

# SONORAN DESERT WILLOW HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

www.desertwillow.org

**DATE:** November 28, 2006  
**TIME:** 7:00 pm  
**LOCATION:** Pyramid Credit Union, 8235 S Houghton Rd

## CALL TO ORDER

The meeting was called to order at 7:02 pm.

## ROLL CALL

Members Present: Ken Moyes, President  
Glenn Bohnke, Vice President  
Mike Howard, Treasurer  
George Collaco, Director at Large  
Members Absent: Phyl S Kabins, Secretary  
Management: Grant Parker, Director of Management Services  
Minutes: Jane Hamlin

## QUORUM

Four directors are present establishing quorum.

## APPROVAL OF MINUTES

**MOTION:** To approve the minutes of the October 24, 2006 Board of Directors meeting as presented.  
The motion was seconded.

- Discussion regarding pending items from the last meeting minutes:
- Cease and desist letter sent to lots 149 and 150.
- Cease and desist letter sent to the owner of lot \_\_\_\_, as the homeowner has not provided a copy of their business license to operate a swim school on their property.
- Weed letters sent for homeowners not properly maintaining yards.
- It was determined the association does not need to provide workers compensation for the individual provided trash removal at the common areas.

The motion was **PASSED** unanimously.

## PRESIDENTS REPORT

Mr. Moyes provided the following report:  
Since the last Board Meeting

- Learned of a Repair of valve box bill for over \$500 – no authorization was provided for that repair – Cadden handling.
- Authorized Repair valve box near Ace with bid from Horizons Northwest. We received a quote by fax from Horizons West to repair the valve box... a not-to-exceed number of \$425.00. They underbid HU – HOA to seek reimbursement from probable entity to have caused the breakage.
- During the contract period with Horticulture Unlimited:
- Horticulture Unlimited did not offer to meet with management twice per month as per the contract.

- Agreement called for Fertilizers, new plantings, herbicides, major repairs, and parts, rye seed, tree stakes, and other items will be an extra charge to the monthly maintenance price – no mention of labor for the application in a contract prepared by Horticulture Unlimited.
- Agreement called for Tree pruning will be supervised by a certified arborist – crews worked without the supervision of a certified arborist. Trees will be fertilized once per year – did not occur.
- Agreement called for Turf area to be edged regularly – did not ever occur. Heads in turf area were not trimmed around as required in the contract.
- Determined that we are being overcharged for an over seed by Horticulture Unlimited – Treasurer is handling.

Over seeding turf area: Current modified agreement calls for a three man crew including a working crew supervisor to visit the site on Tuesday - all day and Friday – a half day. Total is 12 hours of on site visit by 3 people or 36 hours per week. This equates to 156 man hours per month. The price per month is \$2,500 or \$16.00 per hour. The bill for the over seeding of grass was for \$2,500. Manure was not requested – starter fertilizer was requested, but not delivered – this charge equates to 156 man hours or 19.5 days for one man to over seed approximately one acre of turf. Using a broadcast spreader, this should have taken one person 1 day not 19.5 days.

- Requested Cadden provide Kent Violation Status
- Notice of liens: signed three property liens for past due dues.
- Kent Linaman – no longer servicing our community for Cadden – Grant Parker now filling in for Cadden
- Updated HOA website regularly: The Association web site has been updated to include a page for the General Membership Meeting to be held December 12, 2006 at Pyramid Credit Union at 6:30 PM - southeast corner of Houghton and Rita Roads. The "General Membership" page includes the agenda, minutes from last years meeting needing to be approved, bios of candidates, and a proposed 2007 budget among other items.
- More current financials are now available in the "Association Financials" page.
- Prepared cover letter for general meeting mailing
- Called an information only meeting for the board to get up to speed on information about the Landscape RFP, 2007 Budget, and Agenda for the Annual Meeting, and other matters you deem important. No decisions were reach no votes were taken.
- Vandalized entryway sign: Assigned follow up to Cadden to obtain bid to repair about three weeks ago – to date no bids have been received. G. Parker following.
- Clarified misinterpretation of weed letters. Cadden stopped sending weed letters fearing we could not support letters due to poor landscape service from HU – neither Board nor President authorized a stoppage of letters. I Instructed Cadden to re-start. Sending letters with no fine attached caused no damage.
- Speed humps: requested information on speed humps for posting a link on HOA web site. I have the instructions on how a community can obtain speed humps.
- Re-wrote original Cadden nomination form for the general election
- Executed a trash can pick up agreement, as per Board vote, with a member of the community (Michael Dominguez).
- Communicated with Lennar / US Home regarding the following parcel:

Book 141

Map 17

Parcel 0020

(141170200)

Docket 11714

Page 3321

This parcel has not been deeded to the HOA and covers a good portion of our common area – 8.6 acres. Lennar says parcel is not coming to us, but is confused on the large sub-parcel of that land that currently is on the west side of the wash. We have irrigation in there, we irrigate the property regularly – they installed the irrigation before turning the HOA over to us. I have requested a definitive letter on the matter from them and a survey to see just where the property line is.

