

# SONORAN DESERT WILLOW ESTATES HOMEOWNERS ASSOCIATION

P.O. BOZ 14198 | TUCSON, AZ 85732 | PHONE: (520) 623-2324 | FAX: (520) 722-5039

## BOARD OF DIRECTORS MEETING

MAY 16, 2024, AT 6:30PM  
MICA MOUNTAIN HIGH SCHOOL  
10800 E VALENCIA RD  
TUCSON, AZ 85747

### Meeting Minutes

#### I. CALL TO ORDER & VERIFICATION OF QUORUM

- a. *The meeting was called to order at 6:30 PM, by President George Collaco*
- b. *Quorum was verified with 4 of the 5 current Board of Director members present in person*
  - i. *Members present: Michael Gauvin, Jill Wells, Denise Decker, George Collaco*
- c. *Notable absences*
  - i. *Linda MacGregor*
- d. *Lyndsie Heck was present, representing Platinum Management.*

#### II. APPROVAL OF MEETING MINUTES

- a. MARCH 21, 2024 BOARD OF DIRECTORS MEETING MINUTES
  - i. *A motion was made to accept minutes as written. Motion was seconded. (Collaco/Decker)*
    1. *No discussion/questions.*
  - ii. *All in favor. Motion carries.*

#### III. FINANCIAL REVIEW

- a. MARCH-APRIL 2024
  - i. *A motion was made to table the report and approval of the financials until next meeting due to Linda MacGregor's (treasurer) absence. Motion was seconded. (Collaco/Decker)*
    1. *Brief review by Collaco regarding movement of \$5000 to reserve.*
  - ii. *All in favor. Motion carries.*

#### IV. MANAGEMENT REPORT

- a. MARCH 14, 2024- MAY 15, 2024
  - i. *Lyndsie Heck, Platinum Management presented a report on managerial occurrences.*
    1. *Site tours will be split alternating inspections between north and south sides of community on a weekly basis*
    2. *Proposed sending violation report to the Board on a biweekly basis, every Friday*
    3. *Photo links to be sent with violation reports*
    4. *Management recommends reaching out via email whenever possible for friendly reminders before sending out "1<sup>st</sup> notices"*
  - ii. *A motion was made to accept the amended report as written. Motion was seconded. (Collaco, Gauvin)*
  - iii. *All in favor. Motion carries.*

#### V. OLD BUSINESS

- a. COMMUNITY PAINT PALLET
  - i. *A motion was made to table discussion of the paint pallet pending a special board meeting. (Collaco, Gauvin)*
    1. *Special Board of Directors meeting was called by George Collaco to discuss and approval a paint pallet for Sonoran Desert Willow Estates*
      - a. *Meeting to be hosted by Jill Wells*
      - b. *Wednesday, May 29<sup>th</sup>, 2024, at 12:00 PM*
      - c. *Notice to be placed on website by George Collaco*
    2. *All in favor. Motion passes.*

**VI. NEW BUSINESS**

a. VIOLATION LETTER LADDER

- i. *A motion was made to allow management to reach out to homeowners, when plausible/possible, via email for minor violations prior to sending violation notices. (*

b. AS BROUGHT FORTH

i. *Landscaping Contract*

1. *The board indicated lapses in service from Sonoran Shade Tree. Common areas (basins, parks, Coyote Willow) have not been regularly maintained as they once were.*
2. *Cycle map was requested and had not been provided.*
  - a. *Lyndsie to look into getting board a copy of the cycle map*
3. *Further clarity on man hours is needed*
4. *Further discussion regarding the landscaping. The board would like to explore further options/landscape companies. Lyndsie to create RFP*

ii. *Playground inspection*

1. *Lyndsie has already reached out to Leapfrog regarding inspection of the play equipment. When a quote is made available, it will be forwarded to the Board for further discussion.*
2. *Lyndsie to check with the insurance company to find out if inspections are needed for the playground*

**VII. OPEN FORUM**

- a. Homeowners attending the meeting requested further clarity regarding homeowner responsibility and landscaping enforcement.

- i. *Lyndsie explained the policy to those in attendance*
- ii. *The Board reiterated their decision to allow for more leniency regarding minor violations.*

**VIII. ESTABLISHMENT OF NEXT MEETING DATE & TIME & FUTURE MEETING AGENDA ITEMS**

- a. *The next meeting will be held on Thursday, June 20<sup>th</sup> at 6:30PM at Mica Mountain High School.*

**IX. ADJOURNMENT**

- a. *With no further business to be discussed, the meeting was adjourned at 7:41 PM*

**SUBMITTED FOR APPROVAL BY:**

**LYNDSIE HECK, CMCA  
PLATINUM MANAGEMENT  
ASSOCIATION MANAGER  
ON BEHALF OF THE SONORAN DESERT WILLOW ESTATE HOA**