

SaddleBrooke Villas Association Nos. 35 & 35A Board Meeting October 26, 2020

TIME: 3:00 PM
LOCATION: ZOOM – Virtual Meeting Platform

WELCOME & CALL TO ORDER

Russ Soderberg, President, called the meeting to order at 3:05 PM, welcomed the assembly, and began with introductions of Board members Connie Rank-Smith, Jerry Hollingsworth, Bob Petrou, and Corky Pike. Geoff Obral, Cadden Community Management Representative was also in attendance. A total of 21 Lots were represented at the meeting.

QUORUM (Three Board members required)

A quorum was present to conduct an official meeting.

APPROVAL OF MINUTES

Motion: A motion was made and seconded to approve the draft minutes of the January 20, 2020 Board of Directors Meeting, the September 30, 2020 Working Session, and the October 6, 2020 Working Session, as presented. The motion passed unanimously.

FINANCIAL

The Board was provided with financial reports for period ending September 30, 2020. No questions or comments were raised.

Motion: A motion was made and seconded to approve the financial reports for period ending September 30, 2020, as stated. The motion passed unanimously.

DELINQUENCY REPORT

Ms. Rank-Smith, Treasurer, reported that the Board continues to be diligent in tracking and following-up on delinquent assessments. The total amount outstanding was as of September 30, 2020 is \$1,804.55. this total consists of one Lot that is nearing collections, one Lot that is a single month delinquent, and the remaining balance consists of various late fees and or interest on other accounts.

MANAGEMENT REPORT

Mr. Obral provided the Board and Members present a brief oral report. All topics to be addressed within the meeting agenda.

OLD BUSINESS

Irrigation Report and Planning: Bob Petrou reported that irrigation leaks continue to be tracked for potential replacement projects. The section of most concern is around Lots 105-141. Proposals will be requested from Northwest Landscape and Andy's Irrigation to replace this section. Bids will be due by the end of November for Board consideration.

President Soderberg noted potential funding concerns moving forward, as irrigation replacements were not included in the reserve study for funding. He indicated there are some operating surplus which may be available for a portion of the cost. This will be further evaluated by the Board and Finance Committee.

NEW BUSINESS

November Board Meeting Scheduling: President Soderberg informed the Members that the Board is considering a November Board Meeting and Working Session. Dates will be announced when finalized.

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Reserve Funds: President Soderberg noted that the reserve funding and reserve study are under review by the Board and Finance Committee to determine if an update to the study should be conducted and the impact of changes to the roof useful life expectations and possible inclusion of irrigation system will have on the study moving forward.

Treasurer Rank-Smith reviewed her findings following conversations with the reserve study contractor and options for an updated study. The recommendation of the Finance Committee to the Board is to conduct a full reserve study update in 2021. The Committee included the anticipated expense for this service in the 2021 draft budget for the Board's consideration.

Budget Process: The Finance Committee and Board are developing a draft 2021 budget for consideration at the next Board Meeting.

Acceptance of 2019 Financial Audit: Treasurer Rank-Smith reported that Scott Meyer, CPA, conducted the annual financial audit for the 2019 fiscal year and the results were provided to the Board for consideration. **MOTION**: Motion was made and seconded to accept the 2019 financial audit as presented by Scott Meyer, CPA. The motion passed unanimously.

Insurance Renewal: Treasurer Rank-Smith reported that in 2019 the Board approved a two-year premium for the master policy. The ancillary policies and the master policy have a total annual premium of \$41,922.00 for the upcoming renewal on October 31, 2020.

MOTION: Motion was made and seconded to approve the insurance renewals for 2020-2021 for a total annual premium of \$41,992.00, as presented. The motion passed unanimously. The annual premiums will be paid in full in November, not installments.

Read into Minutes: Tree Removal Approval – 5A: President Soderberg read into the minutes that on August 15, 2020, the Board approved, by unanimous consent, the recommendation of the Landscape Committee to remove the mesquite tree located on the front yard of lot 5A next to the driveway.

Read into the Minutes: 2021 Painting Contract Approval: President Soderberg read into the minutes that on June 16, 2020, the Board of Directors approved, by unanimous consent, to approve the recommendation of the Painting and Exterior Committee, to accept the bid from Approved Painting and authorize Sue Ryan to sign the contract.

COMMITTEE REPORTS:

ASC Committee – No report presented.

Communications Committee – No report presented.

Finance Committee – Brian Gallup stated that two certificate of deposits accounts were recently renewed. One account invested at 0.7% for a 2-year term, and one account invested at 0.35% for a 1-year.

Landscape Committee – Bob Petrou reported that the landscape crew has been advised to take more time to complete their work in each area, and not be as focused on the rotation schedule.

Irrigation leaks continue to be addressed as needed, but that delays their service on routine maintenance. The Committee is conducting an additional planting in early November.

Nominating Committee – Treasurer Rank-Smith reported that committee chairs are needed for the next election cycle. An announcement will be issued to inviting members to volunteer for this role.

Painting and Exterior Committee – Sue Ryan reported that the annual inspections began this week, and should take roughly one week to complete.

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Permits Committee – No report presented.

Pest Control Committee – Dwight Cox reported that the committee is currently working on a packrat issue in one Lot. Mr. Hollingsworth has been working with the Owners and contractors to resolve the issue.

Mr. Cox reported that the next termite inspection schedule will be announced in the Villas Voice for 2021.

Unit Reps – Sharon Ingles reported that she and Julie Johnson are discussing the development of a new Owner Handbook to be provided to new owners, as the committee has not been able to meet with new owners due to COVID19 restrictions.

President Soderberg suggested that the committee consider holding new owner meetings via ZOOM.

QUESTIONS AND COMMENTS:

- Question raised regarding upcoming planting reported by Landscape Committee.
- Concern related to the upcoming termite inspection and hesitation related to COVID19.
 - o Communication will be drafted to address this concern for circulation in advance.

BOARD MEMBER COMMENTS: No further comments from the Board of Directors.

DATE OF NEXT VILLAS MEETING

To be determined by the Board of Directors.

ADJOURNMENT

Motion: Motion was made and seconded to adjourn the meeting at 4:32 PM. The motion passed unanimously.