

# *Casa Real Homeowners' Association*

## **2. Board of Directors Meeting Minutes**

**Tuesday, December 17, 2024 at 6:00 p.m.\_**

**East Side City Hall**

***Present:***

| <b>Board:</b> |                                    | <b>Staff:</b> |   |
|---------------|------------------------------------|---------------|---|
| <b>X</b>      | <b>Judy Skog</b> , President       | <b>X</b>      | <b>Sarah Kiernan</b> , Pinehurst Manager  |
| <b>X</b>      | <b>Brian Kahn</b> , Vice President | <b>X</b>      | <b>Susan Bacis</b> , Pinehurst Properties |
| <b>X</b>      | <b>Pamela Correll</b> , Treasurer  |               |   |
| <b>X</b>      | <b>June Holmes</b> , Secretary     |               | Independent Contractor                    |
| <b>X</b>      | <b>Diane Knowlton</b> , Director   | <b>X</b>      | <b>Joan Groom</b> , Meeting Minutes       |
| <b>X</b>      | <b>Marcia Burney</b> , Director    |               |   |

| <b>Owners:</b>          |                                |
|-------------------------|--------------------------------|
| Barb Kahn, Lot 176      | Jerry Borchardt, Lot 112       |
| Frances Raya, Lot 12    | Diana & Patrick Fennie, Lot 84 |
| Dennis Richards, Lot 89 | Keanne Thompson, Lot 142       |
| Jody Mueller, Lot 144   |                                |

### **I. Call to Order**

A quorum was established and the meeting was called to order by Judy Skog at 6:00 p.m.

### **II. Approval of Meeting Minutes**

**A motion was made and seconded (Kahn/Knowlton) to approve the November 19, 2024 Meeting Minutes as presented. Motion passed.**

### **III. Board of Director Reports**

#### **President's Report – Judy Skog**

- Judy reminded members to be vigilant in locking their car doors and watching for people walking through the neighborhood during the holiday season.

#### **Treasurer's Report – Pamela Correll**

- Financials as of November 30, 2024

|                                    |                     |
|------------------------------------|---------------------|
| Operating Account                  | \$ 76,368.88        |
| Reserve Account – Alliance         | \$ 29,640.29        |
| Reserve Account – Pacific Premiere | \$ 57,569.37        |
| CD – CIT (06/08/24)                | \$ 18,744.07        |
| CD – CIT (05/01/24)                | \$ 18,819.07        |
| CD – Alliance                      | \$ 18,974.08        |
| Total Reserve Assets               | \$143,746.88        |
| <b>Total Assets</b>                | <b>\$220,115.76</b> |

|                       |                            |
|-----------------------|----------------------------|
| Total November Income | \$20,281.15                |
|                       | \$ 68.85 negative variance |
| Expenses:             |                            |
| Administration        | \$ 4,850.41                |
| General Maintenance   | \$ 125.00                  |
| Pool                  | \$ 1,135.00                |
| Utilities             | \$ 1,653.58                |
| Total Expenses        | \$ 7,763.99                |
| Net Income            | \$12,673.64                |

**A motion was made and seconded (Kahn/Holmes) to approve the November 2024 financial report. Motion passed.**

#### **IV. Reports - Other**

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- Financial Committee
  - Judy reported we are waiting until there is a new management team to initiate the finance committee.
  - Sarah did send an email asking for volunteers for the committee but no one has made a commitment to join.
  
- Landscaping – *Pam Correll*
  - Judy and Pam reported the crew was on 3<sup>rd</sup> Street today. They always come on Tuesday although the neighborhood they will be servicing is not known yet.
  - Judy asked Sarah to ask landscaper to trim the bird of paradise bushes about 6 inches when they come.
  
- Pools/Tennis Courts – *Judy Skog*
  - We have two pool bids, but are waiting for another.
  - Tennis court at Collette was locked, but Judy reported after review of the stairs there is little chance they will cave in and anyone will be hurt using them. So the lock will be removed and the tennis court will remain open. She has been talking to Don and Dave regarding different options for the stairs. Once they decide what needs to be done, they can solicit estimates.
  
- Architecture
  - No requests.
  
