

**ALTA VISTA HOA
BOARD OF DIRECTORS MEETING
JULY 17, 2023
OPEN MEETING MINUTES**

CALL TO ORDER: 6:08PM

ATTENDANCE: Katie Cayton, Abdurazak Abdurhman, Krystal Harding for the HOA Board; Jayna Van Den Einde for Kinney Management Services and 4 homeowners in attendance.

ARCHITECTURAL COMMITTEE UPDATE: There have been no submissions received.

MINUTES: Motion to approve the **March** Open Session Minutes by Katie; seconded and all say "I".

FINANCIALS: June 2023 Income is positive \$823 MTD and YTD is positive \$4,600, which is great to see half way through the year. Palm tree trimming is a timing issue due to when it was budgeted versus when the expense hit the financials. However, the line item remains positive as the actual expense was considerably less than the budgeted expense. The only other variances were for utilities, electricity and gate telephone, which were not received and posted to June. They will show as an overage to budget for July but YTD should still be in line with budget. Everything else was on track to budget. Bottom line reflects a positive variance to MTD due to the utilities of \$1,450 but that will be absorbed when they post for July. The negative variance in water is due to the timing of the watering for the rye overseeding, which was completed late 2022. As was discussed in the March meeting, the overseeding for turf is typically done in September, first of October. The rye was not applied until mid-November, so it did not capture as normally anticipated. That is why the community did not see the benefit of the overseeding and why the watering expense carried over into 2023 financials. Net Operating profits are positive MTD and YTD. Jayna asked if there were any questions about the financials. There were none.

OLD BUSINESS (5 MINUTE UPDATE ONLY)

- A. Transition to Kinney Management Services – Effective February 1, 2023. Jayna introduced Kinney Management Services and Jayna as the Community Manager for Alta Vista.
- B. Landscape Update – Gothic Landscape – Morgan joined the meeting to discuss the following:
 - a. 2023 Budget - cutbacks, pre-emergent, aeration, palm tree trimming, pruning were all discussed by Morgan as to what their contracted service entails and how they are operating currently at the community.
 - b. Plant Replacement Bid for the front entrance was attached and approved.
 - c. Fall Overseed, 2024 Budget Wish List and timing for the Rye Overseed for September or October were discussed.
- C. Website – Concepts n' Creations – New website has been rolled out. Documents pertinent to the community have been updated; photos, etc. Jayna asked for ideas for enhancements to the website be sent to her.
- D. Message Board was installed by the mailbox kiosk. Jayna asked if there is any information for community events or neighborhood events to provide that to her. Jayna's contact information and the Zoom meeting information will remain unless there is additional activity that needs to be posted. It will be updated on an as needed basis. The community at present does not have any social media platform, but if that is added at a later date, that information would be posted in the Message Board.
- E. Paint – VIVE Construction Bid for the common area walls was received, but it was determined that the white chalk like substance was in fact effervescence and can be brushed off with a broom once the heat dries it out. The mailbox kiosk was cleaned and painted by a handyman for minimal expense.

Jayna asked if there were any questions about any of the topics discussed in Old Business and there were none.

NEW BUSINESS

- F. Administrative Fee – Information was sent to the HOA Board President, Nicolette Johnson regarding this fee. For each homeowner that pays their Residential Assessment late (after the 15th of the month), they are charged a \$15.00 Late Fee and a Late Letter is sent out. The cost of producing the Late Letter is also \$15.00, and at the present time the HOA is absorbing the cost of production of the Late Letter. Jayna proposed that this Administrative Fee be passed on to the homeowner to be responsible for the cost. The discussion is required to be held in Open Session Meeting so that it is documented for homeowner notification. As the August Monthly Statement has already been sent, this would be applicable to the September Monthly Statement and be effective for September Assessments. The HOA Board was in agreement. Katie made a motion to approve the Administrative Fee; seconded and all say “I”. Jayna to send the verbiage to be added to the September Monthly Statement.
- G. Jayna stated that Katie’s term does end effectively with this meeting. So she asked between Abdurazak and Krystal decide who would step into the President’s position and Abdurazak volunteered for that. Krystal agreed and becomes the Vice President for the HOA Board. The HOA Board is looking for volunteers for the newly opened position and if you are interested, please send your inquiry to Jayna. Carl Gutierrez mentioned that he would be interested in the open position, so Jayna asked that he send her an email and she would get the necessary information out to him.

HOMEOWNER SESSION

(5 MINUTE UPDATE ONLY)

Jayna asked if any of the homeowners had questions or concerns that they want to discuss. A question was raised about how many vehicles can park at a home. Jayna commented that the garage and driveway are permissible areas for parking, as long as the vehicle does not block pedestrian access along the sidewalk. There is no overnight parking permitted on the street. It is “policed” by the HOA Board, homeowner notification or Management inspection. At the present time there is no contracted patrol service.

A question was asked about access through the automated gate. Jayna responded that the previous homeowner should provide any/all keys and remotes to the incoming homeowner. If no gate remote was provided and you would like to have one, contact Jayna and she will give you the details on a gate remote and/or pedestrian gate keys and their associated costs. If you want a specific 4-digit code programmed into the directory, send that information to Jayna and she can give that to the vendor.

Abdurazak mentioned that he has seen several pedestrians push the gate open to access the community. Jayna stated that she would reach out to the gate vendor to see if they could tighten the swing operators so that there is less of a gap. The majority are occupants of the rehab homes that are violating this. Jayna stated that if she receives the information on the people who are doing this, she can send a violation to the homeowner and they could then be held financially responsible for the repairs.

Question was raised about the rehab houses that currently exist within the community and if restrictions can be placed on allowing them or limit the number within the community. Jayna stated that she would have to find out through Senior Staff at Kinney Management or through an attorney’s office. She will look into that on behalf of the HOA.

Homeowner stated that she was confronted going to the mailbox by one of the occupants of the rehab homes. She is afraid now to go to the mailbox. Katie asked if the homeowner called Phoenix PD and she did not. She called her husband to let him know but stated going forward that she would call the Police Department. Jayna stated that Phoenix PD is the first, best line of communication and then follow up with Jayna to let her know. A mentioned asked that if the matter was continually documented that it be classified as a nuisance and could be handled that way. Jayna stated that the procedure wouldn’t necessarily guarantee legal involvement. That would be the HOA Board members decision to pursue legal action if warranted.

Homeowner asked if it was common for so many fireworks to be launched around the community on July 4th. Compliance should be maintained through Maricopa County guidelines for fireworks. The homeowner is concerned as it has been so dry. Jayna stated that if you observe a violation, let her know and she can send the appropriate notice.

Jayna asked if there were any other questions or comments. There were not. Jayna thanked everyone for attending and she adjourned the meeting.

ADJOURNMENT: 6:48pm

*****Planned Communities Act New Legislation:

The board is adjourning to go into the closed session and will be discussing items:

Personal Financial Information ARS Section 33-1804(A)(4)

Pending or contemplated litigation Section 33-1248(A)(2)