**COP CONDO ASSOCIATION MEETING MINUTES**

**for Saturday 11.23.24 @ 9:30 AM at Davis’**

**12711 W Castle Rock Dr**

 ***Please use our website: “copcondo.org”***

**CALL TO ORDER: President (Ken Davis):** Gavel at *9:32 am*

**RESIDENTS PRESENT: Joanie Frank**

**BOARD/COMMITTEE MEMBERS PRESENT: Ken Davis, Jan Nelson, Bob Frank (Quorum established). Welcome/Social Committee Sharon Davis.**

**BOARD/COMMITTEE MEMBERS ABSENT: Jerry Phipps, Myra Fribourg**

**MOTION by Ken Davis to nominate Joanie Frank as Assistant Secretary in Myra Fribourg’s absence, due to an accident, as per Section 7.1 in Office and Management Amended Bylaws, March 5, 2016 which states that “assistants” do not have to be Board Members.** Board voted to approve.

**APPROVAL OF MINUTES: (Assistant SECRETARY: Joanie Frank)** Called forBoard approval of the amended Regular Meeting minutes for October 19, 2024. Jan Nelson moved to approve and Bob Frank seconded the motion. Board voted to approve. The Minutes are posted on our website “copcondo.org” once approved.

**PRESIDENT’S REPORT: (Ken Davis)**

1. We received a copy of a legal filling with Maricopa County by Lippman Recupero Law Firm to request Release of the Excess Proceeds of the Kessler Sale by Owner. We are working to determine if COP HOA must file a lien to recover past-unpaid assessments and late fees.
	* Ken sent an email request on Thursday, November 14, for information. The law firm did not respond
	* Ken called the law firm on Friday, November 22, and left message. The recorded message confirmed Lippman is a debt collector.
	* Lipmann Recupero Law Firm has a paid client and is not out to help COP HOA unless we become a paid client
* Ken Davis does not want to file lien
* Bob Frank asked about lawyer fees. Ken Davis estimated $500-$1,500
* Colby is only our management/accounting firm and not our lawyer. They offer no legal advice but team with Travis Law Firm.
* In the future: The delinquent homeowner will be notified of the overdue assessment. At 60 days the homeowner will be notified in writing by Colby Mgt that the assessment is overdue and a $15 late fee per month has been added. If not paid, a law firm will be notified to prepare a lien on the condo property. At 90 days, the lien will be filed
* Currently, all condo owners are up-to-date with assessment fees
1. All COP HOA Board Members have completed registration providing Beneficial Owner Information (BOI) with the Financial Crimes Enforcement Network (FinCEN) of the US Treasury, as required by the Corporate Transparency Act (CTA). Each board member receives a unique FinCEN ID. Colby will manage this database for us at a cost of $350 per year.
2. At the OHOASCW Annual Meeting on 13 November, attended by President Ken Davis, Guest speaker Chad Gallacher from the Morgan and Morgan Law Firm provided an AZ Legislature Update 2024. Statue HB2648 defines new terms “Common Expense Lien” (CEL) in the Planned Communities Act and Unit Owner Expenses in the Condo Act. It defines CEL to include assessments and late charges for assessments if authorized in the CC&Rs, but attorney fees and costs only if awarded by a court. We need to amend our CC&Rs released in 1978 as the Declaration of Restrictions by Del Webb, and amended in 2001 to declare no owner may rent or lease such unit.
3. Loma Verde Landscape Design submitted a new proposed 2025-2027 Landscape Maintenance Agreement and Irrigation Contract for COP HOA. The two-year contract covers Jan. 1st, 2025 thru Dec 31st, 2026. The BOD voted by email to approve the new contract.
4. Jaycox Air Conditioning & Heating is offering to service the HVAC units in the COP CONDO ASSOCIATION on Monday, January 13, 2025. Individual homeowners must make an appointment and pay the $45 fee. The Jaycox flyer is attached along with these minutes.

**VICE PRESIDENT REPORT: (Jan Nelson):**

1. Jan shared *Sun City West* *Independent* newspaper article (11/20/2024) on the OHOA Management Companies meeting to be held on Friday, 6 Dec 2024 with the topic of hiring a management firm.
	* This meeting is limited by space to 20 HOA Board Members
* To attend make reservation before Wednesday 4 Dec 2024 by calling (623) 214-6006

