

Desert Breeze Villas Condominiums  
**General Session Minutes**  
May 22, 2018

**Notice of Meeting**

Upon due notice given and received, a meeting of the Desert Breeze Villas Condominium Association Board of Directors was held on May 22, 2018 at the community clubhouse, 10030 W. Indian School Phoenix, AZ 85037.

**Attendance**

**Directors Present**

Hugo Heidinger	President (Via phone conference)
Cal Green	Vice President (Via phone conference)
Maryann Mikulak	Secretary
David Burdick	Member at Large (Via phone conference)

**Directors Absent**

Jamie Kostick	Treasurer
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**Others Present**

Judee Parker, CMCA®, AMS®	Total Property Management
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**Call to Order**

A quorum was present, and President Hugo Heidinger called the meeting to order at 6:00 p.m. It was noted that Homeowners would be allowed to comment prior to any vote being taken and that a separate Homeowner Open Forum would be held at the end of the meeting for any new items.

**Executive Session Disclosure**

An announcement was made informing the members that there are no Executive Session items to discuss this month in accordance with A.R.S. 33-1804.

**Consent Calendar**

A motion was duly made, seconded and unanimously carried to approve the following consent calendar items:

- March 27, 2018 Regular Session Meeting Minutes.
- March 27, 2018 Organizational Meeting Minutes.
- March & April 2018 Financial Statements.

**Management Financial Report**

**Financial Status of the Association**

As of April 30, 2018 the Pacific Western Checking Account balance is \$91,804.92 and the reserve account balance is \$649,414.81. This item is included for informational purposes only and requires no action.

**Maturing CD**

Management informed the Board of a CD due to mature on July 19, 2018 and that a decision would need to be made to determine if the funds would be reinvested for an additional term or remain liquid for any upcoming or anticipated projects. A motion was duly made, seconded and unanimously carried to approve renewal of CD MSRES with Barclay Bank in the amount of \$100,000.00 for an additional 1-year term.

### **Board Discussion/Management Report**

#### **Independent Contractor – Handyman & Pool Maintenance**

Management obtained a contract from Marcus Housewright, Sole Proprietor, to provide monthly handyman and pool maintenance services for the community which was presented to the Board for review. Management directed the Board to review the document provided by the association's attorney that outlines the differences between an independent contractor and an employee and the penalties for misclassifying. Based on the document management informed the Board that this particular position is not an independent contractor and is instead an employee position. A motion was duly made, seconded and unanimously carried to approve the contract as an independent contractor.

#### **Workman's Comp Insurance Quote**

Management obtained a proposal from Western Risk Insurance to provide workers compensation insurance which covers volunteers of the association such as Board and Committee Members along with providing coverage for any contractors whose company coverage may have lapsed without the association's knowledge. A motion was duly made, seconded and unanimously carried to approve the proposal for the total annual premium is \$706.00.

#### **Community Debit Card – Petty Cash**

A discussion ensued to determine if a petty cash debit card will be obtained on behalf of the community that would allow Board members and other representatives as authorized by the Board to make minor purchases on behalf of the association. A motion was duly made, seconded and unanimously carried to approve obtaining a debit card that has a \$3,000.00 purchase authority limit with no cash withdrawal privileges.

#### **Palm Tree Trimming Bids**

Management obtained proposals from Broken Limb, Harris & Sons, and Desert Classic for the trimming of 28 Mexican fan palms and 8 Queen palms which were presented to the Board for review. A motion was duly made, seconded and unanimously carried to approve the proposal submitted by Harris & Sons for the total cost of \$2,416.00.

#### **Landscape Maintenance Proposals**

Due to Goodwill Maintenance going out of business, management obtained proposals from Xeriscape, Desert Classic, Back to Nature, and Careescape for monthly landscape maintenance services which were presented to the Board for review. A motion was duly made, seconded and unanimously carried to approve the proposal from Xeriscape for the total monthly cost of \$3,400.00.

#### **Paint Project Consultant**

Due to issues that have occurred with the community painting project, management requested a proposal from KDK Construction to oversee the project whose responsibilities would include inspecting and clearing each building and approving invoices for payment which was presented to the Board for review. A motion was duly made, seconded and unanimously carried to deny the proposal and to approve Marcus Housewright to oversee the project as part of the handyman maintenance contract.

**Proposals - Raising of Perimeter Fencing with Shepard Hooks**

A motion was duly made, seconded and unanimously carried to table this item to the January 2019 meeting pending further review and discussion.

**Tenant Request for Reimbursement of RV Damage – Unit # 205**

The tenant of the above listed unit submitted a request for reimbursement of damages to a rented RV claiming that the vehicle gate closed on the RV. A motion was duly made, seconded and unanimously carried to deny the reimbursement as the gate has been operating appropriately with routine inspections and no other complaints. Further, per the CC&R's, recreational vehicles are not permitted within the community.

**Homeowner Open Forum**


Two homeowner were present at this meeting at which time a brief question and answer period ensued regarding painting.

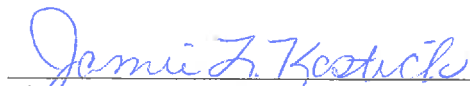
**Adjourn**

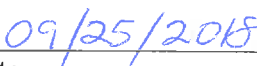
There being no additional business to come before at this time, a motion was duly made, seconded and unanimously carried to adjourn the meeting at 6:45 p.m.

**Attest:**

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date