

# Pinnacle Canyon Condominium Association

Board of Directors Meeting

Tuesday, January 27, 2010

**Present:** Steve Buryanek, Kimberly Kenworthy-Manaut, Dave Marcy and David Ross.

**Absent:** Roger Harris

**Management:** Julie Hoover – Lewis Management (LMR)

## I. Call meeting to order:

The meeting was called to order at 6:00 p.m.

## II. Call to Audience:

- Homeowners were requested to vote by a show of hands, whether they would like the lights in the palm tree replaced. It is suspected the lights were damaged during the yearly maintenance of the palm.
- A Homeowner advised another resident is parking in the wrong covered parking space. He wanted to know if a sign could be posted that states the spaces are private.  
**The Board will investigate signs. Residents can also leave a note on the car that is parked in their space.**
- A Homeowner advised that a previous Board had discussed towing vehicles parked in the wrong parking space or booting the car.  
**Ms. Hoover advised the Association would need a towing contract and the proper signage posted before towing vehicles.**
- A Homeowner stated she felt rentals through rental agents were the problem. She recommended posting the assigned space number by unit number, so tenants will know where to park.
- A Homeowner recommended placing the unit number over the parking space.  
**Residents did not feel comfortable with having the unit number on the carport.**
- What is the status of having the gates closed 24/7?  
**This will be discussed later on the agenda.**
- A Homeowner recommended signs posted for visitor parking.
- A Homeowner advised he is very pleased with the new maintenance person.

## III. Assignment of Officers:

A motion to elect Kimberly Kenworthy-Manaut, as President, was made, seconded and passed with a unanimous vote.

A motion to elect Roger Harris as Vice President, was made, seconded and passed with a unanimous vote.

A motion to elect Steve Buryanek as Secretary, was made, seconded and passed with a unanimous vote.

A motion to elect Dave Marcy as Treasurer, was made, seconded and passed with a unanimous vote.

A motion that the top two vote getters be elected to serve a two year term and the bottom three would be elected next year for a two year term was made, seconded and passed with a unanimous vote.

- Dave Marcy and David Ross will serve two-year terms.
- Steve Buryanek, Roger Harris and Kimberly Kenworthy-Manaut will serve one-year terms.

#### IV. **Approval of previous meeting's minutes**

A motion to approve the December 16, 2009 Board Meeting minutes as written, was made seconded, and passed with a unanimous vote.

#### V. **Review of Financials**

- The preliminary December 2009 financials were reviewed with those present.
- LMR continues work toward obtaining financial records from the previous management company. The Association Attorney is assisting Ms. Hoover.
- In the future the Board President and Treasurer jointly will have control over the Association accounts in case there is trouble with the management company.

#### VI. **Committee Reports**

- Homeowners were encouraged to volunteer for the 2010 Committees:

##### Nominations

- The Nominations Committee is responsible for finding eligible candidates to run for future Boards.
- Steve Buryanek, Lucille Bader and Eric Hansen volunteered to serve on the Nominations Committee.

##### Architecture

- The Architecture Committee works on various things throughout the community. The Committee reviews submittals for all exterior changes.

##### Social/Hospitality/Clubhouse

- Social/Hospitality will work closely with the Clubhouse Committee this year.
- The Clubhouse Committee will oversee and plan future needs and uses of the clubhouse.
- The Social Committee will process the clubhouse rentals, provide snacks at Board meetings and plan events for the Association.
- The Committee is planning the following events:
  1. 02/25/10 Women only tea party from 2:00 p.m. to 4:00 p.m.
  2. 03/14/10 Potluck for all, from 3:00 p.m. to 6:00 p.m. Hamburgers, hotdogs and cold drinks will be provided by the HOA.
- The Committee is requesting the purchase of a two burner hotplate since there isn't a stove in the kitchen.  
**The request for a hotplate, kettle or something of that nature will be investigated.**

##### Budget/Finance

- The Budget/Finance Committee will work with Dave Marcy.

##### Pool

- The Pool Committee will deal with situations at the pool that include improvement, maintaining and future needs of the pool.

- Cost to heat the pool was discussed.
- Control of pool keys was discussed.
- Homeowners that rent the clubhouse are responsible for cleaning the area after the event. The deposit will be used to pay for any necessary cleaning or repairs caused by the event.

Landscape/General.

- The Landscape/General Maintenance Committee will walk the property to look at the irrigation system, plantings, keeping the trees maintained and general maintenance.

Communications/Newsletter:

- The Communications/Newsletter Committee prepares a quarterly newsletter that is produced by LMR.
- The Committee will also work with the website.

Bylaws/Governance:

- The Bylaws/Governance Committee will work on the Association documents for updates and changes.

**VII. Unfinished Business**

Water Meters Contract Execution

- The Association Attorney reviewed the contract for the water meters.
- Changes will be made to the contract.  
A motion was made to have the changes recommended by Association Attorney Jonathan Olcott incorporated in the JR Metering Industries contract and authorize Kimberly Kenworthy-Manaut to sign on behalf of the Association. The motion was seconded and passed with a unanimous vote.

Pool Keys and Security Improvements – Continued Discussion

- This will be sent back to the Committee for review.

Reserve Study

- The final copy of the Reserve Study incorporating the recommended changes has not been received.

**VIII. New Business**

Insurance Renewal Review

- Three insurance bids were provided for the Board to review.  
A motion to accept the proposal from Community Association Underwriters (CAU) was made, seconded and passed with one abstained vote.

Gate Proposal

- One bid to repair the gate was provided for the Board to review.
- Additional bids will be obtained.

Gate Hours

- The gate has been open due to issues with the gate.
- Traffic through the Association has increased due to the construction.
- Non-residents are dumping their debris and waste in the dumpsters.

- The Board discussed closing the gate 24/7 in order to reduce the traffic and access to the dumpsters.
- Notice will be placed on the bulletin board and website to notify all residents the date the gates will be closed.

A motion to provide access codes to all permanent vendors and close the gate 24/7 was made, seconded and passed with a unanimous vote.

A motion to close the gate at 7:00 p.m. on February 5, 2010 was made, seconded and passed with a unanimous vote.

#### Meeting Schedule

A motion to change future January meeting scheduled so the Board meeting is conducted on the third Wednesday and the Annual Meeting on the fourth Wednesday was made, seconded and passed with a unanimous vote.

#### Trees For Tucson

- Trees can be purchased for \$8.00 each through the Trees for Tucson program.
- The Landscape Committee and landscapers will determine the locations of the trees.

A motion to purchase trees from the Trees for Tucson program was made, seconded and passed with a unanimous vote.

#### Lights

- Several lights were placed in fixtures in order to investigate the illumination.
- There is a cost difference of \$.50 per bulb.
- The Board discussed trying to find a supplier where the bulbs could be purchased for a reduced price.
- LMR Field Services provided information on a bulb that would last approximately 16 years.

#### **IX. Second Call to Audience**

- A Homeowner suggested the Board investigate changing the location of the gates so they are across from the clubhouse and pool area.
- Making alterations to allow the sand and runoff so residents don't have to walk over it.

#### **X. Next Meeting**

- The Annual Meeting is scheduled for February 17, 2010 beginning at 6:00 p.m.

#### **XI. Adjournment**

With no further business to discuss, a motion to adjourn at 7:45 p.m. was made, seconded and passed with a unanimous vote.