

**SaddleBrooke Villas Association Nos. 35 & 35A Working Session
February 18, 2019**

TIME: 3:00 PM

LOCATION: Mountain View, West Ballroom

WELCOME & CALL TO ORDER

Maureen Spence, President, called the meeting to order at 3:00 PM. A total of 10 Lots were represented at the meeting.

QUORUM: (Three Board members required)

A quorum was present to conduct an official meeting. All board members present: Maureen Spence, Fran Weinberg, Connie Rank-Smith, John Ryan and Russ Soderberg.

ELECTRONIC DATA STORAGE OF VILLAS DOCUMENTS

-Cadden has not responded to my request for a quote for data storage services

SONORAN DESERT YARD DECORATIONS

- If an object is both Sonoran themed and religious (e.g. Monk) can it be placed in our front yards?
- Board concluded that HOA#2 Architectural Landscape Committee should make the decision on this topic as we MUST meet their standards.
- Russ and Mo will contact the HOA#2 ALC for answer to this question

“WHO IS RESPONSIBLE FOR WHAT“- CHART

- Board reviewed a chart which lists a home's elements which require repair and maintenance and identifies who has responsibility to make repairs. *Updated version of the chart is attached* and to be published in the Villas Voice newsletter

TREE REMOVAL REQUESTED & PROCESS TO FOLLOW

- Board determined that no special process needs to be created to manage requests for tree removals or trimming.
- Homeowners should submit Work Orders via Cadden web site for all Landscape requests
- Lot 35 request for tree removal is denied by Board and returned to Landscape Committee

PROCEDURES FOR TERMITE TREATMENT OF PATIO SLAB

- Villas Architectural Guidelines indicate that the patio cement slab needs to be drilled and treated (prior to patio extension) but does not stipulate that cost is only paid when our preferred contractor is used. Russ to provide suggested modification to this document to clarify under what circumstances the Villas Association pays for this service.
- Russ will contact NW Pest to find out if pre-treatment of patio slab is potentially a code requirement for new construction

- Permit Coordinator will be provided with updated document(s) to provide homeowner doing patio extension work once the Board has received feedback from Russ

COMPLAINT FILED

- Cadden mailed notice of Violation to homeowner on February 4, 2019. Homeowner has 21 days to respond before the Board may take the next action.

CHARTER REVISION FOR LANDSCAPING

- Replaced Item E with correct description for the process being used to replace shrubs
- Board will be asked to vote via email on the updated Landscape Committee charter
- Suggested that all committee charters be reviewed with committees after the annual meeting in March

TOWN HALL – SAFETY & SECURITY

- Russ suggested Villas schedule an event where presentations are provided by SB Patrol, Fire Dept, and Sheriff
- Russ will continue to investigate the potential of hosting this event in the future

VILLAS ALC REVISITED

- General discussion and agreement that a shorter version of the current document would be desirable and syncing our Table of Contents with the SB HOA#2 document might work well
- This work to be begun by dividing up current document and assigning to individual Board members with no timelines for completion established

SEWER CLEANOUT UPDATE

- Fran indicated that the team of volunteers has nearly completed visiting all the Villas Lots twice
- Landscape committee will receive list of about 40 homes where shrub trimming and removal is recommended to enhance access to sewer cleanout ports
- Currently we have 12 Lots where the sewer cleanout could not be located.
- Fran will be getting information from Robson about how a homeowner proceeds with reviewing their home's building plans. It is thought that these plans would be helpful in locating the hidden sewer cleanouts
- Fran will draft a letter to be sent by Cadden to the owners of the 12 homes with the hidden sewer cleanout which will contain details about what actions they might consider taking
- Mo read a summary of what type of coverage the Villas CAU insurance policy would currently provide for various water and sewer backup situations

UNIT REPS

- Monthly meetings for all SB Unit Representatives is held the first Monday of the month, 1pm in the Mountain View West Ballroom (except July and August)
- Russ indicated that the Villas did not have a representative at either the January or February meetings

ADJOURNMENT at 4:58 PM

GUIDE* TO "WHO IS RESPONSIBLE" - DRAFT

Your Board has been working on a way to create a guideline as to what is a Villas Association versus a homeowner responsibility. Shown below is a DRAFT chart as of February 2019. This chart is not all encompassing, rather is intended to reflect the most common things which may occur.

<u>Homeowner Responsibility**</u>	<u>Association Responsibility***</u>
Concrete Sealant or Paint (if present)	Concrete Patios (Developer Installed)
Door Bells	Concrete Driveways
Door Hardware (Locks, Knobs, Handles)	Concrete Walkways (leading to front door)
Dryer Vent Cleaning (May not go onto roof)	Exterior Glass (If exterior cause)
Electrical System, Breaker Box, Cable & Interface Boxes	Exterior Surfaces of the building
Gutter & Downspout Cleaning	Gutter - Painting
Improvement (Exterior) after the original builder (i.e. pavers, patio ext., security screens, etc.	Landscape
Light Fixtures and Fans – Back Patio	Light Fixtures (Outside of Garage) – Repair/Replace
Light Fixtures – Front Entry	Painting - Exterior
Mailboxes	Pest Control – Insects
Patio Enclosures	Pest Control – Pack Rats (Removal Only)
Pest Damage – Interior (Termite & Pack Rat)	Pest Control - Termite
Plumbing	Pipe Insulation – Exterior of Garage
Satellite Dish Painting	Roofs – Maintain & Repair
Screens – Windows/Patio Door	Sprinkler/Irrigation System (Front/Back/Side)
Security Door Painting	Termite – Annual Inspection
Sewer/Water Pipes	Termite – Repair (non-structural) Trim & Drywall
Structural Damage	Termite – Patch after Repair
Surfaces – Exterior – If Homeowner Damages	Termite – Note: Repainting & Refinishing are not covered by Association
Termite Repair – Wall & Trim Repair/Painting (After Repair)	
Termite – Structural Damage	
Water Faucets (Inside & Outside)	
Water Heater, AC, HVAC	
Window(s) Broken due to film applied	
Windows – Fogged Glass, Lock Mechanism, Jammed, Broken Seal	
Windows – Damaged or Broken from Interior Cause	

*This may not be all inclusive, but used only as a guideline.

**For some issues, you may need a permit from SaddleBrooke HOA#2 ALC and/or the Villas Permit Coordinator.

***For a repair or maintenance issue, please submit a Work Order (www.cadden.com)