

Mission Manor at Ray Ranch

Homeowner's Association

Board Meeting Minutes

January 18, 2017

Members present: Ross Thomas, Warren White, Rick Palmatier

Other attendees: Christine Yost (TCPM)

Members absent: Gerry DaRosa, Jose Davila - both excused

Location: Nate's Third Base

The meeting was called to order at 7:10 p.m.

No homeowners were present, no forum conducted

Consent Agenda: October 19, 2016, minutes; ACC requests (lots # 51 (gravel), #60 (tree removal, artificial turf, paint); DLM estimate on tree removal. R. Thomas motion, W. White second, APPROVED unanimously

Treasurer's report: The November 2016 report was reviewed since the end of year reports had not been finalized by TCPM, no issues noted. TCPM reported that all invoices are now being processed electronically. R. Thomas motion, R. Palmatier second, APPROVED unanimously

Old business:

- Review of 2017 meeting schedule – R. Palmatier motion, R. Thomas second, APPROVED unanimously
-- March 15, April - no meeting, May 10 (Annual Meeting @ 6:00 p.m.), June 14, July - no meeting, August 16, September - no meeting, October 18, November - no meeting, December 13 - if necessary
- CPA selection – Although the Association's finances are uncomplicated, the last several annual reports have only been at a compilation report level. In light of the updated reserve study, the Board discussed an increased level of scrutiny to coincide with that review. Base level cost proposal from Ginsburg & Dwaileebe is \$900 (\$250 less than next lowest bid). On R. Palmatier motion to award to G&W for a Review & Tax Service report, R. Thomas second, APPROVED unanimously

Architectural: no additional issues outside of consent agenda

New business:

Landscape maintenance: C. Yost reported that Diversified Landscape Management is on site every week (with a rotating area of focus, but with complete inspection). The Board asked about the previously provided inspection reports from DLM - TCPM will follow-up. Also, the Board requested that DLM be reminded to lock the pet waste-bag dispensers.

- DLM price increase – In November 2016, DLM notified TCPM that there will be a \$60 per month increase for their service. C. Yost obtained 2 bids for discussion - All Year Round Landscape (\$1,235) and Arizona Panoramic (\$2,500), against new for DLM (\$1,460). In light of the need to find & repair the current leak within the irrigation system, on which DLM has worked for the last several years, R. Palmatier motion to accept the increase with the potential re review after repairs are completed, R. Thomas second, APPROVED unanimously

-- Water leak issue – December 2016 water bill not yet available, the Board is concerned about what should be an obvious leak in the face of the valve timers being turned off due to the weather (November usage 7x higher than October or prior November). The Board requested a further explanation from DLM on the "not to exceed" proposal to locate & fix the leak, to include a simple schematic on the locations of the valves & drip/sprinkler lines controlled. The Board is concerned that if the valves are "off" then there should have been no water running through the system, the question being an excessive cost proposal for a valve repair. There is also an indication that DLM has turned off the main valve as an additional effort to isolate the problem. R. Palmatier motion to approve the repair quote for drip lines & the valve replacement (to be separately invoiced from prior "NTE" estimate that included leak location), R. Thomas second, APPROVED unanimously

-- TABLE leak resolution pending additional information from DLM on drip zones & explanation on why Nov'16 usage was undetected, discussion of potential charge-back options

There being no further business for the open session, the Board adjourned to Executive Session at 8:05 p.m.

The Board adjourned at 8:10 p.m., on unanimous motion

NEXT MEETING: March 15, 2017, 7:00 p.m., Nate's Third Base

Submitted by: R. Palmatier, 3/13/2017

Approved:

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Homeowner's Association

Executive Meeting Minutes

January 18, 2017

Members present: Ross Thomas, Warren White, Rick Palmatier

Other attendees: Christine Yost (TCPM)

Members absent: Gerry DaRosa, Jose Davila - both excused

Location: Nate's Third Base

The Executive Session convened at 8:05 p.m.

The Minutes from the October 19, 2016, meeting were reviewed & approved as part of the prior consent agenda

Violations: C. Yost reported that Lot #80 has been sent notice letters on uncontrolled weeds (do not appear to be perennial flowers). R. Thomas motion to send the fine notice letter, R. Palmatier second, APPROVED unanimously

There being no further business, the Board adjourned from Executive Session at 8:10 p.m.

Submitted by: R. Palmatier, 3/13/17

Approved: