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**Las Palomitas Homeowners Association**  
**Board Meeting Minutes**  
**Tuesday, September 8, 2020 at 4 PM**  
Zoom Virtual Meeting

<b>Board: Present</b>		<b>Staff:</b>	
<b>X</b>	<b>Terry Davis</b> , President	<b>X</b>	<b>Donna Wood</b> , Managing Agent
<b>X</b>	<b>Jim Davis</b> , Vice-President	<b>X</b>	<b>Joan Groom</b> , Meeting Minutes
<b>X</b>	<b>Sarah Frieden</b> , Member at Large		
	<b>Owners Present</b>		
	Joyce Barkley		Mary Risberg
	Pete Torrez		

**I. Call to Order**

The meeting was called to order at 4:02 p.m. after establishing a quorum with all members present.

**II. Homeowner Input**

- Mary Risberg commented that Donna has been helpful to her as a new homeowner.
- Joyce Barkley remarked there is a tremendous improvement in the landscaping since Andrew and Pedro came on.
- Pete Torrez introduced himself as a new homeowner and real estate agent. He indicated he would be interested in joining the board in the future.

**III. Minutes Approval**

**A motion was made and seconded (Frieden/J Davis) to approve the May 12, 2020 Board Meeting Minutes as amended. Motion passed.**

Word "called" missing from Call to Order on first page

**IV. Financial Report (*Donna Wood*)**

July Financials

Current Assets	\$ 79,819.60
Reserve Assets	\$ 237,090.53
<b>TOTAL ASSETS</b>	<b>\$316,910.13</b>

- **Income: July income is under budget by \$6,870** (refer to Executive Session).
- **Administrative Expenses: Over budget by \$1,765.64** insurance payment (\$1,995) on our premium was not budgeted for July, but is budgeted in our annual budget. Our Rural Metro insurance is over by \$135.82, but should balance out by end of year. Member dues cover Master Association dues. In July we paid \$7,380.08.
- **Maintenance: Over budget by \$530.** We had trees down in a storm and removing them was a \$1,200 expense. We also had some landscape improvements at \$650 (some plants across from the pool).
- **Utilities: Over budget by \$2,309.08.** Electricity is high, over by \$516.80. Under budget on gas ad trash removal. However, water is over budget by \$1,980.12. This was during time we had major irrigation leaks throughout the community.

- **Total Expenses:** We are over budget for July by \$4,604.72.
- **Reserve Expenses:** No Reserve expenses for July.
- **Transfer:** Monthly transfer to Reserves of \$6,600.

**August Financials**

Current Assets	\$ 59,861.14
<u>Reserve Assets</u>	<u>\$ 243,794.09</u>
<b>TOTAL ASSETS</b>	<b>\$303,655.23</b>

- **Income: August income is over budget by \$6,989** (Refer to Executive Session, payments received late and payments from collections). You have received \$800 YTD on homes sold in Las Palomitas.
- **Administrative Expenses: Under budget by \$4,457.32.** We paid insurance policy payment. Our Rural Metro insurance is over by \$67.91. Our legal fees were \$717 this month. We had budgeted the Master Association dues for this month, but they were paid in July. \$280 was paid for pool & spa permits. City has new system and didn't send a notice, but it is straightened out.
- **Maintenance: Over budget by \$2,067.** We had to do a landscape cleanup for the cactus that fell on a homeowner's back deck. Over budget for general maintenance and repair by \$1,337 for (check to Twomey & Zehr) and backflow inspection and repairs.
- **Utilities: Over budget by \$771.51.** Under budget in everything except water. Water is over by \$1,346.81. We've had a lot of leaks.
- **Total Expenses:** We are under budget for August by \$1,618.81 and under budget YTD by \$7,522.90.
- **Reserve Expenses:** No Reserve expenses for August.
- **Transfer:** Monthly transfer to Reserves of \$6,600.

**V. Reports**

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**A. Landscape Report** (*L. Head/ A. Constant*)

- No report.