- Began research on secure mailboxes. What can we do about securing both incoming and outgoing mail in our development?

Spoke with U.S. Bank, Kat Coutrell, to determine if U.S. Bank can support a move to billing invoices for our HOA dues. U.S. Bank has order a test invoice from Cadden's current coupon book provider to ensure that the format, paper thickness, size, check digits, and encoding among other requirements meets U.S. Bank lock box requirements. Cadden will need to confirm with the coupon book provider that they are ready to switch over to invoices for a mailing on December 10 thru December 12 for invoice arrival on or before December 15. Return envelopes will need to be included in the mailing – they should NOT carry postage from Cadden or Sonoran Desert Willow Estates. Billing invoices are initially more costly than coupon books, but over the long run will be equal to or less in cost. Currently the additional expense is caused by replacement for lost books and an unusually high arrearage.

### **TREASURERS REPORT**

The report is attached and reviewed by Mr. Howard.

Mr. Howard discussed the 2007 budget. The dues will be increased quarterly from \$60 to \$72, which is a \$4 monthly increase to cover the cost of the new landscape budget.

### **VICE PRESIDENTS REPORT**

Mr. Bohnke reported the association and Cadden Community Management submitted a total of 6 requests for proposals for landscape maintenance of the common areas. Four companies provided bids and two companies declined to bid.

Two of the four bids provided exceeded the target budget of the association, which then left the bids received from Gold Canyon Landscaping and Horizons West Landscaping for consideration.

Both companies were interviewed. The references provided by both companies provided positive feedback. Both companies have provided services to several clients for multiple years. Horizons West has a certified arborist on staff.

Site tours were conducted for several properties referenced by Gold Canyon. The referenced properties were apartment complexes. The turf areas were well maintained. Although Gold Canyon appears to maintain apartment complex maintenance well, concerns were raised that desert landscape may not be a strength for this company.

There has not been an opportunity to date to conduct site visits of the properties referenced by Horizons West. Horizons West maintains more homeowners associations, and his perhaps more suited to the specific needs of desert landscape maintenance.

The recommendation from the landscape RFP (Request For Proposal) committee favors Horizons West over Gold Canyon.

### **ACC REPORT**

Mr. Walton (Chair of the Architectural Control Committee) was unable to attend this meeting. There is no report from the ACC Committee at this time.

## **MANAGERS REPORT**

The manager's report is attached to the Board of Directors packet.

The annual meeting notice was mailed to all homeowners.

Lot \_\_\_\_ requested to provide a business license to operate a swim school has not provided the license as previously discussed, but is not actively conducting business at this time.

It was reported to Mr. Parker there is a substantial irrigation leak near the Howard residence. Horticulture Unlimited is scheduled to provide service at the association Wednesday, November 29 and will be advised of the leak.

## **GENERAL DISCUSSION**

The requests for proposals for the landscape companies are inclusive to provide service at all perimeter areas of the association.

Homeowners expressed a need for tree trimming.

There is graffiti at several locations in the community. Graffiti Abatement was contacted.

There are homeowners and non-homeowners in the association riding ATV's through the wash areas. The Board of Directors encourages homeowners to contact the police whenever there is activity in these areas.

Overnight parking in the community continues to be a problem. The Board of Directors has previously discussed adopting a fine policy, but has postponed discussion as a result of the time spent addressing the 2007 budget and landscaping issues. Further discussion is pending and eventually a policy will be adopted and imposed.

Employees of Horticulture Unlimited have stated to homeowners in the association that the association is not paying the bills due to the landscape company. The Board of Directors responded this is not correct information, and the matter of professionalism will be discussed with Horticulture Unlimited.

Renters who do not abide by association rules continue to be a problem. Homeowners will be notified. Homeowners are encouraged to contact Cadden Community Management whenever violations are noticed for follow up on site tours. There is a new law that was effective in September of 2006, which requires homeowners associations to include the first and last name of the person noticing the violation as well as the date and time violations are noticed. Mr. Moyes requests Mr. Parker to provide a copy of the Arizona State Statute for his review.

It was alleged that the pool company for the (*Nolan?*) property previously disposed of cement improperly on association common area. A letter was sent to the homeowner. The company has since dumped additional cement on common areas. A second letter will be sent to the homeowner, to have this matter addressed. It is unclear if this can be enforced.

It was alleged that the owner of lot 249 or possibly a neighboring property to this lot are disposing of pet waste over their back walls.

