

July 2016 Board Meeting Minutes

July 8<sup>th</sup> - 4pm

DRAFT

Board Member Role

**President:** Susan Knowles-present

**Vice President:** John Kelly-absent

**Note-taker:** Eilene Johnson-present

**Financial Reviewer:** Jeff Brammer (by teleconference) & Nadia Kronfli-present

**Members:**

Pat Levitsis-, Present

Patricia Sainz-Absent

**Residents:** none present

\*A quorum was present.

**1. Call to Order:** Susan Knowles at 4pm.

**2. Meeting Minutes: Note-taker:** Eilene Johnson

June 8, 2016 Board meeting minutes approved as written.

June 20<sup>th</sup> 2017 Financial Committee Meeting with Expert HOA meeting minutes approved as written.

**3. Reports**

**Financial Report/Reviewers:** Nadia Kronfli & Jeff Brammer

- Follow-up of the financial directives to community manager
  - Financials report by Nadia and Jeff
  - This month's financials done on an accrual basis
  - Accounting for the Reserve Funds was not available
  - Why or What is the \$85.00 carried each month as a line item missing?
  - Carmine needs to report the actual date that dues are received still missing this information

**4. New Business**

- Approved FINES PROCESS and GUIDELINES after review and discussion.
- Discussed getting the list of homeowners interested in renting their property.
- We will send out in next newsletter with fines and guidelines.

This information will be kept on file with the community manager. Homeowners will be asked to notify the community manager when their home is to be rented as well as the length of the rental agreement.

Additionally, if another home owner is waiting to lease their home, then they will be offered the opportunity when a lease expires. A homeowner that is currently renting does not automatically have board permission to lease their home when their current tenant moves out if another owner is waiting to rent according to the list.

**5. Open Forum**

- A concern was brought up by Eileen Johnson: Patricia Minish was concerned about a coyote that had "just walked through the walkway gate" The board determined that the screening would be repaired as well as the weeds in the walkways would be eradicated. Susan will ask Coyote Brothers to again regularly check the walkways and clear the weeds.
- Pat Levitsis stated that she has not received an invoice for dues that are due July 1
- A "Welcome Back" gathering will be held at the pool when the winter visitors have returned.
- The Annual Meeting will be held the first Sunday of December 2016

Discussion among board members regarding changing the annual meeting to January. This would help as the year-end finances would be available to review the annual budget. Additionally, more owners would be available to attend the annual meeting especially since the meeting is moved away from the holidays.

**6. Next Board Meeting: will be in October at the Pool Ramada in the afternoon on a weekday.**

7. The meeting was adjourned at 5:00 pm at which time an executive session was held.

**8. Resume Open Meeting at 5:15 pm**

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- A motion was made by Pat Levitsis and seconded by Eilene Johnson to direct the President Susan Knowles to terminate the contract with Expert HOA immediately. The vote was unanimous. By contract Expert HOA has a 60-day notification clause.
- A discussion was held regarding new management options. Four bids were discussed.
- The Board voted unanimously to direct the President to offer the contract to a new manager. The name of the company will be announced after the company accepts the position and the current management is notified by certified letter.

Meeting adjourned at 5:30pm.

Submitted. By Eilene Johnson

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**Maintenance List**

1. ~~Palm tree by Wininger house to be trimmed~~ (community property). \$50.00 **Completed 6/8/16**
  - a. Olive trees need trimming- projected cost- \$500.00
  - b. Dallis grass needs treatment-Approved-**Scheduled Fall 2016**
2. Spa is heating, but not turned on. Crossed wires?  
Repair as needed before swim season Spring (FEB 2017-MAR 2017).  
The pool coping blocks are going to need repair. Consider getting that done before next swim season (if our reserve funds are adequate).
3. Asphalt in all walkways needs attention.
4. Added 6/8/16-Screening needs repaired on the gates into the pool area: Susan will ask Linn Granger to head up this repair.