**B. Management Report** (*D. Wood*)

In Escrow				
Escrow Date: 5/1/2020-9/5/2020				
New Owner	Unit Address 1	Lot #	Previous Owner	Process Date
Arka Chatterjee	4024 E Via Del Vireo	160	Zachary Baker	8/24/2020
John & Mary Risberg	5954 N Via Del Chiquiri	166	Colleen Reid Nancy Woods	5/14/2020
Peter & Ann Torrez	4048 E Via Del Mirillio	188	French	8/7/2020

### **Update on RFID system**

I had a good follow up conversation with Eric Soulsby on September 2<sup>nd</sup> after receiving this email update:

9.2.220

Donna,

Well, I wish I could say that the new gate system will be coming soon, but in these COVID-19 days we have been delayed. They have started the infrastructure work (wiring, etc.) for the new system, but I cannot say when it will be ready to allow us to move forward and assign the RFID tags. We need a system in place in order to make sure that where the RFID tags are affixed on a vehicle (which is normally on the headlight) will work properly – I believe for some vehicles such as a Tesla the placement is not as simple as other vehicles. Nevertheless, I am assuming that by the end of the month we will be moving forward with the RFID tag assignments. It may then take October to November to get the system up and running.

Data collection has been slow but for the entire La Paloma community we have collected 85% of the owner responses. That sounds good, but it really says we miss 130+ responses. We will migrate what information we have from existing Capsure system and then hope to “debug” that data when speaking with owners during the RFID tag assignment.

It is a bit of a moving target as homes get sold and new renters take over. If you can, please send me an updated list of your owners and if you know any new folks, please try to get them to complete the questionnaire.

Thanks, Eric Soulsby

*Hopefully, everyone who has filled out a form will have a RFID tag and the system will be up and running by January.*

**Pool Area:** People have continued to use the pool without complaint. We had some issues with wasps trying to build a nest in the ramada area as well as the roof near the mailboxes. We have addressed those issues as soon as we received reports. *Donna would like to open the bathrooms at the pool with a notice asking people to be mindful of COVID -19 health considerations. The Board agreed to open pool bathrooms for this weekend.*

**Issues:** We continue to work with homeowners on any issues they may have. We had a Saguaro cactus fall over and partially land on the back deck of 4061 E Via Del Vireo. It damaged the support beam for the deck. I am in the process of finding a framer who can replace the support beam. (Since the cactus was located in common area, the HOA is responsible for the repair.)

**Pack Rats:** We were starting to get complaints from people who were seeing pack rats more often. We contacted Mr. Pack Rat. The inspection completed August 25<sup>th</sup> located 31 pack rat nest sites in the common areas designated for inspection. (We specifically limited the common areas that mainly backed up to other houses, not behind the houses with an open natural space.) This number of nests can produce over 300 new rats per year.

#### Initial Service

- Mr. Pack Rat proposes removing the identified 31 nests. Nest removal will help restore the rat population to a natural level, more easily maintained by the remaining predators while also reducing activity around the homes. The rats will be live trapped, removed and euthanized.
- The nests will be completely removed and the host plant trimmed/thinned to prevent future nesting by other rats. Nests in rock areas will be dug out and the rock replaced.
- All associated debris will be removed.
- Each nest removed will have a six month guarantee against future nesting

**Initial Cost:** \$4,730 less 10% discount = \$4,255.

**Reserve Study:** I met with Rob Petrisin of Strategic Reserves on July 10<sup>th</sup>. During our meeting we updated all of the component aspects of Las Palomitas. Components represent all items that will require maintenance or replacement (that are not part of the operating account/regular maintenance) over the next several years.

Percent funded is a general indication of reserve strength and the parameter fluctuates from year to year due to the disbursement schedule. We are currently 76% funded.

This is a strong position for Las Palomitas. We should continue to contribute to our reserve account as we are currently doing. We would also use funds from the reserve account for any emergency issues, policy deductibles, etc.

I have attached a copy of the reserve study for you.

#### Landscaping – Andrew Ziegler

I am happy to be working with Linda Head (Anita Constant is currently in cooler climate). We have done a few walk throughs with Andrew. The investment in time is beginning to pay off. We are seeing the community looking better than it has been in a while. There have been a few issues where homeowners did not want certain things done. So we are working on setting a standard for the front areas and any custom work will need to be addressed by the owners.

