

SUN LAKES PHASE TWO UNIT ELEVEN TOWNHOUSE ASSOCIATION, INC.

ANNUAL MEETING FEBRUARY 17, 2020 7:00 P.M.

BOARD MEMBERS PRESENT:					
Frank Mills, President	Linda Leland, Vice-President	Dorothy Thurman, Secretary/Treasurer			
Gary Cox, Member-at-large	Don DeCleene, Property/Architectural Chairman				
HOMEOWNERS PRESENT:					
Alan Anderson	Sue Barnard	Mel Bram	George Conaway	Brenda Costa	
Gary & Kathleen Cox	Penny Dilles	Norm & Paul	Charles Healy	Lorin Hicks	Sue Johnson
Jerry & Patti Johnston	Tom & Joan Kern	Tom & Virginia Meter		Ann Newton	Phil Ochs
Larry & Jan Ott	Rosie Raisanen	Barbara Sampson	Judy Simmonds	Jan Sykes	
Pat Symons	Carol Virkler	Jo Wolf			

CALL TO ORDER:

FRANK MILLS, PRESIDENT

- The meeting was called to order at 7:00 PM by Frank Mills

DETERMINATION OF A QUORUM:

DOROTHY THURMAN, SECRETARY

- There were 29 members present, fulfilling the quorum requirement of 20% or 21 members.

WELCOME AND PRESENTATION OF CURRENT BOARD OF DIRECTORS:

FRANK MILLS, PRESIDENT

PRESIDENT'S REPORT:

FRANK MILLS, PRESIDENT

- Unit 11 is a beautiful neighborhood. We are part of the Cottonwood/Palo Verde master community and we have 108 townhomes in 27 buildings.
- Discussion on what part of the townhouse is the homeowner's property and which is common property.
- Amenities discussed that are offered by Cottonwood/Palo Verde. HOA dues for Cottonwood/Palo Verde are \$1,465 per year.
- Unit 11 provides a strong value for dues collected. We maintain the yards, trees, and building exteriors in accordance with the CC&R's, set standards for exterior maintenance and appearances and provide master insurance coverage. We clean the roof debris yearly and pay for the common area taxes. Unit 11 does not cover the townhouse roofs.
- Unit 11 dues are \$2,040 per year.
- In 2019, the dues were spent on: Administration 20%, Common area maintenance 51%, Building repairs & painting 69%, Reserve savings 15%. Note, we spent more than 100% of the dues collected in 2019 with the difference paid from the reserve funds.
- Reminders about garbage collect, pets, and Architectural change forms and Work Orders were discussed.
- Common Area is owned and maintained by the HOA. No decorative items nor in ground plants are allowed in the common area, effective 4/2019.
- There is an HOA drop box on the north end of Berry Brook Drive.
- Jerry Johnston is the Property Manager and his phone number is 602-539-0463.

TOWNHOUSE SALES:

DOROTHY THURMAN, SECRETARY

- There were 11 townhouse sales in 2019 and 3 so far this year.
- New owners are: Daniel & Dawn Demchenko, Mahlon & Linda Vigesaa, Mo Felling & Jane Blume, Tom & Sharon Betz, John & Mary Koenes, Kevin Snyder, Bill & Virginia Scheer, Phil & Verna Ochs, Greg Botma, Ann Newton, Bill & Mariette Allen, Susan Davidson, James & Colleen Newman, Tom & Virginia Meter.
- There are three homes for sale as of this date, one is sold.

SOCIAL COMMITTEE REPORT:**LINDA LELAND, CHAIRPERSON**

- Linda says the next social will be held on April 5th, 2020. More information will follow.
- If anyone would like to help Linda and join the Social Committee, be sure to let her know.
- Linda says the Ladies coffee continues all year. There will be an email 'blast' each month and she will get the signs out.