Attachments:

1. RESOLUTION OF THE BOARD OF DIRECTORS  
DORADO COUNTRY CLUB ESTATES NUMBER 2 BLOCK 3 HOMEOWNERS ASSOCIATION
2. ATTACHMENT A - FINES GUIDELINES

**RESOLUTION OF THE BOARD OF DIRECTORS  
DORADO COUNTRY CLUB ESTATES NUMBER 2 BLOCK 3 HOMEOWNERS ASSOCIATION  
ADOPTED July 8, 2016**

This resolution is adopted by the Board of Directors of DORADO COUNTRY CLUB ESTATES NUMBER 2 BLOCK 3 HOMEOWNERS ASSOCIATION pursuant to Arizona Revised Statutes §33-1803, which provides that the Association's Board of Directors is entitled to impose fines for violation(s) of the Declaration of Covenants, Conditions and Restrictions (CC&Rs) and any rules adopted by the Board of Directors. The procedure for imposing fines for such violation(s) is set forth below and supersedes any other such procedure previously adopted by the Board. This policy is presumptive for all violations. In its discretion, the Board may deviate from the policy depending on the facts and circumstances of an individual violation.

**I. “Friendly Reminder”** In most cases, and when appropriate as determined by the Association Manager or the Board, the first notification to an Owner of their violation of the CC&Rs or a rule will be by means of a “friendly reminder” letter. The Association Manager will issue the letter.

**II. “Notice of Violation”** - A written “**Notice of Violation(s)**” together with a request to cease and desist from an alleged violation(s) may be sent to the Owner of the Lot via regular mail and shall specify the relevant facts relating to the violation.

Pursuant to ARS §33-1803, the Notice of Violation shall include a written statement signed by the complaining Member or the Property Manager that contains:

- (A) The Name of the complaining Member or Property Manager;
- (B) The provision or provisions in the Declaration or Rules that has allegedly been violated; and
- (C) The date or dates of the alleged violations;
- (D) How to appeal the violation?

If the Owner is leasing his/her home, the Association may provide a copy of the Notice of Violation(s) to the Owner's tenant. In the Board's discretion and based on the facts, the Board may begin the process with the Notice of Violation or Notice of Hearing. The Board may deviate from any guidelines herein based on the application of the factors contained in paragraph VI below.

**III. Definition - Continuing Violation(s)**. Each day a violation(s) continues after notice to cease has been given by the Board to the Owner constitutes a separate violation(s) and can be subject to a fine.

**IV. “Notice of Hearing”** - In its discretion, the Board may decide to send the Owner a written “**Notice of Hearing**” at any step in the process. The notice should contain:

- (a) The nature of the alleged violation(s);
- (b) The time and place of the hearing, which shall be not less than seven (7) days from the date of the notice;
- (c) An invitation to attend the hearing and produce any statement, evidence, and witnesses on his or her behalf; and
- (d) The proposed sanction to be imposed, which includes the imposition of a fine and the payment of any attorney fees incurred by the Association.

*In the alternative, the Board may put the burden on the Owner to request a hearing within a defined deadline. The Board may impose a fine without a hearing in the event the Owner does not timely request a hearing.*

## V. Hearing.

- (a) The hearing shall be held pursuant to the Notice of Hearing. The complaining Member and the Owner shall be afforded a reasonable opportunity to be heard. In cases in which a complaining homeowner initiated the process, the Board shall evaluate the proof according to protocol adopted by the Board.
- (b) Before any sanction becomes effective, the Association shall submit proof of the notice and the invitation to be heard.
- (c) Such proof shall be deemed adequate if a copy of the notice together with a statement of the date and manner of delivery is entered into the Owner's lot file.
- (d) The notice requirement is satisfied if the Owner appears at the meeting.
- (e) The minutes of the meeting shall contain a written statement of the results of the hearing and the sanctions, if any, to be recommended to the Board.

