

# Armory Park del Sol Homeowners Association

## Board of Directors Meeting Minutes

**Date:** October 18, 2021  
**Time:** 5:30 PM  
**Location:** Via Zoom

### CALL TO ORDER

The meeting was called to order at 5:30 PM

### ROLL CALL

Board Present: Michael Katz - President  
Priya Okun - Vice President  
Mike Radcliff – Treasurer  
Beth Murphy - Secretary  
Shirley McGhee- Landscape Chair

Homeowners Present: Jeanette Blaine, John Heyl, Kathy Heyl, Susan Klement, Helen Landerman, Sara Shifrin, Judy Tracy

Management Representative: Erica Rivera, Cadden Community Management (CCM)

Minute Taker: Beth Murphy, HOA Secretary

### QUORUM (Requirement is a majority of directors):

A quorum was present to conduct the Board of Directors meeting.

### APPROVAL OF MINUTES

- Motion: To approve the minutes for the July 26, 2021 Board of Directors meeting as written. Mike Radcliff moved, Shirley McGhee seconded, motion passed unanimously.

### REPORTS

- **President's Report:** No report.
- **Treasurer's Report:**
  - Mike Radcliff reported that the first three quarters of expenses are in alignment with our budget.
  - Mike Radcliff also reported that our general reserve account has grown from \$21,392 at the end of January to \$30,537 at the end of September. Our reserves had been depleted by work on the irrigation system
  - Mike Katz detailed the budget committee's work on the proposed 2022 budget.

- A 10% increase in assessments is proposed in order to increase funds for tree and plant replacement. The increase will generate an additional \$9306 for this purpose. The Landscaping Committee proposed to apportion this amount into \$800 landscape designer, \$2500 tree replacement, and \$6000 plant replacement.
  - The budget included \$2750 for the ABC Fence Screening Project (see below) under a 50% cost sharing basis with homeowners. Mike described the cost-sharing projects that have been done in other parts of the development and encouraged cost-sharing as a way to maximize the HOA's budget.
  - We are not expecting increases for management or landscaping services.
  - Motion: To approve the 2022 budget as presented. Beth Murphy moved and Shirley McGhee and Priya Okun seconded, motion passed unanimously.
- **Manager's Report:** Erica Rivera went over her written report of activities, which included a new work order system. She also went over previous action items:
    - A \$2500 fertilizer charge discussed at the July 26, 2021 board meeting, still needs to be clarified. Mike Katz believes this is included in the landscaping contract.
    - A 2020 drainage system inspection report calling for rip-rap has not been completed, but McColley Smith promises to take care of it this week.
    - A new \$100 monthly charge for lightbulbs was approved by email prior to Erica's starting with CCM. Mike Katz requested a copy of the email(s).
    - She is continuing to seek bids for solar lighting for the North Ott area.
    - She made follow-up requests for pothole repairs with the city.
    - She will follow up the work begun by Geoff Obral on house number signs at the end of interior sidewalks.
    - She is seeking bids for the sidewalk root issue in front of 443 E 16<sup>th</sup> St (Portillo).
  - **Architectural Review Committee Report:** Matt Fischler submitted a written report summarizing recent architectural requests: A new paint color, a repaint of same color, and a shade structure.
  - **CC&Rs Compliance Committee Report:**
    - Current items are mostly about back yard weeds, fascia painting, and one parking violation.
    - Details of current issues to be discussed in Executive Session.
  - **Clean and Safe Committee Report:** No report. Susan Klement has submitted an updated community map to Mike Katz for distribution.
  - **Landscaping Committee Report:** Shirley McGhee reported that:
    - A list has been compiled of homes with trees on the roof and Brightview Tree Service has been contacted.
    - We are seriously behind in our landscaping upkeep, and are having significant communication problems with our landscaping company. We will be bidding out our landscaping contract to see what is possible.

- She will be hiring Steve Greedy from Pima College to assist the Landscaping Committee in developing an overall vision for tree and plant choices going forward.
- **Hospitality Committee Report:** Priya Okun reported that the committee continues to greet new neighbors. She does not feel comfortable organizing community gatherings yet, due to the ongoing pandemic.

## OLD BUSINESS

- **Landscaping**
  - Tree Maintenance Update: No new report
  - Pima College project: See Landscaping Committee report above.
  - Plans for 2022: See budget report above.
- **Drainage System 2020 Inspection Report:** See Manager's Report above.
- **Lighting North of Ott:** See Manager's Report above.
- **Potholes:** See Manager's Report above.
- **Procedures for Addressing Noncompliance with Governing Documents**
  - Beth Murphy reported on a subcommittee review of the Procedures for Addressing Noncompliance with Governing Documents, last reviewed in 2011. The committee members included two current board members (Beth Murphy and Priya Okun), two former board members (Tom Skinner and John Heyl), and our Cadden manager, Erica Rivera.
  - The board discussed some final changes submitted by Mike Katz.
    - They decided that email is a valid way to send notices.
    - They determined which notices should be sent by certified letter.
  - Motion: To approve the document, including Mike Katz's changes. Mike Radcliff moved, Priya Okun seconded, motion passed with Shirley McGhee abstaining due to audio problems.
- **House Numbers at walkway entrances:** See Manager's Report above.

## NEW BUSINESS

- **ABC Fence Screening Project**
  - Beth Murphy presented a final write up of the ABC Fence screening project which included the Landscaping Committee's recommendations:
    - That the Solitube privacy slat product be installed along the entire fence.
    - That the color be gray.
    - That Sam Rush be hired for the job and that the board waive licensure and insurance requirements for him.
    - That the HOA pay the installation, with a budget of \$5500.
  - Mike Katz noted that the approved budget for the project is \$2750, with a 50% cost-sharing arrangement with homeowners.
  - Shirley McGhee, Landscaping Chair, endorsed the project.
  - Motion: To approve the project in spirit, pending funds availability. Priya Okun moved, Mike Radcliff seconded, motion unanimously passed.

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- **RFP FOR LANDSCAPING CONTRACT**

- Mike Katz asked members of the Landscaping Committee to submit comments on the draft RFP for landscaping services, along with suggested landscaping vendors.

**CALL FOR AUDIENCE/HOMEOWNER INPUT**

- Sara Shifrin reiterated her request that the HOA assume maintenance responsibilities on the city-owned land between the sidewalk and curb on 3<sup>rd</sup> and 16<sup>th</sup> streets.
- Helen Landerman thanked the board for their volunteer service.
- John Heyl praised Erica Rivera for her work as our Cadden manager.

**ACTION ITEMS:** Erica Rivera will:

- Investigate a \$2500 charge for fertilizer from McColley-Smith, which may be included in our contract.
- Confirm that the rip-rap work order has been completed by McColley-Smith.
- Locate email(s) approving a new monthly \$100 lightbulb charge and submit them to Mike Katz.
- Gather bids for solar lighting in the North Ott area.
- Follow up the work begun by Geoff Obral on house number signs at the end of interior sidewalks.
- Seek bids for sidewalk repair at 443 E 16<sup>th</sup> St (Portillo).

**NEXT MEETING:** The next regular meeting of the board is scheduled for November 15, 2021 at 5:30 PM.

**ADJOURNMENT:** The meeting adjourned at 7:30 pm.