

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

MARCH 21, 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 all current Board of Director members present in person.*

<i>Michael Gauvin</i>	<i>George Collaco</i>
<i>Jill Wells</i>	<i>Linda MacGregor</i>
<i>Denise Decker</i>	
- c. *Lyndsie Heck was present, representing Platinum Management.*

II. APPROVAL OF MEETING MINUTES

- a. JANUARY 18, 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.*
- b. FEBRUARY 15, 2024 ORGANIZATIONAL MINUTES
 - i. *A motion was made to accept minutes as written. Motion was seconded. (Gauvin, Collaco)*
 1. *No discussion/questions*
 - ii. *All in favor. Motion carries.*

III. FINANCIAL REVIEW

- a. JANUARY 2024-FEBRUARY 2024
 - i. *Linda MacGregor, Treasurer, gave verbal review of the Association's financial status covering January 2024 through current date, 03/01/2024.*
 1. *A measurable decrease in outstanding/unpaid assessments and homeowner collections was noted.*
 - ii. *A motion was made to accept the financials for January 2024 & February 2024. Motion was seconded. (Collaco, Gauvin)*
 1. *No discussion/questions*
 - iii. *All in favor. Motion carries.*

IV. MANAGEMENT REPORT

- a. JANUARY 2024- February 2024
 - i. *Lyndsie Heck, Platinum Management presented an amended report on managerial occurrences. Board members were provided hard copies of the amended report.*
 - ii. *A motion was made to accept the amended report as written. Motion was seconded. (Collaco, Gauvin)*
 1. *George Collaco to place management reports on the website for homeowner clarity regarding Platinum Management's role in the Association.*
 2. *Lyndsie to request that Sonoran Shade Tree itemize invoices getting forward.*
 3. *Lyndsie to instruct Platinum accounting staff to ensure that invoice regarding tree/sidewalk is categorized/coded correctly for budgeting purposes.*
 - iii. *All in favor. Motion carries.*

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V. OLD BUSINESS

a. RESERVE STUDY

- i. *A proposal from Advanced Reserve Solutions for performance of an Association Reserve Study at a cost of \$1900 was presented to the Board.*
- ii. *A motion to table further discussion of the proposal, pending research regarding playground inspection and receipt of further bids for Reserve Study, was made. Motion seconded. (Collaco, Denis)*
 1. *Discussion on the several benefits and drawbacks of obtaining a reserve study occurred.*
 2. *Micheal Gauvin to contact playground equipment contractors for inspection information/bids.*
 3. *Micheal Gauvin to present further research on shading options for the playground.*
 4. *Lyndsie Heck to pursue and secure two more proposals by the next Board meeting.*
- iii. *All in favor. Motion Carries.*
 1. *Reserve Study will be placed on the agenda for further discussion at the next Board meeting.*

b. COMMUNITY LIGHTS—SST PROPOSAL

- i. *A proposal from Sonoran Shade Tree regarding replacement, repair, & relocation of solar lights in the community was presented. The total proposed cost is \$2697.98.*
- ii. *Micheal Gauvin and George Collaco summarized a previous onsite meeting with Sonoran Shade Tree regarding community park.*
 1. *Proposal covers replacement of missing lights, relocation of light from south park to north park so that lights and placement match, and the addition of three lights in south park.*
- iii. *A motion to table further discussion & decisions regarding the proposal for next two meetings, pending the establishment of a committee to examine need for lighting was made. Motion seconded. (Collaco/Linda)*
 1. *Micheal Gauvin to present photos of the proposed lights.*
 2. *As item is not urgent or currently budgeted, Board wants two more bids with onsite contractors once committee is established.*
- iv. *All in favor. Motion carries.*
 1. *Community Lights will be held for discussion until May 2024 meeting, pending committee establishment.*

c. WATER METER

- i. *The Board would like to establish when the new working water meter was installed to ensure proper billing was done by City of Tucson.*
- ii. *Motion to table discussion of item, pending findings from the water department was made. Motion was seconded.*
 1. *Linda MacGregor to go to water department in person.*
- iii. *All in favor. Motion carries.*
 1. *Water Meter to be held for discussion until further information from the water department is received.*
 2. *Lyndsie Heck to call water department.*

d. UPDATED LANDSCAPING CONTRACT

- i. *The Board directed Lyndsie Heck to contact Sonoran Shade Tree to update verbiage in contract to reflect:*
 1. *Billing of Association in arrears*
 2. *Specification of man hours*
 3. *Current schedule/cycle for regular maintenance in the community.*
- ii. *The Board directed Lyndsie Heck to obtain a copy of the amended landscaping contract signed by both PMI and Sonoran Shade Tree respective representatives.*

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- iii. *The Board directed Lyndsie Heck to contact Sonoran Shade Tree and inform them that the pre and post emergent spray in the common areas is not working. Weeds remain despite the spraying done in the prior cycle.*

VI. NEW BUSINESS

a. CULVERT DRAINAGE REPAIR PROPOSAL

- i. *A proposal for repair and restructuring of the culvert drainage area at the corner of Silky Willow and Satiny Willow by Sonoran Shade Tree at a cost of \$1,215 was presented.*
- ii. *A motion to approve the proposal as submitted was made. Motion seconded.*
 1. *Due to the urgency of the repair, no further proposal will be requested.*
- iii. *All in favor. Motion carries.*
 1. *Lyndsie to send signed proposal to Sonoran Shade Tree by 3/22/2024.*

b. SST SIDEWALK & TREE REMOVAL PROPOSAL

- i. *A motion to approve two proposals from Sonoran Shade Tree to repair common area sidewalks and remove problematic trees in the common areas around the community was made. Motion seconded. (Collaco, MacGregor)*
 1. *To remain on budget, the repairs and tree removals will be staggered over a series of months. Tree removals and repairs will commence at the direction of the board.*
 2. *Board members to direct Lyndsie Heck when each removal/repair should begin.*
- ii. *All in favor. Motion carries.*

c. PAINTING PALETTE APPROVAL

- i. *The Association does not currently have an approved color palette. Platinum has suggested that the Board put a moratorium on exterior painting ARC considerations until the Board approves a color palette.*
 1. *ARCs will continue to be reviewed as they have been going forward until the BOD decides on a color palette. Pending receipt of color board (due in May from Tracey at Dunn Edwards)*
 2. *BOD may choose to adopt a painting resolution once colors are available from Dunn Edwards and color palette has been chosen and approved.*

d. AS BROUGHT FORTH

- i. *BOD would like \$3100 transferred to reserves.*
 1. *Lyndsie directed to check with Platinum's accounting team to ensure that money has been transferred.*
- ii. *BOD would like to explore high yield savings accounts.*
 1. *Lyndsie directed to consult with Platinum's accounting team regarding this.*

VII. OPEN FORUM

- a. *Homeowner questions regarding clean up of areas beyond the Association's property.*
 - i. *Lyndsie and BOD to investigate clean up options along Houghton and Valencia with city.*
- b. *Homeowner complaint about neighboring property landscaping addressed.*
 - i. *Violations/Citation letters sent out at BOD directions upon site tour results.*

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

- a. *The next meeting will be held on Thursday, April 18th at 6:30PM at Mica Mountain High School.*

IX. ADJOURNMENT

- a. *With not further business, the meeting was adjourned at 8:04 PM*