

Sunset Acres II Homeowners Association
Board of Directors Meeting, March 8, 2018

Shannon Newton calls the meeting to order at 6:23 p.m. Board members present include Larry Copenhaver, Sharon Gifford (by teleconference), and Shannon Newton. Board members absent include Melodee Franz and Jon Murphy. Community member, John Carlson is in attendance. Quorum requirements of the Board of Directors are met with 3/5.

A. Secretary's Report

Shannon asks whether there is any discussion, clarification, or correction to the minutes of the 2/8/18 Board of Directors meeting. There are none. Shannon moves to approve the minutes. It is seconded by Sharon, and the Board approved the minutes 3-0.

B. Treasurer's Report

Sharon and Shannon gave a verbal report to the Board on the Sunset Acres II HOA accounts summarizing account activity and balances as of March 9, 2018 (\$2,234.65 in checking; \$8,928.60 in savings).

Shannon indicates that Ms. Mary Dreher completed the financial audit and tax preparation for 2017. The audit report indicated that the recordkeeping of the Association accurately reflects the Association's Income Statement for the period of Jan 1 – Dec 31, 2017 and there were no discrepancies. The taxes were filed by the HOA via certified mail. The full accountant report is available for review upon request.

Shannon indicated the annual report to the AZ Corporation Commission was filed on March 6, 2018.

C. Committee Reports

Shannon reports Architectural Review Committee activities. ARC reports to the Board the approval of the Architectural Application and Review Form submitted by Lot #31 for installing a concrete driveway in place of a gravel driveway. The application was approved on February 23, 2018.

D. Old Business

The Board discussed the items desired to be included on the Sunset Acres II HOA website. The Board would like, at this time, to keep the website simple and informational in nature without any log-in or online submittals of electronic forms. The website will include governing documents (Articles, Bylaws, CC&Rs, Plat map), Architectural Review Guidelines and Forms, agendas, minutes, newsletters, and single email for the Board of Directors. The website will not include an owner directory or direct financial documents (other than minutes). Shannon suggested that the website could be presented to the Board at the next Board meeting in Summer 2018.

The Board finished a compliance discussion centering on "what items/areas are important to retain value?" The main point discussed included "curb appeal," which the Board brainstormed as exterior maintenance of the home including well-maintained paint (home/gates/walls), upkeep of roofs/structures, upkeep of landscaping/adding landscaping/eliminating weeds, clean and weed-free edges of roads/entry, and mailbox repairs including touch-up painting of metal boxes and posts.

The Board continued discussion on whether or not to update Rules and Regulations based on compliance discussion at the February 8, 2018 Board meeting and the current meeting. The Board opted to not update Rules and Regulations at this time preferring to provide compliance reminders and best practices to homeowners in an annual or biannual newsletter. Larry motioned to remove this item from old business at this time, Sharon seconded the motion, and the Board approved the motion 3-0.

Members may request variance from CC&Rs in writing with a written response (positive or negative) from the Board. The Board will continue to respectfully ask those with trailers to park them in a garage, behind a fence, or off-site (as appropriate for the size of trailer). RVs may be parked onsite for up to a week for pre-trip preparation and post-trip activities. If members have questions about parking on their property, please contact the Board.

E. New Business

The Board discussed and edited a draft welcome letter that will be provided to members new to the neighborhood. This letter will be provided with a copy of the following: Annual Owner Directory/Communication Form (to return to the Board), Owners Directory, Articles of Incorporation, Bylaws, CC&Rs, Plat Map, and Architectural Guidelines and Form when the homeowners move in.

The Board brainstormed and discussed ideas for the Spring newsletter as well as future newsletters. Ideas included Buffelgrass article, general introduction of the Board, Architectural Review reminders, neighborhood social planning, service project opportunities, recipes, mailbox maintenance information, speed limit and pedestrian reminders, pet information/code reminders, recycling lists (what can be recycled, i.e., information from Waste Management). A Spring newsletter will be drafted including several of these ideas. Shannon indicated all Board members need to edit the newsletter prior to sending out. Members who have ideas for newsletters or who would like to help draft articles should contact the Board.

There was no interest from the Board or members in a social committee at this time. We will bring this up again to assess interest at a later date. Members who are interested in planning and/or participating in neighborhood social events should contact the Board.

There was some interest and ideas for community service projects. Larry suggested arranging for an “expert” in Buffelgrass and its impacts and eradication techniques to present to those interested in the community with a possible service project, as interest allows. Sharon suggested neighborhood trash collection around the easement of the community, particularly following the Tour de Tucson and its accompanying trash left behind. Shannon suggested a touch-up painting service project for homeowners who are not able to paint their mailboxes. This would be available upon request but advertised as a possibility, and as interest allows. Members who are interested in planning and/or participating in these or other neighborhood service projects should contact the Board.

Shannon indicated that a service contract for reduced pricing through Waste Management was provided by Waste Management to the Board for review. The last pricing contract for our neighborhood expired in November 2017 and the contract was placed on “auto-renewal” by Waste Management. Our community has enjoyed reduced pricing for many years and each homeowner pays for service individually. The Board needs time to review the contract, compare pricing, and negotiate, as necessary, prior to voting to enter into a new contract. After further exploration and review, this item will be placed on the agenda for the next Board meeting.

There is no further business. Shannon moves to adjourn the meeting. It is seconded by Sharon, and the motion is passed 3-0. The meeting is adjourned at 7:55 p.m.

The next meeting is scheduled for 6/19/18 at 6:00 p.m. at the Wheeler Taft Abbett Sr. Library.

Shannon Newton, President

for

Melodee Franz, Secretary

Approved