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**Casa Real Homeowners' Association  
Board of Directors Meeting Minutes  
Tuesday, June 21, 2022 at 5:30 p.m.  
Zoom Virtual Meeting**

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***Present:***

<b>Board:</b>		<b>Staff:</b>	
<b>X</b>	<b>Diana Fennie</b> , President	<b>X</b>	<b>Susan Bacis</b> , Pinehurst Manager
<b>X</b>	<b>Judy Skog</b> , Vice President		
<b>X</b>	<b>Pamela Correll</b> , Treasurer		
<b>X</b>	<b>June Holmes</b> , Secretary		Independent Contractor
<b>A</b>	<b>Linda Alfano</b> , Member at Large	<b>X</b>	<b>Joan Groom</b> , Meeting Minutes

<b>Owners:</b>	
Debbie English	Jeanette Huey
Dennis Richards	Sheri Hopkins
Shirley Alfano	Patrick Fennie
Frances Raya	Tanya Casper
Michelle Lay	Margo Friedman

**I. Call to Order**

A quorum was established and the meeting was called to order by Diana Fennie at 5:30 p.m.

Diana explained the protocol for the members to ask questions and make comments during the meeting.

**II. Approval of May 17, 2022 Minutes**

**A motion was made and seconded (Correll/Skog) to approve the May 17, 2022 Board Meeting Minutes as presented. Motion passed.**

**III. Board of Director Reports**

**President's Report – Diana Fennie**

- We've been pretty busy behind the scenes. Diana listed accomplishments since the last meeting.
  - The lamp posts were repaired.
  - The Colette pool was resurfaced.
  - Hawthorne Pool and Tennis Court lights repaired.
  - Several of the Board attended the City Hall Open House and it was well worth it. The homeless situation was discussed and we made headway.
  - Paul Cunningham committed to take on expense of cleaning up strip by Fry's. There is the possibility of City or Casa Real taking ownership of that strip of property. Don't know the timing but will keep on it.
  - The Landscaping Committee will make a presentation tonight.
  - A few of the Board attended a BOD training online last week and there will be another session next week.

- Pam and Diana spent hours going over the Rules & Regulations, turned them over to attorney and have received a response.
- Diana set up a website framework. Will populate with info and have ready by next meeting.
- We were able to get meeting minutes out quickly.
- Thorough look at the budget and expenditures, past and present.

**Treasurer's Report – Pamela Correll**

▪ Financials as of May 31, 2022

➤ Operating Account	\$ 30,926.18	
➤ Reserve Account – Alliance	\$ 14,570.06	
➤ Reserve Account – Pacific Premiere	\$ 70,461.70	
➤ CD – CIT (11/28/22)	\$ 17,493.45	
➤ CD – CIT (04/19/23)	\$ 17,868.30	
➤ Total Reserve Assets	\$135,257.78	
➤ <b>Total Assets</b>	<b>\$151,319.69</b>	
➤ Total May Income	\$ 16,551.57	\$173.43 negative variance
➤ Total May Expenses	\$ 9,832.36	\$2,215.30 negative variance
➤ Net Income	\$ 6,719.21	\$2,388.73 negative variance
➤ Reserve units painting- \$14,425 and Colette pool - \$5,282.50		

**A motion was made and seconded (Holmes/Skog) to approve the May 2022 financial report. Motion passed.**

- Diana asked for clarification on a couple of expense items and commented YTD we are \$7,000 over budget. Pam explained accounts can fluctuate early in the year but usually even out at the end of the year. She mentioned a couple of items that were not on the budget, including the Colette Pool repair.

**III. Committee Reports**

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▪ Landscape Committee Presentation (Pam Correll)

Pre-emergent will be discontinued and Cherry Landscaping has been given notice effective June 30.

Judy & Pam walked around the community identifying areas needing work. They interviewed a new landscaper who has submitted a proposal. He suggested once a month landscaping as opposed to 4 months out of the year to make it easier to monitor everything. His bid is low and the Board will decide whether to solicit competitive bids.

Landscaping expectations for Casa Real

- Clean up any fallen branches, palm fronds, debris, tree droppings and trash from all common areas:
  - Streets
  - Sidewalks
  - Gutters
  - Between Sidewalks and Streets
  - Around both pools and tennis courts
  - Area between Pantano wall/structures, from Hawthorne to Baker
  - All open areas between structures (side alleys)
  - Front yards
  - Driveways to covered carport. No covered carports will be blown due to liability concerns considering cars, trash barrels, bikes etc. are generally parked in the covered carport area
  
- Spot spray weeds as needed/when needed
  - Front yards
  - Side Alleys
  - Inside and Outside Pantano Wall
  - Note: The weed killer to be Glyphosate free.
  