PROPERTY & ARCHITECTURAL COMMITTEE REPORT:**DON DECLEENE, CHAIRMAN**

- The committee consists of: Don DeCleene, Chair, and members Alan Anderson, Gene Brown, Gary Cox, Lonnie Thurman, Brenda Costa, Rosie Raisanen, Pat Trupp, and Judy Simmonds.
- If anyone is interested in joining the Property & Architectural Committee, please let Don know.
- The Architectural/Property Committee oversees the Property Manager, makes recommendations for policies, By-Laws, CC&R's and Architectural guidelines. It involves more homeowners in policy/property issues.
- Improvements in 2019: Driveway dividers were planted with 32 new bushes and a new irrigation system was installed there. Increased applications of post and pre-emergent weed control. Completed 60 work order requests for repairs to the building exteriors and processed architectural change request. Completed 2019-2020 painting project of all 27 buildings. Repaired and repainted the Riggs Wall. Removed 6 dead trees and planted 3 new trees. Removed many window boxes and replaced some patio cover supports. Implemented a new repair process for the gate latches.
- Architectural Request forms are required for changes to your property such as construction on the interior or exterior. They are also required for exterior decorations. Submit to Don DeCleene, Jerry Johnston or deposit forms in the drop box on Berry Brook.
- Work Orders are required for work to be done by the HOA. Submit to Don, Jerry or place in the drop box.
- Ann Newton asked if a bush could be planted near the SRP box near her house. Don said that SRP does not want any new bushes installed near their boxes because they need a minimum of 4 feet access to the boxes. Jerry said we are not allowed to plant anything near them or paint them per SRP rules.
- Brenda Costa says there is conflicting information regarding the common area use. Don said there can be no items placed in the common area but plants in pots are allowed on the stub walls with approval from the Property/Architectural Committee after the owner has submitted a request form.

FINANCIAL REPORT:**DOROTHY THURMAN, TREASURER**

- The Unit 11 financial picture was very good at the end of 2019. We spent \$23,499.81 less than our income. The board will decide how much of this money will be moved into the reserve fund later. We did spend a large portion of our reserve fund to pay for the painting project and the Riggs wall repair project.
- At the end of 2019 our bank balances were: \$90,264.75 checking and \$23,359.04 in savings. The savings account represents the Reserve which is allocated in: General reserve \$500.24, Painting reserve \$2,443.80, Irrigation reserve \$2,400., Building reserve \$4,900., Reserve Fund Fees reserve \$3,000.00, Rigg Wall reserve \$115., Rock refresh reserve \$10,000. for a total of \$23,359.04. Our board has set the 2020 budget at: Income \$229,700. and expenses \$229,700. This includes \$36,000.00 which will go into the reserve.
- Jan Foldenaur has completed her audit of the 2019 financials and reports that everything is in order including approvals and deposits. We thank Jan for her assistance and help with this important work.
- Jo Wolf has been volunteering to assist with distribution of materials to those owners who do not have email. We also thank Jo for her help.
- Alan Anderson asked if Dorothy felt the reserve fund was adequate. Dorothy said she estimates the reserve would total around \$60,000 at the end of 2020 and we could continue to work to build the reserve. The minimum would be around \$25,000. Alan asked if the board would do a reserve study to make sure the reserve was enough for our needs. Dorothy said the board could do that.

ELECTION OF BOARD MEMBERS:**DOROTHY THURMAN, SECRETARY**

- There are two current board members whose terms are expiring – Frank Mills and Linda Leland. There are also two additional openings because of resignations last year.
- Dorothy would like to nominate the following candidates:
 - Frank Mills – has served on the HOA board for 6 years acting as president for the past 5. He and his wife Rose are active in the community and enjoy living here. Frank is an architect and brings a wealth of experience and insight to our board
 - Linda Leland – has lived in Unit 11 for 6 years and has served on the HOA board for 4 years. Linda was a national marketing manager in transportation, and she is currently active in the community – volunteering at her church and for the foster children program.
 - Tom Kern – is originally from New Jersey. After a short time in college, he joined the Army and trained as an Intelligence Specialist for the Army Security Agency. He moved to Chandler in 1975 and owned his own business and later worked for a design/build firm. He retired in 2017 and he and his wife Joan moved to Unit 11. He has been active as a volunteer director for numerous non-profit local organizations and was President of his former HOA in Chandler. He currently volunteers for Neighbors Who Care.
 - Penny Dilles – is originally from Alaska. Later, her parents moved to Lake Havasu City and she loved the lake, the landscape, and much warmer winters. She moved to Arizona in 2003. In 2017, she moved to Unit 11. Penny worked in various positions in the telecommunications field for 30 years. She gained valuable interpersonal skills, ultimately moving into management where she worked with Union positions. She felt this was a rewarding experience. Later, she worked for a rental company in Lake Havasu.
- Dorothy asked if there were any nominations from the floor. There were no further nominees. Dorothy moved that since there are four vacancies and four nominees, they be elected by acclamation. Seconded by Rosie Raisanen. Motion approved.
- Susan Johnson said that she feels the board should work harder on communication with the owners. She submitted a work order and wasn't sure when the work would be or completed. Frank said he would investigate this.

ADJOURNMENT:**FRANK MILLS, PRESIDENT**

- Motion to adjourn made by Jan Sykes, seconded by Carol Virkler. Motion approved.