

SIERRA VILLAS NORTH HOA

BOARD OF DIRECTORS MEETING

DATE: Thursday, March 28, 2019
TIME: 2:00 PM
LOCATION: Pool Ramada

CALL TO ORDER

The meeting was called to order at 2:00 PM.

HOMEOWNERS PRESENT

7 owners present (see sign-in sheet)

ROLL CALL

Board Members Present:

Douglas Work	-	President
Tom Linn	-	Vice President
Carrie Nephew	-	Treasurer
Marian Stephens	-	Secretary
Helmut Boehl	-	Director

Management: Gabriel Noriega - GNC Community Management

QUORUM (5)

A quorum was present to conduct an official meeting. Mr. Work called the meeting to order.

PRESIDENT REPORT

- Mr. Work stated that he had received information from the trash company with new guidelines on recycling materials. Mr. Work read the list of changes.
- Mr. Work reported that a TEP transformer failed and had to be replaced, this transformer is located in front of a home in the community it was also covered with shielding material that the owner put there, it might have got too hot and failed. He advised all homeowners not to cover the transformers per TEP.
- Mr. Work stated that we have had a very rainy winter and with that weeds were popping up everywhere, the HOA landscapers were taking care of the common areas but he urged the homeowners to please take care of theirs.
- Mr. Work stated he has heard that neighbors have been helping each other with medical concerns, that is very encouraging to hear.

HOMEOWNER OPEN FORUM/COMMENTS

- Mr. Shy asked why the overnight parking language changed, Mr. Noriega stated that it hasn't changed, when the Rules & Regulations were updated it was the same language used previously.
- Mr. Shy asked about the dying tree in the pool area. It was noted that the tree needed nutrients and it was not dying.
- An owner thanked the board for the improvements made to the Pool Ramada.
- Mr. Stephens asked why the community needs to be swept, this item is an agenda item and will be discussed then.

APPROVAL OF MINUTES

- The minutes of the February 28, 2019 Board of Directors Meeting and Executive Session were reviewed.
A motion was made to approve the minutes as corrected. The motion was seconded and approved.

FINANCIAL REPORT

- The Board reviewed the February 2019 financial report as presented.

A motion was made to approve the financial report as presented. The motion was seconded and approved.

MANAGER REPORT

Mr. Noriega presented the Board with a written report. Below are noted action items:

- **Landscaping** - Serviced by JA&A Landscaping Company. No issues reported.
- **Pool** - Serviced by Oasis Pools. Bob Divine continues to service the pool as the pool operator. New pool signs were installed. Mr. Work stated that some repairs were done to the bathroom to include termite damage, painted doors and installed new signs. Mr. Work stated that he is looking at getting a new cabinet to display pool license.

A motion was made to approve the expenditure of \$150 for a new cabinet. The motion was seconded and approved.

- e. **Other items** - Still waiting on the age survey to be completed there are a few owners that have not returned the form.

BUSINESS

- a. **Palm Trees in Pool Area** - Ms Stephens has asked to have the palm trees removed in the past. She gave brief summary of her thoughts on the issue and would like to start the discussion again with the homeowners. She would like to have another survey sent out to the homeowners. The last survey resulted in a "no" removal of the palm trees. The consensus of the rest of the board and those present was not to remove the palm trees.

A motion was made to keep the palm trees. The motion was seconded and voted on, the results of the vote was 4 to 1, motion passed.

- b. **Entrance Lights Replacement Cost** - Mr. Work stated that two bids were obtained to replace the entrance lights, the bid is to replace 10 upright lights and 4 spot lights. Both bids came in very close to each other, Vick's is \$850 and JA&A at \$830. Since JA&A is the current landscapers the board chose them.

A motion was made to award the light replacement bid to JA&A in the amount of \$830, the board approved no more than \$1,000.00 just in case anything else is needed. The motion was seconded and approved.

A motion was made to approve the bid to paint the entrance post and the back-gate post at no more than \$130.00. The motion was seconded and approved.

- c. **Pool Furniture** - The board discussed needing more chairs for the Pool Ramada. Discussion ensued regarding this issue.

A motion was made to stay within the budget this year and revisit when the winter residents come back and see then if more chairs are needed. The motion was seconded and voted on. The results of the vote were 2 to 3 motion failed.

Further discussion was made that more chairs were needed and there were on sale at the moment, if they wait until the fall they might no longer be on sale.