**TREASURER’S REPORT: (Ken Davis-Acting):**

1. Approval of the September Financials was requested. The motion to approve September’s financials made by Jerry Phipps, seconded by Jan Nelson, approved by the Board.”
2. Reviewed the Financials for October 2024
	* Discussed Operating and Reserve balances for October 2024
	* Operating Total –First Citizens Bank (FSB) – $35,159.81
* Reserve Total $42,162.22: FCB Reserve -$35,597.01 + CD $6,565.21
* Assets Total (Operating + Reserve) = $77,322.03
	+ Disbursements for October include:
* Loma Verde Rye Grass Seed $3,570
* Beesville Bee Farm $260
* Chet Penta New Tire for COP Wheelbarrow $37.96
* Sharon Davis, Copies for Welcome Folders $10.94
1. Ken presented the COP Budget for 2025: After considerable discussion, Bob Frank made a motion to approve the 2025 budget and the motion was seconded by Jan Nelson. Jerry Phipps approved it via email. The COP Monthly Assessment will increase 3% to $320. Colby Mgt will be notified of the Assessment Change. Homeowners that have a Colby SurePay Authorization on file need do nothing. Others will need to adjust their payment amount by $10 per month before 1 January 2025.
* The COP Condo Association will approve the budget at Annual Meeting in March 2025. The budget to be posted on “copcondo.org”
* The monthly assessment has increased by $10, from $310 to $320
* Some of the notable cost increases for next year include:
	+ New 2025-2027 Landscape Maintenance Contract +7%
	+ New Irrigation Contract was increased +8%
	+ Trash pickup has increased +6% to $17 per unit/month
	+ Yard Maintenance-Gravel was increased +12%
	+ Weed Control-Grass has been increased +5%
	+ Income Tax/Tax Preparation has increased +10%
	+ COP Master Insurance Premium is expected to increase 7 to 8% in March 2025
	+ Several line items in the budget were adjusted downward to offset the increases and limit the assessment increase to $10/month

**COMMITTEE REPORTS:**

**ARCHITECTURAL (Ken Davis for Jerry Phipps):**

1. New Architectural Requests (AR) submitted:
* Barbara Saillard submitted an AR for a new garage door since her old door is broken and does not open. Due to the urgent nature, it was reviewed and approved via email
* David and Donna Roeker will be submitting a similar AR in 2025
1. Homeowners are reminded that an Architectural Request must be approved by the Board before any new exterior projects are started.

**GROUNDS (Jan Nelson):**

1. Water usage for September 11–October 10 was down. However, overall water usage for the year is up due to the excessive heat which lasted through September. We also experienced more than normal irrigation system failures. Extensive repairs have been made and the system is now more reliable.
2. Update status of Winter Rye Reseeding
* On Prospect Drive, three (3) homes are on one (1) meter and ground was dry due to the timer not working and the seed was not getting any water. Homeowners are encouraged to notify Jan or another Grounds Committed member when such conditions are discovered.
* Mulch and reseeding took place the week of November 11th-15th
* The approved project to replace grass with rock in the common area between David & Donna Roeker’s and Ann Parent’s homes will take place after the first of the year. This project was delayed due to excessive heat
1. Status of dead shrub removal and replacement
	* No shrubs were planted last spring as the heat arrived early
	* Recently dead shrubs were removed and 36 shrubs were planted
	* Our objective is to decrease the number of shrubs that the HOA must maintain. In the past some homeowners planted extra shrubs that current homeowners do not want or need. This requires more water. On the sides of condos, there should be one shrub at the front and one in the back.
2. Status of tree replacement
	* Four trees were planted and two more will be planted early next year
	* A tree is needed in the common area between Sutherland’s & Dana Taylor’s homes.
	* Tammy McVey requested a tree to be planted **in the gravel** between her and Lee Gainey. A Bonita Ash Tree (15 gallon, $225) will be planted early next year. Ken Davis moved and Bob Frank seconded the motion. Board voted to approve. If this tree dies, a replacement will not be paid for by the HOA
3. Reminder of walking dogs on common area
* Dogs are not allowed on personal property, nor close or on patios
* Respect the privacy of homeowners and be at least three (3) feet from patios.

**WELCOME/SOCIAL Committee (Sharon Davis): Next Gathering on the Green**

1. Sharon welcomed our new homeowners Linda De La Paz and Joe Campbell and they are excited to be here. Sharon will officially welcome them at the Thanksgiving Potluck on Tuesday 26 NOV 2024.

b. Thanksgiving Potluck will be held on Tuesday November 26, at 4 pm behind the Davis home at 12711 West Castle Rock Drive in the Cul-de-Sac. Turkey and Dressing will be provided by Sharon and the COP HOA. Attendees are asked to bring a side dish to share. Thirty (30) COP Condo residents will be attending. Curt Mentzer will bestow the blessing.

**UNFINISHED BUSINESS: (None)**

**NEW BUSINESS*: (None)***

**NEXT MEETING DATE:**

1. The next RegularBoard Meeting is scheduled for Saturday 18 January at 9:30 am at Davis’ located at 12711 Castle Rock Drive.

**MOTION TO ADJOURN:** Motion made by Jan Nelson, seconded by Bob Frank. Approved, and meeting gaveled to an end*at 11.36 am.*