**Pending**

**Please remember to use the HOA website “copcondo.org”**

**MINUTES OF THE REGULAR BOARD MEETING OF THE COP HOA**

**Saturday 12.12.20 @ 9:30 AM**

**12711 and 12715 W Castle Rock Dr on Front Patios**

**RECOGNITION OF VISITORS:** Visitors included Sandi Tischer, Curt & Teresa Mentzer, Chet & Deb Penta, Tom Smith and Patricia Sannerud.

**BOARD MEMBERS PRESENT:** Acting President Diane Shapiro, Treasurer Ken Davis, Secretary Dave Roeker (remote), Director Ruth Arzt, and Director and Grounds Committee Chair Jan Nelson.

**CALL TO ORDER:** Meeting was called to order by acting President Diane Shapiro at 9:33 AM.

**OPPORTUNITY TO ADD TO THE AGENDA:** No additions noted.

**PRESIDENT’S REPORT (Diane Shapiro-Acting):**

1. Diane noted that Jaycox Air Conditioning will be here on Tuesday, January 12th to provide an annual AC and Heating inspection service at a special cost of $35.00. Each homeowner that is interested should contact Sue Mangerie at (623) 937-7532 no later than Friday, January 8th.
2. Diane reported that 4 new HOA members have moved into their units:

* Patricia Sannerud 12627 Castle Rock Dr
* Curt & Teresa Mentzer 12622 Prospect Dr
* Sandi Tischer 12707 Castle Rock Dr
* Roger & Lee Cousin 12619 Castle Rock Dr

1. The Welcome Committee has contacted all new residents to welcome them to the community and to provide them with necessary information including the web site.
2. Diane is working on a newsy Holiday Greeting to send to our members.

**APPROVAL OF THE LAST REGULAR BOARD MEETING MINUTES (Dave Roeker):** Meeting minutes are available on the web site. Ken Davis made a motion to approve the October 21, 2020 regular board meeting minutes. Jan Nelson seconded. Motion passed.

**TREASURER’S REPORT (Ken Davis):**

1. Board approval of the September financial statements from Colby Management. Financial statements are available on the web site. Ken Davis made a motion to approve the September financial statements. Dave Roeker seconded. Motion passed.
2. October receipts and disbursements. The October reserve total was $78,227.63 and the October equity total was $93,998.49. Lots of water was used after the reseeding. The October water bill was $4022.00. Ken and Jan are graphing the water usage. Loma Verde disbursements included $850.00 for removal of two trees and $1,407.00 for sprinkler repairs over the summer. John and Dale Spicer were reimbursed $200.00 towards replacement of a water damaged patio post. All other disbursements were normal recurring expenses.
3. The proposed 2021 Budget was submitted for Board approval. This includes approval of all new contracts for 2021. We are experiencing several increases to our monthly costs in 2021.

* Our monthly assessment is being increased $5.00 per month to $280.00. This is an annual increase of 1.8% and is necessary to meet increased monthly costs. No action is required by members who have signed-up for Sure Pay with Colby Management.
* Colby Management increased their monthly accounting fee from $170.00 to $175.00.
* We received a new proposed two year Loma Verde landscape contract for 2021-2023. Monthly maintenance and irrigation maintenance costs will remain the same. Landscape maintenance for seed was increased by $455.00 and $500.00 was added for annual palm tree trimming.
* Our Gardening Chair has recommended adding extra funds in 2021 for irrigation valve repairs, valve box covers and risers, tree and shrub replacement and for tree maintenance. Several line items were increased to cover these higher expenses in 2021.
* We signed a new three year contract with Parks and Sons for trash collection which will minimize the rate increases to $12.50 per month for each of the next three years.
* Farmers Insurance increased our monthly premium from $1235.00 to $1310.00 for 2021. We are still being penalized for excessive claims in the last three years due to 2018 storm roof damage.
* Arrow Pest Control did not raise their rates for the coming year. The new budget includes an extra $300.00 for up to two visits to remove bees. Bees have been a problem the last couple years. Diane reminded everyone that we are entitled to one free inside pest spray per year. You must call ahead and they will do the spray at the time of the next regular application. You should also tell them if you have ants.
* EPCOR Water/Sewer hikes are planned for 2021 as well. Hearings are ongoing and we will not know which of 5 scenarios will be approved. Best case we can expect is a 2.5% increase as of July 1st. Accordingly, our budget includes a 1.3% monthly increase to prepare for the 2.5% or higher increase in July.
* APS will also be increasing electric rates somewhat but that has very little effect on our HOA budget. Recommend we increase annual payouts to our 12 homeowners that supply power for our irrigation controllers from $24.00 to $25.00. This annual payment has never been increased since inception.
* Four line items have been reduced for 2021: Statements/Fees (503b), Office Supplies (505), Extra Yard Maintenance (532) and Miscellaneous Expenses (599). One line item has been added: Repairs and Maintenance (544) funded primarily by the reduction of line item 532.
* Reserves have all been increased. Annual Paint Reserves have been increased by $300.00 to insure that we are prepared to paint all units in 2022-2023. An updated estimate was obtained from Albrecht & Sons in November. We should also be ready to do any exterior repairs before painting is done. Tom Albrecht thought that scraping, sealing and priming of the foundation should be done prior to painting. This should help in resolving the peeling problem that unit owners are reporting. Sprinkler Reserves were increased by $180.00 and Major Maintenance was increased by $240.00.
* Ken Davis made a motion to approve the 2021 proposed budget. Diane Shapiro seconded. Motion carried.

