

SADDLEBROOKE TWO VILLAS 35/35A
BOARD WORKING SESSION 11/13/23

MINUTES OF THE BOARD WORKING SESSION HELD NOVEMBER 13, 2023

Meeting called to order at 9:00 AM in the Mountain View Cactus room.

Board Members present: Allan Cunningham, Greg Morgan, John Ryan, Russ Soderberg. Absent: None

The purpose of the meeting was to discuss various topics related to the operation of the Association. No formal motions were made.

TOPICS:

- Financial reports distributed at Board meetings and made available on websites. The financial reporting from FirstService Residential (FSR) is formatted differently than the reports previously received from Cadden Management. A format for the reports was presented and agreed to. Further modifications will be explored (Morgan).. The August reports will be made available on the websites(Soderberg). Future reports will be available once received and reviewed.

- 2024 roof replacement process.
A 2024 proposal has been received from Jimenez Roofing. Motion to approve will be made at the November 29 meeting. (Ryan)
The following items were discussed:
 - A home inspector will be used to inspect 2024 roofs being replaced. The 2023 inspector will be engaged to insure all roofs done in 2023 will be inspected.
 - Inspection reports from 2022 and 2023, as well as future years, will be archived. Method TBD. Method of availability to homeowners TBD. (FSR)
 - Ability to archive Lien Waivers TBD. (FSR)
 - Probably utilize a single contract rather than individual unit contracts.
 - Process to receive inspection reports and Lien Waivers and to approve invoice payments to be worked through with FSR.
 - Rat prevention was discussed. The roofing contractor offers a package related to rat prevention, without impacting the roof warranty. While there is no known method for complete protection, the Members agreed that the practice presented was a good idea. Roofs done in 2022 and 2023 will be retrofitted. This will be part of the formal motion.
 - A contingency amount of \$5,000 will be part of the formal proposal. The Chair of the Painting & Exterior Committee, or the Board liaison to the committee, or the Treasurer will be authorized to approve use of these funds.

- Board Meetings.
 - Open discussion by Board Members, and then homeowners, after a motion has been made and seconded.
 - Open discussion by Board Members, and then homeowners, after Board Member or committee reports. Presenter may ask for comments of individuals.
 - 2 minute rule during homeowner questions/comments.
 - Target to have draft minutes within 14 days.

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- Identify action items and assignments. None, or no followup is valid.
- After adjournment, a session for homeowners questions/comments on any Association topic will be available.

- Demographic survey of homeowners.
A discussion ensued related to the value of understanding the makeup of homeowners and how to gather that information. Soderberg will ask FSR for its experience with other associations. The following information was thought to be relative:
 - What year was villa purchased.
 - Homeowner full time or part time resident.
 - Villa a full time rental property.
 - Villa combined owner use and rental.
 - Owned by other than a person or personal trust.

- A discussion on how to assist homeowners regarding services provided by FSR focused on the following topics. Dawn Lee, FSR property manager, will be asked for suggestions.
 - Homeowners registering names for the Villas Directory.
 - Making payments.
 - Submitting Work Requests.

- Homeowner Work Requests. Feeling was all Work Requests should be done through FSR, either through the Villas FSR website or by contacting the FSR service desk. Soderberg will work with Dwight Cox, Chair Pest Committee, regarding pest control requests. Work needs to be done to further understand the placement of Work Orders and approval of payments. Further work is also needed to educate FSR on what the Association authorizes versus homeowner responsibility.

- Clarification of Association responsibilities versus homeowner responsibilities. Discussion related to the misperception of new homeowners thinking the Association provides “everything”. The Association distributed a Who’s Responsible document in 2019 to homeowners. Members agreed a new document needs to be produced. Soderberg will work on a new document. As part of the process the 2019 document will be distributed to homeowners with a request for comments.

- Introducing new homeowners to Villas. Deb Kresnicka, one of the HOA2 Unit Reps for the Villas, inquired about restarting the program of Unit Reps meeting with new homeowners and how to distribute HOA2 news to homeowners. Members thought the meeting of new homeowners and distribution of HOA2 news was beneficial. Soderberg will meet with Unit Reps to discuss.

- Soderberg will be registering the Association with HOA2 on November 16 so the Association can request meeting rooms in 2024.

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- The Nominating and Elections Committee proposed opening the Villas Board elections to electronic voting. The thought is more homeowners will participate and follow the process currently used by HOA2 for elections. The Members agreed in principal to electronic voting. A motion will be made at the November 29 meeting to approve using electronic voting with a cost not to exceed \$800.
- Annual property inspection (non landscape). The Members agreed an annual inspection would be beneficial. Will be held after the first of the year. Level of inspection to be recommended by Paint & Exterior Committee.
- Landscaping. Much discussion ensued regarding the use of professional landscaping experts to assist in a strategic plan related to plantings. Morgan will explore possible options. There was uniform agreement the Association has too many plantings which are becoming mature, too large, and many plants which are not suitable to our desert environment. Continued removal of plantings will continue. The no new plantings policy will continue. 2024 irrigation replacement will be reviewed in the first half of 2024.

Meeting adjourned 11:15 AM.

APPROVED AT BOARD MEETING 11/29/23