

# TOTAL

PROPERTY MANAGEMENT

## Meeting Minutes for Desert Breeze Villas Condominium Association, Inc.

**Meeting Type** Board  
**Meeting Date** 11/25/2014  
**Location** Community Clubhouse  
**Attendees** Directors Present:  
Chuck Scott, President  
Roman Semaniuk, Vice President  
Jeff Howard, Treasurer  
Maryann Mikulak, Secretary  
Hugo Heindinger, Member at Large  
  
Others Present:  
Judee Parker, Total Property Management  
**Called To Order** 6:10 pm

**Minutes Approval** **NOTICE OF MEETING**

Upon due notice given and received, a meeting of the Desert Breeze Villas Condominium Association Board of Directors was held on November 25, 2014 at the community clubhouse, 10030 W. Indian School Phoenix, AZ 85037.

**CONSENT CALENDAR**

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED UNANIMOUSLY to approve the consent calendar, which consisted of the following items:

- July 22, 2014 General Session Minutes.
- July 28, 2014 Action without Meeting Minutes to approve the proposal submitted by Desert Pool to replace the existing pool and spa variable speed pumps with two (2) Whisper Flow 2HP pumps for the total cost of \$1,626.24.
- October 16, 2014 Action without Meeting Minutes to approve the proposal submitted by Desert Pool to replace one (1) pool heater for the total cost of \$1,979.00.

# TOTAL

---

PROPERTY MANAGEMENT

- October 16, 2014 Action without Meeting Minutes to approve the proposal submitted by Goodwill Commercial Maintenance for the cleaning of all unit windows (excluding patio sliding doors), clubhouse and gym for the total cost of \$2,280.00 plus tax.
- July, August, September & October Financial Statements.

## Manager's Report **BOARD DISCUSSION/MANAGEMENT REPORT**

### **Financial Status of the Association**

As of October 31, 2014 the Pacific Western Checking Account balance is \$49,240.04 and the reserve account balance is \$560,667.04.

### **Proposed 2015 Budget**

Management completed preparation of the proposed 2015 budget, which was presented to the Board for review. The budget is based on a 12-month actual average of costs and contains typical increases in utilities at the anticipated rate of 2%, increases in insurance coverage as per agent, current contract rates, and actual averages and reserve funding in the amount of \$7,416.00 per month as recommended in the most recent reserve study. This budget contains NO INCREASE in monthly assessments. A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to approve the budget as presented.

### **Renewal of CD's**

Management informed the Board that the following two CD's are due for renewal in the month of December and that a decision will need to be made as to whether or not the CD's will be reinvested for an additional term or if they are to remain liquid for any upcoming or anticipated projects. A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to approve renewing the CD's for an additional 1-year term.

- G/L # 1200 - BNC-12/27/14- \$79,549.43
- G/L # 1201-BNC- 12/27/14- \$79,549.45

# TOTAL

PROPERTY MANAGEMENT

## **Goodwill Proposal - Replace Damaged Light Poles**

Management obtained a proposal from Goodwill Commercial Maintenance to replace eight (8) light posts that were damaged by being kicked or hit and could not be repaired, which was presented to the Board for review. A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to approve the proposal submitted by Goodwill Commercial Maintenance to replace eight (8) light posts for the total cost of \$3,758.00.

## **Proposals to Retrofit Existing Lighting with Energy Efficient Lighting**

This item was tabled at the July meeting pending further review and discussion. Management obtained proposals from Goodwill Lighting Division and Troon Lighting Agency to retrofit the lighting throughout the community with low wattage LED lighting, which were presented to the Board for review. A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to table this item to the January meeting pending further discussion.

## **Painting of Stairway Railings, Perimeter Fencing and Pool Fencing Proposals**

This item was tabled at the July meeting pending further review and discussion. Management obtained a proposal from Goodwill Commercial Maintenance and Nautilus Construction for the painting of the stairway railings, perimeter fencing and pool fencing, which were presented to the Board for review. A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to approve the proposal submitted by Goodwill Commercial Maintenance for the total cost of \$16,867.78.

## **Mariposa Landscape Proposal - Replace Deteriorated Tree on 100th Ave.**

During a recent property inspection, it was noted that a tree on 100th Ave. is in severe decline. Mariposa Landscape submitted a proposal to remove the tree to be replaced with a new 24" box Acacia tree, which was presented to the Board for review. A MOTION WAS DULY MADE, SECONDED AND

