

NORTHERN MANOR TWO HOMEOWNERS ASSOCIATION

MINUTES OF BOARD MEETING

APRIL 17, 2019

Community Clubhouse at 7 p.m.

ATTENDEES: Bob McConaghy (President); Tim Crabtree (Vice President); Kathryn Fitchett (Secretary/Treasurer); Doug Jones (Member); TJ Emele (Property Manager) (Teresa Esquerra not in attendance due to death in family).

There were two homeowners in attendance at the meeting, in addition to the board members and property manager: Alan Steiner and Ouida Burroughs.

1. Meeting was called to order at 7 pm by Bob McConaghy, President.
2. Homeowner Forum (2 minutes each homeowner)

Alan Steiner addressed several issues about which he was concerned, including plants around his home; violations around the property not being addressed; front doors painted wrong colors; small windows installed and gaps filled in with caulking; weeds being tinted a color when sprayed; and trip and fall hazards. Tim Crabtree and Alan Steiner to work together to inspect property and send violations and photos to APM for processing.

Ouida Burroughs spoke about a problem with a palm tree in her neighbor's yard which might impede the irrigation system with its roots. TJ is to advise the homeowner of problems with the tree.

3. **Approval of Previous Minutes (March):** Tim moved we accept the minutes from the March open meeting; Doug seconded the motion. Motion passed.
4. **Treasurer's Report / Acceptance of Financials for Review:** Doug moved we file the financials for review. Tim seconded the motion. The motion passed.
5. **Title Transfers and Pending Sales:** There were three title transfers, each ranging around \$140,000.
6. **Work Orders:** There were a few open work orders from March, including soffits on one home. There is a woodpecker hole, but we have not been given access to patio to repair. We have two work orders for roof leaks. Those work orders were sent to Taylor Roofing.
7. **Architectural Reports (if applicable):** None presented in March.
8. **Reports**
 - a. **Building and Maintenance:** Kathryn gave a report of maintenance items done since the March board meeting, including: 25 worse sidewalk trip hazards repaired; bushes replaced at Lot 176; window treatment done at 3205 W. Royal Palm; clubhouse ceiling fixed; John working to repair backflow preventer cages and locks; roof replacement of Lots 210, 211; 173, 174, and 175; potholes to be addressed when weather gets warmer; SRP lights around the pool being repaired; power out to SRP light in front of Lot 151 and need a different crew to repair; Century Link phone lines down for second time in three weeks; stucco fixed at 8120 N. 31st Lane's patio gate; shed to Lot 213 fixed; Lot 151 storm repairs finished.

- b. **Landscape Report:** Doug gave the landscaping report, including meeting with Kenny to discuss plans and ongoing problems. Weed killing is on request through a separate contract with Sun Country. Time to fertilize coming up soon.
- c. **Management Report:** TJ reviewed his report and action items completed since the last meeting, including speaking to Chris Morga regarding specifics of replacing wood trim with bump-outs; search for records of any plumbing repairs by Bumblebee Plumbing on Royal Palm (found none); TJ is working on acquiring proposals for weed control contracts from other vendors than Sun Country. TJ discussed new state legislation coming up in June or July, to be put into place next year, which will require that APM not use coupons any more, but send out monthly invoices to homeowners, which will increase the budget for the HOA. Homeowners may sign off on electronic notification of monthly dues, instead of a paper invoice. Potential law was going to make board members personally responsible for lawsuits, but it was thrown out.
- d. **Block Watch Report (Block Watch Grant):** Homeowner complained of ingress and egress on Harmont and Manzanita because cars park on 31st Avenue and make it hard to see oncoming cars. Wrecks have occurred there. Kathryn to ask (Cactus Park Community Alliance website) community action officer if the police can do something. Kathryn advised that the Block Watch Committee has approved our grant and has recommended to the City Council that our \$10,000 grant be funded. Our application was one of the “better written applications.” Grant application items requested include: one tall solar light; sidewalk lights; popcorn machine; five or six table and chairs for the meeting room; solar light batteries.

9. Old Business

- a. **Roofing:** Kathryn reported that the last five roofs are scheduled to be replaced, including shed roofs, fascia and soffits. Then the next phase is replacing soffits, fascia, and shed roofs.
- b. **Ways to increase income to HOA—digging water well project:** Bob and Tim had no report, and this matter was tabled.
- c. **Roads Project:** Various ideas were discussed by the board members, including hiring an engineering consultant; having money up front before hiring asphalt company; price of oil going up; ballots for opinions of homeowners regarding a bank loan or special assessment; do the entire property all at once because of the fluctuation in price of oil; TJ to work on ballots with Kathryn to determine what people want; TJ to work on consulting bids. Kathryn says that the roof money must remain saved for roofs, because of repairs or replacements on old roofs and continuing work on soffits, fascia, etc., and not be used for monthly bank loan. Tim recommended we find out the possibilities for financing and what homeowners need to pay in a special assessment of approximately \$4,000. Tim asked if the HOA could establish promissory notes and liens on homeowners’ homes to allow homeowners to finance, but this would need a legal opinion. TJ says ballot to homeowners would say: (1) don’t want to get and pay for new streets; or (2) approve bank loan. HOA may qualify for \$765,000 bank loan, said TJ. CC&Rs may need to be changed to allow higher amount of monthly dues by a third amendment. Arizona state law allows 20 percent increase of monthly dues. How much money do we need? Hiring a consultant would handle getting bids from asphalt companies, instead of the HOA getting bids, but we need to be sure we have the money for the project first. TJ to find out what consultation would cost and what project would cost. Contracts are good for 90 days, and a vote would need to be passed within that time. TJ and Kathryn to work on ballot and TJ to look for consultants.
- d. **Plumbing Bill Denial From March Meeting Lot 283:** Unanimous Consent denying homeowner request was signed by board members; plumbing bill of \$280 was denied because Bumblebee Plumbing did no repairs for tree roots on that street; homeowner’s plumbing bill says

