

This meeting was held at the Kirk Bear Canyon Library at 8959 E. Tanque Verde Rd., Tucson.

Minutes

I. Call to Order @ 5:09 PM by President, Vicky DiNicola

II. Welcome and Roll Call

- ✓ Vicky DiNicola - President
- ✓ Paul Tynan – Vice President and Secretary
- ✓ Jim Underhill - Treasurer
- ✓ Traci Gates – ADAM Property Manager
- ✓ Association Members
 - Beth Cummings, Casey Cummings, Howard & Susan Daberry, Keith DiNicola, Ralph Eiff, David Hagen, Ona Kareiva, Gregory & Kim Rae Laci, Harry Lewisley, Eric Nelson, Thomas & Annette Owens, Glen Peliska, Edward Smith, Amelia Tynan.
 - 13 households in attendance establishing quorum.

III. Review and Approval of Annual Meeting Minutes from January 2024

- Motion to approve made by Dave, 2nd by Keith. Approved unanimously.

IV. Reports and Updates from ADAM Property Management – Traci Gates

- Review of Property Management Functions and Responsibilities

- Traci provided summary as follows:
 - Accounting
 - Statements
 - AR
 - Collections
 - AP
 - 1099s
 - Assistance in preparation of tax returns
 - Assistance in preparation of annual budget
 - Provide monthly financial reports to Board
 - Administration
 - Assistance in insurance renewal
 - Assistance with owners re: resale
 - Process resales
 - Assist the Board in obtaining legal opinion
 - Administer insurance claims
 - Communication
 - Prepare & distribute welcome packets to new owners
 - Maintain records of ARC Requests & approvals
 - Distribute agenda & minutes for Board meetings to the community

- Communicate meetings to the community
- Respond to owners' calls & emails
- Send communications to owners as directed by Board
- Site Management
 - On site inspections
 - Send violation notices
 - Assist Board in bid collections
 - Assist Board in any repairs/maintenance issues
- Summary of Monthly Community Assessments
 - \$ 257.22 currently past due for January
 - 9 owners' short paid assessments.
 - Revised statements have been sent.

V. 2024 Year in Review – Vicky DiNicola

- Recognition of 2024 Board Members and Volunteers
 - Vicky introduced current Board members including Paul Tynan who was appointed by the Board to replace Beth Cummings.
 - Appreciation to Beth, Tom White & Brett LaFoley.
- Welcome to new members
 - Greg & Kim LaCien
 - Jim & Sue Underhill
- Summary of ARC Activity
 - Vicky presented a summary of 2024 ARC requests.
 - 35 ARC requests received in 2024; 32/34 approved.
- Summary of Documentation Review Committee
 - Plan to revise documents by 4/15/25 & submit to legal for review.
 - Vicky presented a summary of 16 amendments that were voted on & approved in the last election.
- Summary of Road and Gate Repair Activity
 - Vicky acknowledged volunteers who covered utility markings on roads.
 - Total \$1,609 in road repairs in 2024.
 - New footnote added to ARC requests reminding homeowners they are responsible for any damage to roads as a result of work performed.
 - Strategic discussion required for future road repairs/replacement.

VI. 2024 Financial Report – Jim Underhill

- Review of 2024 Operational Expenses and Reserves
 - Jim presented a review of 2024 financials.
 - Balance Sheet
 - Operating = \$15,640.98
 - Reserve = \$14,926.52
 - 2 CDs
 - Total Assets = \$66,158.67
 - Jim advised of better investment needed of reserve funds.
 - Income Statement
 - Assessments = \$36,867
 - Total Operating Income = \$36,951.56
 - Total Operating Expense = \$24,854

- Net Income = \$12,338
- Jim reviewed 2024 expenses

➤ Review of 2025 Budget

- Vicky explained the reasoning on increases in 2025 budget for the following categories:
 - Legal Expenses
 - Board Meetings/Minutes
- Jim presented overview of 2025 budget by line
 - Projected 6% increase in utilities & insurance.
- Vicky advised of a new line item for Road Repairs/Maintenance along with Gate Repairs/Maintenance to better monitor expenses in those areas.
- Jim advised that any surplus will be added to reserve to fund for future capital improvements.

➤ Review of Gate Refurbishment Options for Future Consideration

- Vicky presented a summary of gate related expenses from Signal Gates.
 - Monthly maintenance costs cover data management & warranty & presented summary of expenses covered by warranty.
 - Vandalism is not covered by warranty.
- Vicky anticipates costs will rise & possibly double in the next 18 months.
- Vicky presented a detailed summary of gate related repairs from Jan 2022 to Jan 2025.
- West exit gate is not currently covered by warranty.
 - Bid from Signal Gates in the amount of \$3,141 was paid to Signal Gates replace hinges, replace motor chassis & inspection in order to be covered under warranty.
 - Vicky thanked community volunteers who helped repair the west gate and thus saved the association costs.
- East entrance & exit gate & west entrance gate are still covered under warranty.
- Vicky presented current status & additional repairs needed.
 - Currently 14 under-pavement loops; 4 out of 14 are at failure & estimated costs to replace = \$1,000/each + other costs.
 - Control systems need to be replaced.
- Board has been discussing potential options for gate refurbishment as follows:
 - New gates
 - Do nothing
 - Refurbish gates
 - Add camera surveillance
 - Remove gates & transition to open community
- No decisions have been made, but 3 bids have been received.
- Vicky presented/reviewed 3 bids as follows along with description of work & limitations & unknowns.
 - Signal Gates = \$56K
 - Kaiser Garage & Door Sales = \$40K
 - Moving Gate System = \$19K
- General discussion between the Board & members on current gate condition & best course of action along with lack of financial planning for replacement vs just repair.
- Vicky advised that the Board wanted to raise awareness & further meetings/discussions will be needed.

VII. 2025 Priorities and Board of Director Meetings – Vicky DiNicola

- Complete update of governing documents
- Gate system upgrades
- Road maintenance (approx. 3-4 years)
- Road replacement (every 30-35 years)
- Expand Board & Committee membership

➤ Currently scheduled Board meetings in 2025: March 25 & June 24

VIII. Open Forum and Q&A from Members

➤ Complaint re: mistletoe in trees in community.

- The landscaper has been contacted to address.
- Property management will send violation notices to homeowners with mistletoe in trees on their property.

➤ Request for gate replacement done by HOA volunteers vs 3rd party vendors.

- Special meeting will be set up specifically re: gates.

IX. Closing Remarks by 2024 President – Vicky DiNicola

➤ Complaint re: mistletoe in trees in community.

X. Adjournment @ 6:41 PM