Andrew has really taken customer service to a new level. This past Friday evening (Labor Day weekend), I sent him a picture of a water valve box that looked “dug up.” He drove out on Friday night to inspect and reported back to me at 7:30 that same night.

#### Here is their report Sept 1 – 4

Cycle schedule: This week our crew focused on trimming down all shrubs below window level and throughout front yards in Cycle 1. Our crew also ensured that the entrances of the community looked good and were clear of any debris.

There have been 5 leaks down Via Del Verdemar this past cycle

- Overall, the weekly hit areas, entrances, streets/homes in Cycle 1 are in good shape and cleaned up. There were a few leaks that have come up that have been addressed as well as getting repaired on September 4, 2020.
- The irrigation has been resolved at 6045 Placita del Viero. The homeowner is requesting we plant something to cover up some of the new lines we put in. I will bring it to your attention in an email.

- When viewing the community this week while the crew was there, I received a handful of compliments on our crew being on top of situations throughout the community. We are going in the right direction and it is starting to show.
- The club house looks good and all debris has been removed. There are a handful of dead limbs that need to be removed from the shrubs around this area. We will take care of them this week.
- We are paying close attention to the irrigation down every street due to the consistent – As a reminder, the following standards have been implemented and we continue to enforce them throughout the cycle:
  - Any and all trash needs to be picked up in each cycle and weekly areas every visit.
  - All shrubs, trees, etc. need to be 1) below the window sills, 2) kept at a minimum height, 3) clear of address plates, and 4) clear of sidewalk/driveway paths in the front yards.
- We need to make sure we are removing dead shrubs/cutting them back significantly. Also, we need to ensure we are removing all volunteer plants throughout.
- Mary asked about approved plant list.

Next month we will address the 2021 budget.

## **VI. Old Business**

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- A. Landscaping Update
  - See Landscape under Management Reports above.
  - This last cycle there were 5 leaks on Via Del Verdemar and some irrigation issues, but they are getting addressed in a timely manner.
  - Sarah noticed some of the spaghetti irrigation lines are resting on the street and asked if Andrew could check and redirect them. Also, there are white blotches or paint in front of a couple of houses on Vireo. At the end of Vireo there is a set of footprints in middle of the street in white. She would like the landscapers to check all that out.
- B. COVID 19 Updates
  - May 12 minutes, page 4 – Sarah questioned Donna saying COVID 19 doesn't last over 85 degrees. Donna will strike from the May 2020 minutes.
  - Discussion regarding opening the pool bathrooms. Donna will send language for notices for the pool area and bathrooms. Hopefully, we can find some normalcy for the winter.
  - Sarah read report on public restrooms that said they can be used but to leave if someone starts coughing.

## **VII. New Business**

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- A. Insurance Proposal
  - Donna will have the proposals at the October meeting, Our current policy comes up for renewal on November 1.

B. Reserve Study Report

- See Management Report above. LPAL is 76% funded and in good shape. Continuing to fund at \$6,600 a month will hold HOA in good stead. Donna will post the Study on the website.

C. RFID Update – Master Association

- See Management Report above. Terry wonders how new tags will be able to distinguish homeowners' vehicles. Donna said they won't.
- Sarah mentioned there are a lot of empty parking spaces in LPAL. Terry verified members complain people from other communities are parking in them. Sarah wondered about Donna noting license plates and perhaps checking the cars out if they are still there the following month. Terry suggested we go with complaints from owners. Donna said we have the most guest parking places and as long as our homeowners and guests are able to park, perhaps it's fine. If it becomes a problem for homeowners, then we would change our focus.
- Pete is in favor of waiting to see if there is a problem.

Terry asked about irrigation bids. Donna has received one for \$23,000 to update irrigation on Chiquiri. She will get more bids for October meeting.

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**VIII. Next Meeting**

**October 13, 2020 – Budget Meeting**

Virtual Meetings in the foreseeable future.

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**IX. Adjournment**

**There being no further business, the meeting adjourned at 4:48 PM.**

<b>Las Palomitas Board Members</b>	<b>Phone</b>	<b>Email</b>
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Sarah Frieden, Member at Large		
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