1. Approval for Treasurer to sign the new Colby Management Collection Program Authorization to collect debt owed by unit owners. Colby will also prepare our income tax returns. Motion was made and seconded to approve. Motion carried.

**COMMITTEE REPORTS:**

**ARCHITECTURAL (Vacant):**

1. Diane Shapiro reported that we need to fill the vacant Architecture Committee Chairman position. This position must also be a board member. Tom Smith volunteered to chair the committee and be on the board until the annual meeting in March. Diane made a motion to approve Tom Smith as the Architecture Committee Chairman and board member. Ken Davis seconded. Motion carried.
2. No new projects have been announced since October.
3. Board approval is needed for the revised Architectural Plans Form to add committee member signature, date and recommendation. Paul Hubbard added the requested additional information in Version 4. It is available to Homeowners on our website “copcondo.org”. Ken Davis made a motion to approve. Ruth Arzt seconded. Motion carried.

**GROUNDS (Jan Nelson):**

1. 2021-22 Landscape Contract with Loma Verde. Loma Verde will offer a two year contract for the current price. Ken Davis made a motion to approve Loma Verde as our landscape contractor. Jan Nelson seconded. Motion carried.
2. Water usage for October. Water use was up 101% over September. This was due to extensive watering after winter reseeding. Usage should now return to normal levels.
3. Weed Control Contract for grass with Nelson. Nelson will renew contract for the same price as last year. This is for weed control in the grass areas. After approval, Diane can sign the contract. Jan Nelson made a motion to approve the contract with Nelson. Ken Davis seconded. Motion carried.
4. Budget increases proposed for replacement of broken irrigation valve covers and risers at a cost of $25.00 per riser and $15.00 per cover. These were included in the 2021 budget.
5. Update on removal of dead shrubs and thinning of dead branches. Loma Verde is currently working on dead shrub and dead branch removal.
6. Discuss Gardening Rules and Regs. The Grounds Committee will be reviewing the rules and regulations prior to the annual meeting.
7. Jan Nelson announced that there is now a community wheelbarrow available for use by residents. It is stored behind Barbara Hine’s unit. She thanked Ken Davis for repairing and painting the wheelbarrow.

**UNFINISHED (Old) BUSINESS:**

1. Reminder to use the Colby digital monthly fees form. All but 7 units are now using the email option for monthly assessment notices.
2. Continued encouragement to use the web site “copcondo.org” to be maintained current by Ken Davis and Paul Hubbard. The web site should be put at the top of all meeting minutes as a reminder to use the web site.

**NEW BUSINESS:**

1. We need a working committee to nominate a new President, a new Secretary and an Architecture Chairman to replace departing Board Members Rich Hoyt, Dave Roeker and Tom Smith. Tom may be convinced to run for a full term after he completes Jim Snyder’s term. We should also consider the option to downsize the Board from 7 to 5 active members. Ken Davis suggested that Ruth Arzt could head the nominating committee.
2. Add any issues presented before opening the meeting that were not architectural or gardening issues. None.
3. Plan for a “Gathering on the Green” in January. It will take place on Thursday, January 21st behind 12619 Castle Rock Drive. Due to Covid-19 restrictions it will be a “brown bag” event with no sharing of food, drinks or utensils.
4. Ken Davis reported that he attended the OHOA meeting where the Sun City West Posse Commander was the featured speaker. The Commander assured us that there is no homeless population in Sun City West. There are four patrols working continuously 24/7 and they are aware of pretty much everything going on. If we do see any signs of homeless activity we should call the Posse.

**NEXT MEETING DATE:**

1. The next regular meeting will be on Saturday, January 16th at 9:30 AM. The nominating committee will be working on nominations for new Directors as well as additional members for all committees. The agenda will be posted on the web site.
2. The Annual meeting will be on Saturday, March 6th in the Cul-de-sac. The agenda will be posted on the web site.

**MOTION TO ADJOURN:**

Motion to adjourn was made by Ken Davis and seconded by Jan Nelson. Meeting was adjourned at 10:48 AM.

Respectfully Submitted

Dave Roeker

COP HOA Secretary