**PENDING**

 **COP CONDO ASSOCIATION MEETING**

**MINUTES for Saturday 5.21.22 @ 9:30 AM**

**Davis’ at 12711 W CASTLE ROCK DR**

***Please use our Website: copcondo.org***

**RECOGNITION OF VISITORS:** President Ken Davis welcomed visitors.

**CALL TO ORDER: President (Ken Davis):** President Ken Davis called the meeting to order at 9:33 AM.

**RESIDENTS PRESENT:** Roger and Lee Cousin, Chet and Debbi Penta, Kevin Blair, Louise McDaniels

**BOARD MEMBERS PRESENT (Establish Quorum):** President Ken Davis, Vice President Tina Blair, Secretary Pat Sannerud, Treasurer Ken Davis, Director and Grounds Committee Chairperson Jan Nelson, Director and Architecture Committee Chairperson Jerry Phipps, and Welcome and Hospitality Committees Chairperson Sharon Davis.

**APPROVAL OF MINUTES: (SECRETARY: Pat Sannerud)**

1. Board approved the Regular Meeting minutes for 16 April 2022. Tina Blair made a motion to approve the minutes, seconded by Jerry Phipps. Motion carried. The approved Minutes are posted on our website “copcondo.org” once approved.

**PRESIDENT’S REPORT: (Ken Davis)**

1. A new homeowner, Myra Fribourg will arrive in late May. Myra purchased the property at 12538 Prospect.

**VICE PRESIDENT REPORT: (Tina Blair):**

1. Vice President Tina Blair recapped the minutes from the 16 May Special Meeting. During this special meeting, the removal of the tree to the south of 12631 Castle Rock Dr. within the HOA common area was approved for a cost of $1,000. The Special Meeting was convened because the bid for removal was expiring.
2. Board approved the minutes of the 16 May Special Meeting. Motion to approve by Jan Nelson, second by Ken Davis. Motion carried. The approved Minutes are posted on our website.

**TREASURER’S REPORT: Ken Davis)**

1. Board approved March Financial Statements from Colby Management. Jerry Phipps made a motion, Jan Nelson seconded; Motion carried. The approved March Financials are posted on our website “copcondo.org.”
2. April Financials - Operating Balances.
	* Assets Totaling $104,611.25
		+ Operating Total - $16,508.57
		+ Reserve Total – $81,966.44.44
		+ Certificate Interest - $6,136.24
	* Liabilities and Equity total $104,611.25
3. Operating Equity Total - $16,508,57
	* Homeowner Equity – $11,586.28
	* Operating Current Year Surplus - $4,922.29
4. Reserve Equity Total - $88,102.68
	* Painting - $51,518.54
	* Sprinkler - $10,524.00
	* Major Maintenance - $26,003.15
	* Reserve Interest - $56.99
5. Disbursements
	* Loma Verde Landscaping $676 for irrigation
	* ASAP Bee Removal $195 for 12610 Prospect
6. **Reminder:** Colby Management, our HOA management company, has an option (SurePay) for automatic payment of your monthly HOA assessments. The use of SurePay minimizes expenses to the HOA since the HOA is charged for the monthly bill sent to the homeowner. To sign up for this feature, a form is available under the “Information and Forms” tab on our website “copcondo.org.”

**COMMITTEE REPORTS:**

**ARCHITECTURAL (Jerry Phipps):**

1. New Architectural Requests submitted since the last Board Meeting:
* Louise McDaniel’s AR for new Garage Door at 12503 Castle Rock
	+ Approved by the Architecture Committee
	+ Motion to approve by Jerry Phipps, second by Tina Blair, Request approved.
* Ken and Sharon Davis AR for new Garage Door at 12711 Castle Rock
	+ Approved by the Architecture Committee
	+ Motion to approve by Jerry Phipps, second by Tina Blair, Request Approved
* Tina and Kevin Blair AR for new Garage Door at 12702 Omega
	+ Approved by the Architecture Committee Chairperson
	+ Motion to approve by Jerry Blair, second by Jan Nelson. Request Approved.
1. An Architecture Request is not needed for mailbox repair.
2. Homeowners are reminded that an Architectural Request must be approved by the Board before any new exterior projects are started.
3. Deadline for Architectural Requests for planned summer projects is 8 June. The last BOD meeting of this season is scheduled for 18 June.
4. If an emergency repair is needed during the summer months, please notify a board member. The board wants to ensure that people working on a property are known by the homeowner.

