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**Casa Real Homeowners' Association**  
**Board of Directors Meeting Minutes**  
**Tuesday, July 18, 2023 at 5:30 p.m.**  
**East Side City Hall**

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***Present:***

<b>Board:</b>		<b>Staff:</b>	
<b>X</b>	<b>Judy Skog</b> , President	<b>X</b>	<b>Susan Bacis</b> , Pinehurst Manager
<b>X</b>	<b>Brian Kahn</b> , Vice President		
<b>X</b>	<b>Pamela Correll</b> , Treasurer		
<b>X</b>	<b>June Holmes</b> , Secretary		Independent Contractor
<b>X</b>	<b>Cliff Leet</b> , Member at Large	<b>X</b>	<b>Joan Groom</b> , Meeting Minutes

<b>Owners:</b>	
Jerrold Burchardt, Lot 112	Dennis Richards, Lot 112
Clifford & Eileen Leet, Lot 179	Frances Raya, Lot 12
Barb & Brian Kahn, Lot 176	Marcia Burney, Lot 182
Dennis Richards, Lot 112	Gloria Allen, Lot 161
Ellen Garmes, Lot 174	

**I. Call to Order**

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

**II. Meeting Guidelines – *Susan Bacis (Property Manager)***

Susan read the meeting guidelines prepared by attorney. See attached document.

**III. Appointment of New Board Members**

**A motion was made and seconded (Skog/Correll) to appoint Brian Kahn and Clifford Leet to the CR HOA Board of Directors. Motion passed.**

**IV. Establish Board Officers**

**A motion was made and seconded (Skog/Correll) to appoint Brian Kahn as Vice President and for Judy Skog to continue as President. Motion passed.**

**V. Approval of Meeting Minutes**

**A motion was made and seconded (Correll/Holms) to approve Meeting Minutes from May 16, 2023 as amended. Motion passed.**

**VI. Board of Director Reports**

**President's Report – *Judy Skog***

- Judy reported there is a new hot water heater at the Colette pool.
- Painting has started on Rosewood.

- The drone has been sold and those funds put back into the Operating Account.
- The railing at Capron was finished today and looks good.
- Susan reported an Action in Lieu of Meeting: There was a bid of \$1,250, which was approved for the water heater in the men's restroom at the Hawthorne Pool.
- The Board received resignations from Diana Fennie and Tyler Ford.

**Treasurer's Report – Pamela Correll**

- Financials as of June 30, 2023

Operating Account	\$ 37,754.74
Reserve Account – Alliance	\$ 61,725.91
Reserve Account – Pacific Premiere	\$ 70,622.96
CD – CIT (06/08/24)	\$ 17,729.62
CD – CIT (05/01/24)	\$ 17,975.82
Total Reserve Assets	\$168,054.31
<b>Total Assets</b>	<b>\$205.809.05</b>

Total June Income	\$16,825.23	
	\$255.23 positive variance	
Total June Expense	\$10,680.44	
	\$4,080.85 positive variance	
Net Income	\$ 6,144.79	
	\$4,336.08 positive variance	

Pam reported aging amount of \$4,728.52, of which \$4,381.61 is at the attorney for collection, which leaves only \$346.88 past due.

**VII. Committee Reports**

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- Landscaping – *Susan Bacis*
  - Susan reported the community has been broken up into sections and after the landscapers have completed servicing those areas, Board members will walk through the areas to make sure everything looks good. Judy and Pam are responsible for reviewing one section each and Cliff and Brian will review the third section.
  - Susan explained in going through historical paperwork, there are always complaints about the landscaper. On the whole, she thinks the landscapers are doing a good job. With the follow-up each week all should go well as the landscape owner is receptive and willing to make corrections.
- Pools/Tennis Courts – *Susan Bacis*
  - We just ordered new railing sleeves for all the pools to replace the current ones.
- Architecture
  - No requests.
- Security – *Susan Bacis/Cliff Leet*

- Susan reported someone had been bathing in the Hawthorne pool and left drug paraphernalia Monday night past week. On Tuesday morning visited the police and then went to ESCH. The homeless camp seems to be vacant and the homeless appear to be moving out of the city more. But the encampment still needs to be cleaned up. Susan will keep pushing our councilman to stay on top of the issue. The police highly encouraged cameras.
- Cliff advises more vigilance and will patrol the property, including the pool areas, 3-4 times a week. He recommends security cameras and urged owners to lock their cars.
- Cliff introduced himself and his background in security. Since the drug paraphernalia disappeared by the time he and Judy got to the pool Tuesday morning, it could have been left by someone who had a key.
- Judy reported solar spotlights have been ordered for the pools for \$75 each. Recently the ladies bathrooms have not been locked when checked.

**A motion was made and seconded (Skog/Correll) to approve up to \$600 for purchase of security equipment. Motion passed.**

- Judy asked Brian to introduce himself and his background.

#### **VIII. Old Business**

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- Restroom Floors – Colette Pool
  - AA-Rons Handyman Service – \$996
  - Garage Floor Coating – \$600 each

**A motion was made and seconded (Kahn/Holmes) to approve AA-Rons Handyman Service to install new bathroom floors. Motion passed.**

#### **IX. New Business**

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- Pool Railing Covers
  - See Pool Report above.
- Meeting Schedule

**A motion was made and seconded (Skog/Kahn) to change Board meeting schedule to every other month. Motion passed 4-1.**

- Susan can always be contacted if there is an emergency between meetings.

- Fall Community Potluck

**A motion was made and seconded (Skog/Holmes) to start working on a community potluck for the fall. Motion passed.**

#### **Homeowner Q&A**

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Susan reported the newsletter hasn't happened because of a lack of articles. She encouraged members to suggest topics.

**VIII. Future Meetings**

Tuesday, September 19, 2023 Meeting at 5:30 PM

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**IX. Adjournment**

- **There being no further items of business, the meeting was adjourned at 6:39 p.m.**

**Casa Real Board Members**

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

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