- Pruning
  - Over-grown shrubs and trees in all common areas
  - Front Yards
  - Side Alleys
  - Along Sidewalks and Streets
  - Behind residents' gates where ingress, egress is compromised
  - Do NOT trim shrubs into balls
  - Trees and shrubs are to be maintained so they are natural looking with the minimum amount of pruning.
  - Cut out any dead parts of cacti throughout common areas and in front yards.
  - Cut back, when appropriate, seasonal plants such as lantanas, bird of paradise, in the common areas in front of properties, side alleys and around pools.
  - Palms trees and large trees to be trimmed on an as needed basis with a specialist.
  - Common area stones addressed on an as needed basis.
  - We cannot get rid of mistletoe in mesquite trees and trying to cut it out damages the tree.
  
- Jeanette and Judy praised Tito's landscaping skills.
- There was a discussion on soliciting additional bids. Susan Bacis recommended going with Tito because in her experience currently smaller companies do a better job and due to the industry right now it is difficult to get good service from the larger companies.
- There were differing opinions on how often Cherry Landscape actually came.

**A motion was made and seconded (Skog/Correll) to hire Tito as the new landscaper. Motion passed.**

- Pools
  - Michelle Lay will monitor the pools and reported the tennis court lights were turned on and not going off. Since they are manually operated, someone must be turning them on.

## **V. Old Business**

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- Security/Lights at Pools
  - As was decided at the previous meeting, there will be no new cameras at the pools.
- Website Status
  - Report next month.

## **VI. New Business**

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- Rules & Regulations
  - R&Rs had previously been reviewed and revised although not officially changed. Pam and Diana went through them and then asked the attorney which of the rules were enforceable by the HOA. Most of those enforceable relate to the common areas. A lot of the rules ended up being policies. HOAs cannot dictate street parking unless it is blocking a driveway or mailbox. Pam and Diana will go over the attorney's notes and rewrite the draft according to the attorney's comments.
- Budget Approval & Spending Process/Pinehurst
  - There was a discussion on how much the Property Manager should be authorized to spend a month without prior approval by the Board.

**A motion was made and seconded (Holmes/Correll) to allow the Property Manager to spend up to \$250 a month for the HOA without prior approval. Motion passed.**

- Board Communication Process
  - BOD should not reply ALL to emails. Discussions of various views should take place in Board meetings.
  - Concerns of Board members can be relayed to Susan who can bcc the whole Board.
  - Pam brought up issue of a tree needing to be trimmed, which has previously been discussed but no action taken.

**A motion was made and seconded (Correll/Skog) to approve Tito trimming tree. Motion passed.**

- Any violation complaints should be relayed to Susan Bacis, who will check them out.
- Debbie inquired how to prevent unacceptable events from happening. Susan said she can address it, but people have free will and we cannot necessarily prevent it.

# Casa Real Homeowners' Association Board Meeting Minutes

Tuesday, June 21, 2022

Page 5 of 5

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- Website
  - See President's Report above.

## VII. Homeowner Q&A

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- Margo inquired about Hawthorne tennis court becoming a dog run. Issue will be on agenda for next meeting.
- Frances mentioned spray paint on Pantano wall. Send photos to Susan. She will address with City.
- June requested and received approval for \$89 for light bulbs from Lowe's, which she will purchase and give receipt to Susan.
- Pam asked if Tito can work for PPI without Workers' Comp since he has fewer than 5 employees and is not required to have it. Susan will find out.

## VIII. Future Meetings

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- Tuesday, July 19, 2022 Meeting at 5:30 PM

## IX. Adjournment

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- **There being no further items of business, a motion was made and seconded (Holmes/Skog) to adjourn meeting at 6:54 p.m.**

### Casa Real Board Members

	Term Ends	Phone	Cell	Email
<b>Diana Fennie</b> , President	2024			
<b>Judy Skog</b> , Vice President	2023			
<b>June Holmes</b> , Secretary	2024			
<b>Pamela Correll</b> , Treasurer	2024			
<b>Linda Alfano</b> , Director	2025			
<b>Susan Bacis</b> , Pinehurst Properties		298-2146		<a href="mailto:Susan@pinehurstproperties.net">Susan@pinehurstproperties.net</a>