**GROUNDS (Jan Nelson):**

1. Water Usage:
	* From March to April, the HOA used 22,000 gallons more than last year.
	* We continue to find and repair water leaks. A break in the main water line to 12502 Prospect Dr was repaired the middle of April. A large break in the irrigation line at 12607 Castle Rock Dr was repaired in the middle of May.
	* Our Grounds Committee Chairperson continues to review monthly water bills looking for unexplained increases as an indication of leaks. Ray continues to fix leaks as discovered.
	* Water rates went up between March and April. The April rate was increased from $2.95 per 100,000 gal to $3.48 per 100,000. This increased our monthly bill by $628.24.
	* Year to date we have used 577,000 gallons less than 2021.
2. Bees were removed at Sharon Monasterios’ residence. We do strive to have bees moved if possible. Since these bees were in the Olive Trees, moving was not an option.
3. The trimming of citrus trees is in process.
4. Dead branches were removed in the COP Common Area.
5. Bubblers run Monday, Wednesday, and Saturday twice each day between 7 – 9 am. Sprinklers will be cut to every third day to reduce water usage.
6. HOA Common Area Tree Removal
	* After the Special Meeting on May 16th, the vendor AZ Tree and Hardscape provided a new estimate which included the pine tree south of 12631 Castle Rock Dr, the pine tree south of 12707 Castle Rock Dr both with beetle infestation. Also, the trimming of the Silk Oak by 12630 Prospect Dr. For a total of $3000.
	* A motion was made by Jan Nelson to accept the second bid for the 3 trees, seconded by Jerry Phipps.
		+ During discussion of this motion, a concern was raised that the budget does not support the additional cost. Motion failed.
	* Since we can only afford to remove one tree, motion was made by Jerry Phipps to remove the tree south of 12707 Castle Rock, since that tree could cause the most damage if it fell during a monsoon storm. Pat Sannerud seconded. Motion passed with one no vote.
7. Homeowner’s Tree Removal Requests
	* Jim Sutherland
		+ Approved by Grounds Committee
		+ Motion to approve by Jan Nelson, seconded by Ken Davis.
		+ This tree has caused actual documented damage to the sewer line.
		+ Request approved.
	* Pat Sannerud
		+ Approved by Grounds Committee
		+ Motion to approve by Jan Nelson, seconded by Tina Blair
		+ Director Pat Sannerud recused herself from voting on this request since she is the requestor.
		+ This tree has caused actual documented damage to the sewer line.
		+ Request approved.
	* Abel Alday
		+ Approved by Grounds Committee
		+ Motion to approve by Jan Nelson, seconded by Tina Blair
		+ Since the community has numerous cases of pine root damage to sewers, insurance coverage could be impacted if the tree is not removed
		+ Request approved with one no vote.
8. Trees removal is scheduled for Tuesday May 24th.

**PAINTING COMMITTEE (Tina Blair).**

1. Status of repairs needed before painting
	1. Only 6 homeowners have replied to the request, with only 3 home indicating needed repair
2. Plans for inspection – Painting committee will walk around and inspect for needed repairs to ensure that we are able to get bids for repairs before we start painting,
3. Project Manager from Albrecht contacted to ensure we understand what is included in the bid. For example, does the bid include filling all nail holes, filling cracks, etc.
4. Still on track for stating in October.

**WELCOME COMMITTEE (Sharon Davis).**

1. The last Gathering on the Green (GoG) for this season was held 17 May 2022. We will start up again in the Fall.
2. The committee will schedule visits with new homeowners as soon as they arrive.

**UNFINISHED BUSINESS:**

1. None reported

**NEW BUSINESS*:***

1. None Reported

**NEXT MEETING DATE:**

1. Next Regular Board Meeting is tentatively scheduled based on need for review of Architecture Requests for Saturday 18 June at 9:30 am on front patio at 12711 W Castle Rock Dr.

**MOTION TO ADJOURN:**

1. Jerry Phipps moved to adjourn the meeting; Pat Sannerud seconded. Meeting adjourned at 10:57 AM.