## VI. Imposition of Fine and any other Sanctions.

- (a) Fines. At the conclusion of the hearing, the Owner may be excused from the hearing and the Board of Directors shall deliberate on the amount of the fine to be imposed, if any, based on:
- The seriousness of the violation(s),
  - Whether this is a first violation or a continuing violation(s)
  - Whether the type of offense poses a danger to property or any person
  - Any other extenuating circumstances and whether the Owner agrees in good faith to correct the violation(s) within the time specified by the Board of Directors.
  - Whether the amount is sufficient to obtain compliance, based on the facts
  - Impact on property values
  - After the Board of Directors determines the amount of the fine, the Board of Directors shall send notice to the Owner of the amount of the fine and its due date.
  - The Board of Directors is empowered to impose a fine for each day that the violation(s) continues. **SEE ATTACHMENT A – FINES GUIDELINES.**
  - **The attached Fines Guidelines are not binding. The Board of Directors may impose a fine in any reasonable amount, based on the application of the factors above**
- (b) **Costs.** Owners to whom certified mail notices are sent shall be assessed the management company's charge to the Association for the mailings. Owners may also be assessed an administrative processing charge in an amount established by the Board.

## VII. Request for Reconsideration to the Board of Directors.

- (a) The Owner may request reconsideration by the Board of Directors.
- (b) In order to schedule an appearance before the Board, the Owner must submit a written request to the Association Manager within seven (7) days of receipt of notice of the sanctions.
- (c) The meeting shall be scheduled and the Owner notified of the date, time and location via certified and regular mail.
- (d) The meeting will be held in executive session pursuant to the Notice of Hearing and the Owner shall be afforded a reasonable opportunity to be heard.
- (e) At the conclusion of the meeting, the Owner may be excused from the meeting and the Board shall issue a ruling on whether the sanction stands, is modified or is rescinded.
- (f) The Board shall send a written notice to the Owner of its ruling.
- (g) The ruling of the Board will be final.

**VIII. Payment of the Fine and/or Penalties.** The Board shall advise the Owner that any fine, which is not paid within fifteen (15) days of its due date, is delinquent and subject to late fees and interest the same as any other assessment, subject to applicable Arizona law.

**IX. Collection.** Fines and penalties will be collected from the Owners.

**X. Effective Date.** The effective date of this resolution is July 8, 2016.

DORADO COUNTRY CLUB ESTATES NUMBER 2 BLOCK 3 HOMEOWNERS ASSOCIATION

By: Susan Knowles, President

Attest: Eileen Johnson, Secretary

**ATTACHMENT A - FINES GUIDELINES**

1. No fine shall be assessed until the Member who has committed a violation has been given due written notice and an opportunity for a hearing.
2. Presumptive fines are as follows:  
 Parking: \$25.00  
 Weeds/landscape: \$10.00  
 Trashcans: \$10.00 per day  
 Failure to submit for approval or to comply with ARC request for corrective action: \$100.00  
 Rental Violations: \$250.00
3. The Board shall also have the authority to increase the presumptive fines above for additional violations of the same nature.
4. Monetary fines for other violation(s) of the governing documents and/or rules and regulations of the Association ***may*** be as follows:
 

• First violation	\$25
• Second violation (of the same nature)	\$50
• Third violation (of the same nature)	\$100
• Each violation after the third (of the same nature)	\$250
5. An additional fine that accrues each day ***may*** be assessed after the aforementioned fines have been assessed if the violation is a continuing one. (**Example:** A Homeowner installs an improvement without ARC approval. A first violation fine of \$100 assessed. If the violation continues uncorrected, an additional fine in a reasonable amount would be assessed for each day until the violation ceases. The Member ultimately corrects the violation. The Member installs another improvement without ARC approval. A second violation fine of \$100 is assessed. If the violation continues uncorrected, an additional daily fine would be imposed until the violation ceases).
6. The amounts of the: 1) presumptive fines above, 2) other fines, 3) daily fines, and 4) increasing fines of similar violations are mere guidelines. The Board shall have the specific authority to deviate from these guidelines by applying the factors below:
  - The seriousness of the violation(s).
  - Whether this is a first violation or a continuing violation(s).
  - Whether the type of offense poses a danger to property or any person.
  - Whether the Owner agrees in good faith to correct the violation(s) within the time specified by the Board of Directors.
  - Whether the amount is sufficient to obtain compliance, based on the facts
  - Impact on property values.
  - Any extenuating circumstances
7. The Board may impose non-monetary penalties in lieu of or in addition to the fines above including, but not limited to, the suspension of Member voting rights; the suspension of the use of amenities; or placing violation stickers on wrongfully parked vehicles.
8. It is the obligation of the Member to advise the Association in writing that the violation has ceased.