- Security – *Brian Kahn*
  - Brian reported there are no issues, everything is good.

**V. Old Business**

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- Hawthorne Wall Insurance Claim
  - Sarah spoke with your claim Rep Matthew Swenson. He is still waiting on the damages to come in from the other party involved and is checking to make sure the cost of damages aligns with their estimating system. The Board decided to wait for Progressive's decision rather than submitting a claim through LaBarre-Oksnee. Brian will be point person for insurance claim.
  - There were two estimates to repair the wall. Diane reported a bid from Southern AZ Landscaping for \$13,259 that was not itemized and too high for the work needing to be done.
  - Sarah will research who previously cut down a tree by cracked wall off of 4<sup>th</sup> street for \$700 prior to her becoming property manager.
  
- Amenities Maintenance & Bids
  - Steps at Colette – no bids received.
    - Pam thought there could be options rather than putting steps in, such a putting in a ramp. Sarah said there are a lot of things that can be done and that getting the right contractor would be essential. Judy remarked that we need a landscape/architectural committee to help with issues like this. They will check out who put in the ramp at the neighboring community.
    - Judy reported the slabs can be removed, the rotted wood taken out and the area repacked to reinstalled the concrete steps. Some retaining would be necessary to prevent water from going down into the stairs.
  
  - Hawthorne Pool Plastering
    - Pima Pool Plastering – Opt A: \$11,794.90; Opt B:\$18,511.07
    - Davey Pools: Opt A: \$11,872; Opt B: \$12,872
    - Waiting for 3<sup>rd</sup> bid.
  
  - Home Painting – Bids
    - Board will review bids sent today and wait for 2 more before making a decision.
    - Brian inquired about the possibility of getting a 4 year painting contract at current rates. Sarah didn't think it was likely.

**VI. New Business**

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- Board Member Resignation (Dennis Nicol)

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- Judy reported Dennis had resigned and they were looking for a replacement. There are 4 Board seats up for election.
  
- Search for Management Team – Update – *Brian Kahn*
  - Brian reported it is going well and Pam said there are 10 possible management companies that have agreed to attend January meeting to review fees and responsibilities.
  
- Transitional Communications Process for Homeowners & Vendors
  - Judy reported contact will be email used for the cameras at the pool as suggested by Brian. Pam will handle landscaping questions and Diane will do inspections.
  - Sarah said members' communications should go to the Board beginning January 1 at casarealpool@gmail.com. Financial questions go to Susan Bacis. Preparations for the Annual Meeting have all been set up.
  
- Annual Meeting & Refreshments
  - Judy will get boxed snacks, water and supplies from Costco.

## VII. Homeowner Q&A

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- Diana Fennie asked why 2 more Board members were added. Brian said Sue Logan recommended it and the Board agreed. Judy said it might not be possible to have 7 members again and the Board could vote to reduce the number to 5 again.

## VIII. Next HOA Board Meeting

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January 21, 2025 – Annual Meeting - at 6:00 PM. A General Meeting will follow the Annual Meeting.

## IX. Adjournment

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- **There being no further items of business, a motion was made and seconded (Skog/Kahn) to adjourn the meeting at 6:35 p.m. and go into Executive Session per Article 33-1804, Subsection A, Paragraphs 3 & 4. Motion passed.**

### Casa Real Board Members

|                                    | Term Ends | Phone | Cell | Email |
|------------------------------------|-----------|-------|------|-------|
| <b>Judy Skog</b> , President       | 2025      |       |      |       |
| <b>Brian Kahn</b> , Vice President | 2025      |       |      |       |
| <b>June Holmes</b> , Secretary     | 2026      |       |      |       |
| <b>Pamela Correll</b> , Treasurer  | 2026      |       |      |       |
| <b>Diane Knowlton</b> , Director   | 2026      |       |      |       |
| <b>Marcia Burney</b> , Director    | 2026      |       |      |       |

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|---|--|----------|--|--|
| <b>Sarah Kiernan</b> , Pinehurst Properties |  | 298-2146 |  | <a href="mailto:Sarah@pinehurstproperties.net">Sarah@pinehurstproperties.net</a> |
|---|--|----------|--|--|