stoppage was found at 20 feet, which is inside the patio wall; and plumbing bill stated that feminine hygiene products should not be put down the toilet.

- e. **New Plants Installed at Lot 193:** Unanimous Consent approving bid to install nine plants at Lot 193 for \$315 was signed by board members.
- f. **Chris Morga bump-out bid:** Unanimous Consent approving bid to install bump-outs at 3205 W. Royal Palm, for a cost of \$875, was approved and signed by the board members. (Tim recommended flat surface on bottom of windows, instead of bump-outs for future projects. Tim and Bob to meet regarding architectural aspects of the property.)

10. New Business

- a. **Pool Opening; pool furniture:** Pool to be opened May 25. Recommendation by Kathryn that the master lock remain unlocked during the season until it becomes a problem. Kathryn recommended not buying pool furniture because we need the money for potholes and other repairs. Tim mentioned a pothole on Harmont that has been filled with stones by a homeowner. Kathryn to ask John to look at it.
- b. **Bid from Sun Country Contract for Weeds:** We have a separate contract with Sun Country for weeds. Weeds are to be addressed on request by the Board.
- c. **Bids of Chris Morga: Kathryn/TJ:** Lot 240 window popouts bid of \$3,700. There are two overhangs, plus the windows. Kathryn moved the bid be accepted; Tim seconded the motion. Motion passed.
- d. **Clubhouse Rental Agreement revision:** Discussion of the rental agreement was tabled because no one read the agreement in preparation for the meeting, and meeting was running late. Changes requested: (1) deposit not returned if window blinds are damaged; (2) doors to be closed and secure or lose deposit; (3) thermostat to be turned off after a party; (4) nothing to be hung from ceiling or on walls in meeting room; (5) no parking by red curbs; (6) fees left as \$50 in winter; \$75 in summer. Deposit is \$100.
- e. **ACS \$6.50 maintenance fee:** Kathryn advised that the contract for rental of submetering equipment has ended, and we own the equipment now and are responsible for any repairs or replacements. The board is in charge of the amount of the maintenance fee, and it can be increased if the Board wishes to do so. Kathryn recommended we keep the maintenance fee in place. Bob wants to know how many meters have been repaired during the contract term. Decision tabled and maintenance fee to stay in place at this time.
- f. **Schlage Lock for Clubhouse:** Wi-fi charge could be charged to people renting the clubhouse; wi-fi could control the thermostat. TJ recommended the lock, and installed one on his home. Everyone can have their own code to the lock, but only people renting the clubhouse, or a vendor, would need a code for access. Board members have keys to the clubhouse main doors. The router from Century Link is \$150 or \$10 a month to rent. Monthly charge is around \$105 a month (including taxes). The Century Link phone system can be terminated because ACS can use the wi-fi to bill for submetering. That would save \$50 a month, so the Internet fee to Century Link would effectively be reduced from \$105 a month to \$55 a month. Wi-fi would be useful for pool gate lock, also.

Bob moved we buy the Schlage lock; Kathryn seconded the motion; (Tim abstained); motion passed. TJ to schedule wi-fi installation with Century Link and to buy a router.

Kathryn moved we order Century Link Internet and wi-fi service; Tim seconded the motion; motion passed. TJ will place the order with Century Link and buy the router. HOA to reimburse TJ for the expense of the Schlage lock and modem.

(Later: John installed the lock on the meeting room back door, because the lock had to be installed on a single door—not the double doors to the main room.)

- g. **“Yard” sale:** Kathryn to hold a yard sale in May, before the pool opening, to be held at the clubhouse. Email blast to be sent to the homeowners, advising of the sale. Items are free, but donations will be accepted and money used for a BBQ party when the pool opens, if there are enough funds. Otherwise, any donations to go into clubhouse fund.
Kathryn moved we conduct the yard sale before pool opening; Tim seconded; motion passed.
- h. **TV in clubhouse:** Bob wants to donate a TV to the clubhouse. Bob had removed a TV and returned it to Costco, but plans to bring in another TV and donate it to the clubhouse. He thinks we should replace the old TV that is in the meeting room, since the old TV is “toxic waste.” Kathryn stated we don’t need a TV in the clubhouse.
- i. **Remove pine tree on Griswold:** Kathryn moved we approve the \$750 bid from Sun Country to remove the dead pine tree on Griswold; Tim seconded the motion; Motion passed.

11. Adjournment to Executive Session – Kathryn moved we adjourn the meeting; Doug seconded the motion; Motion passed. Meeting was adjourned at 9:04 p.m.