

## Minutes

# ESTATES AT CIENEGA CREEK PRESERVE COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

**DATE:** September 14, 2016  
**TIME:** 6:00 p.m.  
**LOCATION:** Rincon Valley Fire Station #1

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**CALL TO ORDER:** The meeting was called to order by Frank Shannon at 6:03 p.m.

### ROLL CALL

**Present:** Frank Shannon, President  
Mac Finlayson, Vice President

**Absent:** Jim Matczysnki, Vice President

**MANAGEMENT:** Sylvie McAdams, Association Manager, Cadden Community Management  
**MINUTE TAKER:** Sylvie McAdams

### HOMEOWNERS PRESENT:

Rick Bass (Lot #24)  
Susan Botos (Lot #30)  
Kriss Mellor (Lot #31)  
Mark Robinson (Lot #41)  
Mike Olsen (Lot #42)  
Kim Cooper (Lot #45)

### QUORUM

At least two (2) Board members must be present. Quorum was met with two (2) members present.

### APPROVAL OF MINUTES

The Board reviewed the minutes. **Motion:** A motion was made and seconded to approve the minutes of the June 8, 2016 Board meeting as written. The motion passed unanimously.

**PRESIDENT REPORT – *Frank Shannon***

- Two (2) solar lights were installed at each entrance monument. He thanked Lot #24 for adding rocks around the lights, for protection and stability, at the Manhead Lookout entrance. Frank will ask Jim Matczynski to do the same for the Madrona Station entrance.
- The mistletoe was removed from the tree in the common area due to a request from a homeowner at the previous meeting.
- The old and damaged irrigation backflow cover was replaced with a new one.

**TREASURER REPORT – *Mac Finlayson***

Balance sheet as of August 31, 2016 showed a total of \$10,677.79 in Operating, \$34,139.99 in Reserves, and \$2,023.00 in Delinquent Assessments.

**LANDSCAPE REPORT – *Jim Matczynski***

Jim was not present at this meeting to report on this topic.

**ARCHITECTURAL REPORT – *Jerry Sarkozi***

Jerry was not present at this meeting to report on this topic. The following ARC requests were approved since the last meeting (two are still pending decision at the time of this meeting):

- Lot #02 – Exterior Painting
- Lot #03 – Exterior Painting
- Lot #11 – Outdoor Kitchen / Pergola (pending)
- Lot #12 – Exterior Painting (pending)
- Lot #41 – Removal of Bushes
- Lot #55 – Exterior Painting
- Lot #60 – Front Door

Board also discussed that the accent/trim color for Lot #03, which was recently painted, is not a good color and doesn't look good. The Board is going to look at revising that specific color for that particular paint scheme.

**MANAGER REPORT – *Sylvie McAdams***

A written report was in the Board packet.

- Sylvie inquired about sending a Welcome letter to new homeowners which advised them of the HOA's website and when the next Board meeting would be held. Sylvie will send a draft to the Board via email.
- Sylvie will mail out the Board Nomination Form to all homeowners and the deadline to receive nominees will be on October 31, 2016.

### **OLD BUSINESS:**

Neighborhood Watch – Lot #24 did some research into this and learned that this was more involved than he thought. In order to designate the community as a Neighborhood Watch community and get the signage, there would need to be participation from at least 60% of the homeowners. Two meetings are required a year. The Board doesn't think the HOA would get enough participation to create a Neighborhood Watch program. The Board also stated that the HOA and the Neighborhood Watch would be two separate entities.

Community Dumpsters: The HOA will have Republic Services deliver two dumpsters on Friday, October 21, 2016 and pick up on Monday, October 24, 2016. One dumpster will be across from Lot #30 on Heartbreak Ridge and the other dumpster will be on Madrona Station near the second ramada. Postcards will be sent out to all homeowners on October 5, 2016 advising them of this information.

### **NEW BUSINESS:**

Self Help Policy - **Motion:** A motion was made and seconded to approve the Self Help Policy. The motion passed unanimously.

2017 Preliminary Budget - Sylvie presented the draft budget for 2017. Discussion ensued regarding changing the budget to reflect the following and balance left over would go to Reserves. Budget will be approved at the Annual meeting in November.

- Pest Control – change to zero (from \$100)
- Vandalism – change to \$50 (from \$100)
- Legal – change to \$600 (from \$1,100)
- Add Bulk Trash Dumpster (\$365)

Secret Ballots – Proposed Bylaw Amendment - **Motion:** A motion was made and seconded to approve the Fourth Amendment to the Bylaws regarding Secret Ballots. The motion passed unanimously.

Monthly Site Inspections - **Motion:** A motion was made and seconded to increase Cadden's site covenant inspections to twice a month at \$75 additional per month. The motion passed unanimously.

### **QUESTIONS/COMMENTS FROM MEMBERS**

Discussion ensued concerning the following topics:

- Concerns with Complete Landscaping about common areas. Sylvie will talk to the landscaping company.
- Concerns about the rental homes in the community not adhering to the governing documents in reference to violations.

- Welcoming new homeowner and tenants to the community. Welcome Committee will be added to the next Board meeting agenda.
- Erosion issues on south side of Manhead Lookout entrance, closer to the pathway. The Board is aware of this and always addresses this issue at the end of each monsoon season.
- Solar light needed at Ocotillo plant at Manhead Lookout entrance. Board advised that this area is not HOA property.
- Homeowner inquired if assessments could be decreased. Not at this time.

**NEXT SCHEDULED BOARD MEETINGS:**

- Wednesday, November 30, 2016 at 6:00 p.m. (Annual Meeting of the Members)
- Wednesday, December 14, 2016 at 6:00 p.m. (Board meeting)

**ADJOURNMENT:**

**Motion:** A motion was made and seconded to adjourn the meeting at 7:36 p.m. The motion passed unanimously.