A motion was made to purchase 6 additional chairs. The motion was seconded and voted on. The results of the vote were 4 to 1 motion passed.

- d. **Stop Sign Replacement of Faded Ones, Re-Open Yield Sign Discussion** - The board further discussed the yield signs, the consensus was to keep the stop signs and not replace them with yield signs. Mr. Linn stated that 6 faded stop signs needed to be replaced. He stated that it should not be more than \$500 to replace them.

A motion was made to replace 6 stop signs and spend no more than \$500.00. The motion was seconded and approved.

- e. **Maintenance Execution and Approval** - Ms Stephens questioned what maintenance is allowed to be done by the President or Vice President in his absence. Mr. Work stated that traditionally the President or VP have approved maintenance issues or emergencies and ratify them at the next board meeting. In the most recent case, Mr. Work stated that the bathrooms had termite damaged that needed to be repaired and the bathroom doors were also painted because they looked worn out and faded. Ms Stephens further discussed why the doors were painted that color no one approved that color. Mr. Work stated that the color is an approved trim color in the community.

A motion was made to repaint the doors using the color they were painted before. The motion was not seconded and therefore failed.

A motion was made to leave the bathroom door with the color they were recently painted.

The motion was seconded and voted on. The result of the vote was 4 to 1, motion passed.

Further discussion was done regarding what maintenance issues can be handled by a board member that is here if the president is not here. The consensus of the board is that a board member that is here and is next in the chain of command (President, VP, Treasurer, Secretary and Director at Large) can make maintenance repair on an issue that is of safety concern without the approval of the rest of the board members, notification will be made via email or phone to the rest of the board members prior to the repair.

A motion was made to allow a board member, who is present in the community make safety or emergency repairs if the president is not present using the chain of command and notifying the rest of the board members. The motion was seconded and approved.

- f. **Lot 15 & 16 Window Overhang Awnings** - Ms Stephens questioned who approved these applications and colors that were used. Mr. Linn stated that the owners installed the awnings with consent of an ARC member. The colors used were further discussed and Ms Stephens stated that the colors did not match. The rest of the board stated that the colors did match and wanted to take a vote to approve the applications after the fact.

A motion was made to approve the awnings for Lot 15 & 16 after the fact. The motion was seconded and voted on. The vote was 4 to 1 motion passed.

- g. **Unapproved Gate Color on Stacy Dr.** - Mr. Linn stated that it is an approved color.
- h. **Pima County Health Dept Inspection Report** - Mr. Work stated that an inspection was done by Pima County Health Dept which resulted in a couple of noted violations, one being that the door latch was too low, it is at 45 inches and should be at 54 inches, unless there are elderly or wheelchair bond residents in the community. This can be resolved by sending the County a letter stating that in fact there are residents on wheelchairs and elderly. Mr. Noriega will send the letter.
- i. **Street Sweeping** - Mr. Noriega provided a bid to sweep the streets twice per year, this will help preserve the streets by keeping the dirt and debris away. The bid is for \$330 per visit, the board would like to give it a try this year and re-evaluate it next year.

A motion was made to approve the bid from Sunstate Sweeping in the amount of \$330 per visit. The motion was seconded and approved.

- j. **Shelving Unit for Pool Area Shed** - Mr. Work requested to purchase a shelving unit to put inside the shed, one is needed for more storage he stated it wouldn't be more than \$100.00

A motion was made to spend no more than \$100 to purchase a shelving unit for the shed. Mr. Work will purchase it and get reimbursed. The motion was seconded and approved.

- k. **Electronic approval of Board Meeting Minutes** - It was previously decided that the minutes of the board meeting will be drafted by Mr. Noriega within 2 weeks after the board meeting and send to the board for approval, once approved the Secretary will distribute them electronically to the members. A policy needed to be implemented as to how long the board had to review the minutes. If there is a meeting next month the board will have 3 days to do the edits, if no meeting the board will have a week to do edits.

A motion was made to give board members 3 days to edit the minutes when a meeting is coming up the following month or so, and 1 week when there is no meeting. The motion was seconded and voted on. The results of the vote were 4 to 1, the motion passed.

NEXT MEETING

- The next Board of Directors meeting will be TBT.

ADJOURNMENT

Motion: With no further business, Mr. Work made a motion to adjourn the meeting at 4:17 PM. The motion was seconded, all were in favor and the meeting was adjourned.