It was alleged that Juveniles are loitering at the park areas during evening hours.

Mr. Moyes encourages homeowners to attend the Rita Ranch neighborhood association meetings. The neighborhood association has more impact on police and local politics than individual associations.

Cadden Community Management is directed to research signage for use/trespassing of wash areas.

The architectural request for lot 317 has not been approved to this date. The architectural control committee requested additional information from the homeowner. The homeowner provided the information and Mr. Parker forwarded the information to Mr. Walton, the committee chairperson. Two other requests have not been responded to from Mr. Walton. The owners of lot 317 feels response to their requests have not been timely. The Board of Directors agrees and will take measures to improve the situation.

Discussion ensued regarding homeowner improvements without approval from the association. Violations and enforcement will be addressed on a case-by-case basis.

Homeowners discussed ocotillos planted by Lennar/US Homes that have since expired. The Board of Directors can no longer discuss the matter with Lennar/US Homes for replacement. Homeowners feel measures should be taken to remove the plants and replace them.

## **OLD BUSINESS**

Fluoresco Lighting and Signs visited the association and took pictures to provide an evaluation and proposal for letter replacement for the association monument sign.

## **NEW BUSINESS**

- The Board of Directors is requesting Cadden/US Bank to provide statements instead of coupons for payment of 2007 association dues. US Bank is addressing the format for proper processing.  
**MOTION:** To approve statements for payment of 2007 association dues instead of coupon method.  
The motion was seconded and **PASSED** unanimously.
- Selection of the landscape company.  
**MOTION:** To approve the bid provided by Horizons West landscape company contingent upon standing with the Arizona Registrar of Contractors and Better Business Bureau, and site tours of associations maintained, and that the ratio of employees/equipment to clients provides for proper service.  
The motion was withdrawn.  
  
**MOTION:** To approve the bid provided by Horizons West landscape company contingent upon standing with the Arizona Registrar of Contractors and Better Business Bureau, and site tours of associations maintained, and that the ratio of employees/equipment to clients provides for proper service. Upon execution of the contract with Horizons West, 30-day notice of termination will be sent to Horticulture Unlimited.  
The motion was seconded and **PASSED** unanimously.
- **MOTION:** To approve the 2007 with an increase of \$12 per quarter, per lot.  
The motion was seconded and **PASSED** unanimously.  
Mr. Moyes signed the approve budget.

## **NEXT MEETING**

The next meeting will be the annual meeting of the members on December 12, 2006 at 6:30 pm at Pyramid Credit Union.

**MOTION:** The next Board of Directors meeting will be Tuesday, January 23, 2006 (*now revised to be January 16, 2007*) at 7:00 pm at Pyramid Credit Union.

The motion was seconded and **PASSED** unanimously.

Mr. Moyes suggests forming a committee to determine options for secure mailboxes. Discussion ensued.

**MOTION:** to form a committee for the purpose of determining secure mailing options for the association.

The motion was seconded and **PASSED** with three votes in favor and one abstains.

## **ADJOURNMENT**

**MOTION:** To adjourn the Board of Directors meeting at 8:45 pm.

The motion was seconded and **PASSED** unanimously.



May 3, 2006

Cadden Management Resources  
Attn: Sonoran Desert Willow Estates HOA  
1870 W. Prince Road, Suite #47 Tucson, AZ  
85705

Re: Desert Willow Estates Turf Areas Concerns

Dear Home Owners Association.

Lennar set up an onsite meeting that took place on the morning of May 3rd, 2006, to further discuss and evaluate the concerns stated in the letter we received, dated April 19th, 2006. In attendance at this meeting were Ken Moyes and Manny of the HOA, Matt Weigel of Santa Rita Landscaping and myself, George Cardieri of Lennar.

It was determined at this meeting that the general lack of growth within the two turf areas did not derive from a lack of water pressure, but due to a couple key maintenance necessities that were not performed. It was also determined that the two turf areas have different sprinkler head systems based on different size water meters, and thus, they have different watering requirements. It was this lack of familiarity that caused the southern park to appear as though the system had insufficient water pressure.

In response to this meeting, Lennar would still like to offer assistance to the HOA in getting the grass thriving again. We will fertilize and aerate the two turf areas and replace the two sprinkler heads in the northern park to the original specification. We also offer to you the following maintenance recommendations from Santa Rita Landscaping, the attached Nelson irrigation controller instruction guide, as well as the attached as-built irrigation plans.

Since the work to be performed is on deeded HOA property we will need a written notice to proceed. Once received, this notice also implies the HOA's understanding that Lennar is not performing these items because of a defect in the irrigation system, but simply because we want to help the HOA in getting the turf thriving again. Your quick response will be appreciated.

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George A. Cardieri  
Land Superintendent

cc: Kenneth F. Moyes

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