

SUN MESA TOWNHOME OWNERS ASSOCIATION
Board of Directors Meeting Minutes for November 18, 2008

I. Call to Order

Present: President Phil Book, Treasurer Al Schwecke, Directors at large Bob Dyster, Bob Haubrich and Dale Meese, and Property Manager Kerry Cantrell of Z&R Mgt.
Absent: Vice President Bill Roche and Secretary Coleen Abeyta

No Association Members other than the Board Members identified above attended the meeting. Phil volunteered to serve as acting secretary, and Bob D. coordinated the meeting.

II. Approval of Previous Minutes

The minutes for the September 17, 2008 board meeting were approved with correction of meeting adjournment time from 6:00PM to 6:30PM.

III. Property Managers Report

Administrative

Kerry noted that the meeting packets were late due to policy changes by the postal service, and proposed that we try email distribution to expedite delivery and eliminate mailing cost. All agreed. Board members will assume responsibility for providing a hard copy to members who do not have the capability to download and print the pdf format that will be used.

Work Order Report

A list of work orders issued by Kerry from 9/11 to 11/13 is included in the meeting packet; highlights of the work orders are given below.

- 1) Five tons of landscape material has been distributed in accordance with WO 43413, but Kerry was not certain whether this covered all exposed fabric. ULS will be contacted to determine if additional work is needed in the future.
- 2) Kerry was asked to remind ULS that installation of the planned snowplow reflectors should be completed soon to ensure they are in place before the first snow.

Stucco Bids

Kerry discussed the 2 bids (Holladay Grace and Robinson Contracting) that had been solicited for stucco repair. The affected units are 53, 57 (optional), 198 and 246. Holladay proposed to fog the entire panel where stucco repair is undertaken to ensure a good color match, whereas Robinson proposed to re-texture only the repaired area. As a result of the different approaches and other factors, the Robinson bid was about 30% of the Holladay bid. A motion was made and approved unanimously to select Robinson for this work and proceed as soon as weather conditions allow. Board members acknowledged that this project is somewhat experimental since we have not had

similar work done in Sun Mesa, but a moderate cost repair method is needed for this job and likely future requirements.

Changes to ULS Snow Removal Contract

Kerry presented a modified "Service Agreement for Snow Removal" from ULS. ULS legal council prepared the agreement, purportedly required by their insurance carrier. However, it includes an important non-insurance provision that doubles certain snow removal rates for Thanksgiving, Christmas and New Years Day – there is no quid pro quo for Sun Mesa in the Agreement. The Board somewhat reluctantly approved the Agreement.

Legal Charges Comparison

Kerry summarized his information showing the legal charges for representative foreclosure related activities for our present legal firm, Orten, Cavanaugh, Richmond and Holmes, compared to Anderson, Dude and Lubel, a firm that Sun Mesa has used in the past. The comparison showed that ORCL rates are comparable or slightly less, so Sun Mesa will continue using ORCL.

IV. Officers Reports

Presidents Report

Administrative

Phil reminded board members to respond to email in a timely manner to enable decisions to be made without a board meeting when necessary. He also emphasized the need for each board member to let the Board and Manager know when he/she will be on travel or otherwise unavailable for a week or more – a simple email will suffice.

Security

Phil noted that Sun Mesa has experienced several minor security incidents over the past 2 months; one incident of items being taken from a vehicle that may have been unlocked, the gates in the south privacy fence have been found open, and some yard knick-knacks have been taken. No major problems have been experienced, but Phil reminded all that we should not become a tempting target for unwanted visitors.

Maintenance

Kerry and Phil briefly reviewed the routine maintenance activities over the summer and fall: concrete replacement work for 08 has been satisfactorily completed; tree pruning was completed earlier in November; the shrub replacement work planned for unit 84 will be deferred to 09; stucco work will likely be rolled into 09, but could still be done in 08 if we get a few days of unusually warm weather; a failing Hg-vapor pole light has been reported by the SE mailboxes (north of unit 182), and will be replaced when a qualified electrician is on site; several board members noted that ULS has not completed the fall leaf clean-up, which should to be done before the first snowfall; Phil mentioned again that the lids for the 2 water main vaults need to be replaced, but ULS has apparently not been able to locate off-the-shelf replacements.

Treasurers Report

Al reported that the operating expenses and reserve accrual through October are in good shape, and we will almost certainly end the calendar year with a surplus comparable to 2007. He also noted that Sun Mesa is currently sitting on \$68.5k in the Government-Securities Money Market, earning 1.2% annual interest.

The draft budget for 2009 was presented and discussed. It was noted that the proposed budget assumed no increase in Association dues. The Board recommended that the Stucco account be increased to \$2000 to provide for identified and possible future repair work. Also, the Lighting Maintenance account was increased to provide for expenses such as periodic lamp replacement. Contingent on these changes, the budget was approved unanimously.

V. Committee Reports

No reports from Architectural Control or Maintenance committees. It was noted that we do not currently have a designated maintenance chairman or committee; the spot is open to any board member, but is not seen as an urgent requirement.

Phil noted that the Social Committee is planning an informal event for the latter part of December; the Committee has taken responsibility for circulation of information directly to Association members.

VII. New Business

Dale reported a possible loose fascia board on the SW side of unit 40. Board members will perform a ground-based inspection to determine if the problem is a loose board or simply a bad fit.

VIII. Adjournment

The meeting ended about 6:05 PM. The next regular meeting of the Board of Directors was scheduled for January 20, 2009 at the usual 5:00PM, at a place to be determined later.

Phil Book
Acting Secretary
11/27/08