES** – None

**BOARD MEMBER COMMENTS** – None

**DATE OF NEXT VILLAS MEETING**

- Next Villas Meeting is scheduled for Monday April 9, 2018 at 3:00 PM in the MVCC, Ballroom West.

**ADJOURNMENT**

**Motion:** Motion was made and seconded to adjourn the Annual Meeting at 4:55 PM. The motion passed unanimously.