**MINUTES**

**COP CONDO ASSOCIATION BOARD MEETING**

**WEDNESDAY, JANUARY 24, 2018**

**12622 W. Prospect Dr., Sun City West, AZ 85375**

**Introduction of visitors:** There were 5 residents in attendance.

**Board members present:** President Don Rife, Vice-President Jim Snyder, Treasurer Dick Landis, Secretary Rich Hoyt, Director Diane Shapiro, and Director Ruth Artz. Absent: Director Sue Vasconcellos

**Open meeting:** President Rife opened the meeting at 10:08 AM

**Approval of the Dec. 18 board meeting minutes & the Jan. 2 special board meeting minutes:** A motion was made by Jim Snyder and seconded by Diane Shapiro to approve the minutes of both meetings. The motion passed unanimously.

**Treasurer’s Report:** The financial statement for the December 2017 was included in the packet sent to the board by President Rife.

**COMMITTEE REPORTS:**

 **Architectural:**

1. Robert Frank proposal approved at Jan. 2 special meeting.
2. Ron Steel requested installation of solar on his residence. A motion was made by R. Hoyt and seconded by D. Landis and passed unanimously to allow installation of solar panels on Mr. Steel’s residence.

**Grounds:**

Grounds committee chairman Jim Snyder shared that 3 existing trees have been labeled for removal (2 diseased Ash, 1 dangerously leaning pine). VP

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Snyder is soliciting bids from 3 vendors for this action. The gleaning of the citrus trees will take place (tentatively) on February 20th and 27th. Volunteers will canvas the neighborhood for the $25 payment (per tree). Snyder asked that the grounds committee meet again before the next board meeting.

Jim Snyder gave us a detailed water report with bar graphs, etc. including all the sprinkler boxes located throughout the neighborhood. Almost 40 individual repairs made by volunteers and adjustments made by the gardeners (timing and frequency) have helped amounts for water usage to drop. October and November are high usage months because of the winter grass planting, and those months the water usage actually went down.

Diane Shapiro brought up a problem with dog owners not “picking up” after their dogs in the common areas. A motion was made by J. Snyder and seconded by D. Landis to purchase 6 “courtesy” signs to be placed in the rocky easement areas on 125th Ave, 128th Ave, and the one on Castle Rock to deter dog walkers from using those areas—or at least clean up after their dogs. The motion passed unanimously.

Recommendations for installation of rotary head sprinklers were discussed and bids from the gardeners are being investigated.

**Nominating :**

Nominating committee chairman J. Snyder gave a verbal report of the nominating committee actions. All COP residents were notified of potential openings and given the option to participate in future board proceedings. There were no replies to the affirmative. The three board members whose terms end in the spring of 2018 all agreed they are going to run for their spot on the board again. Specific residents have volunteered and been selected to count the ballots and verify the results of any measures put on the ballot at the annual spring meeting.

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**Old Business:**

1. Home owner’s information form
	1. This is a request for information needed by the board to communicate with the residents by:
		1. Email or printed documents
		2. Emergency information in case of sickness, death, fire, etc.

**New Business:**

1. Approve agenda and forms for the 2018 annual spring meeting on February 24th, 2018 at the Sagebrush room of Beardsley Recreation complex at 1:00 PM
	1. Committee meetings and another regular session board meeting will be held before this is finalized
2. Allocate 2017 year end budget credit
	1. President Rife noted that we were $4270 under budget for 2017. His recommendation to the board was to put $2200 of this sum into the operating board checking account (under the advice of Colby Management that we maintain a $5000 balance in that account for emergencies). This sum would put our account at $5000.
	2. Mr. Rife suggested we place the remaining $2070 of this sum in the maintenance fund for our next neighborhood painting of all of the units. Due to inflation, we are going to need to bolster this account for the future. We plan to investigate painting bids at the 5 year mark from our last painting (the COP paints every 10 years) to determine how our paint fund will measure up to 2023 costs.
	3. D. Shapiro moved to accept the budget credit allocation plan offered by President Rife, R. Artz seconded the motion, and the motion passed unanimously.
	4. The board and those present were informed of the death of resident Glenna Adamson (12526 Prospect) on January 2.
	5. Vice President Snyder reminded all those present that we will continue having a neighborhood “Gathering on the Green” on the first and third Tuesday of the month behind his unit (12619 Castle Rock) at 3:30 PM. Bring a dish to share, your own beverage, and your golf cart or portable chair.

**Next Meeting:**

The COP HOA operating board will meet again on Tuesday, February 6 at 10:00 AM at the residence of President Don Rife.

**Motion to adjourn:**

J. Snyder made a motion we adjourn the meeting, seconded by Diane Shapiro, and unanimously passed. The meeting ended at 11:06 AM.

Respectfully submitted,

Rich Hoyt

COP Secretary