

**BELLASERA COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Bellasera Community Clubhouse  
7350 E. Ponte Bella Drive, Scottsdale Arizona, 85266**

**December 17, 2013 – 2:00 PM**

**MINUTES**

**Members Present**

- Richard Hoffman, President; Gregg Dittoe, Vice President; Craig Johnson, Director; Dennis Corbett, Secretary.

**Others Present**

- Viola Lanam, Community Manager, and Sharon Foxworth, Office Administrator
- One homeowner was present

**Call to Order**

- Richard Hoffman, President, called the meeting to order at 2:00 p.m. A quorum was present.
- Richard asked the audience if they had any questions but there were none.

**Approval of Minutes**

- Gregg Dittoe moved to approve the minutes from the November 21, 2013; regular meeting after a spelling change was made. **Minutes were unanimously approved.**

**Treasurer:**

- Richard Hoffman stated that the Board had received a notification from Joe Preuss of his resignation from the Board. Richard Hoffman moved to appoint Gregg Dittoe to hold the office of Treasurer as well as Vice President until someone is appointed to fill Joe Pruess position.

**Budget and Finance:**

- Marilyn Lillienfeld stated that the Budget and Finance Committee will meet with the Building and Grounds Committee for analysis on the various components of the reserve study. A physical inventory will be taken of each reserve item. They will also determine what items will need to be replaced during the 2014-2015 fiscal year.
- Chase will have a representative meet with the committees next month regarding the reserve funds investments.

**Modifications Committee:**

- Dennis Corbett stated the committee reviewed and processed two applications at the last meeting.

### **Building and Grounds**

- The committee will do night inspections to check for burned out lights in the neighborhood. It was recommended a Board member do the quarterly inspections. Viola Lanam will put a notice in the newsletter.
- The steam room repair was discussed.

### **Communications:**

- There was a discussion of the painting of the view fence in March. The communication committee will put a notice in the newsletter regarding the upcoming event.
- Craig Johnson reported that the Community Wide meeting would be held on January 16<sup>th</sup>. From 7:00 pm to 8:00 pm a representative from Verizon will address the community and 8:00 pm to 9:00 the view fence painting will be discussed
- Five homeowners have volunteered for cleanup for the Adopt A Road program; however, a generic release form is needed. Richard Hoffman will contact the Association's attorney for the necessary form.

### **Security Committee:**

- None

### **Community Manager:**

- See the attached report.

### **President:**

The deadline for the plaintiff in the lawsuit to respond to our discovery was 10 days ago and they have not responded.

### **Old Business**

- Verizon Cell Towers – we are waiting to see if there is a counter
- Hiking Trail – Another vendor gave a proposal. One more bid will be obtained.
- View Fence Policy was discussed
- Opt-Out Agreement – Richard Hoffman drew up an agreement for the homeowner to sign if they opt-out of the view fence painting.
- Richard Hoffman will write a newsletter letter article of explanation.
- Gregg Dittoe moved to accept the DR Paint proposal as presented and for the Board to award the contract to DR Paint. **Motion passed.**
- Homeowners will be offered the option to paint the fences between their yards which is a deviation from the last painting schedule. One reason is there is a six year warranty, which is in time for the next painting.\*\*

**\*\*Let the minutes reflect:** The minutes are noted to reflect the reason the Board varied from current policy. The reason is due to DR Paint's quality of work, dependability and a six year warranty on work and products.

### New Business

- Revised Investment Policy – Gregg Dittoe moved to accept the recommendation of the Budget and Finance Committee to liquidate some funds and put in CDs and a savings account. **Motion passed. See attached.**
- Treasurer replacement – Gregg will place a notice in the newsletter asking for a qualified volunteer.

### Adjournment

- There being no further business, the meeting was adjourned at 4:05 p.m. The next regular Board meeting will be held on January 17, 2014, at 1:00 pm.

Respectfully submitted,



Sharon Foxworth  
Recording Secretary

Attachments:  
Community Manager's Report  
Resolution



## **MANAGEMENT REPORT**

### **Bellasera Homeowners Association**

Submitted by: Viola Lanam, Community Manager

12/16/2013

BOD Meeting Date: December 17, 2013

### **FINANCIAL:**

**November 2013** Financials are attached: As of **11/30/2013** there was **\$108,552** in **Operating Checking**. There was **\$1,293,492** in **Reserve Savings**. The community was approximately **\$1,305 under budget** for Administrative Expenses MTD and **\$3,982 under budget YTD**; **\$814 over budget** for Utilities MTD and **\$2,745 under budget YTD**; **\$5,192 over budget** for Repairs and Maintenance (sidewalk/panel replacement) MTD and **\$1,083 under budget YTD**; and **\$1,162 under budget** for Contract Services MTD and **\$2,348 over budget YTD**. For total operating expenses for November BCA was **\$3,538 over budget MTD** and **\$5,462 under budget YTD**.

- Reviewed and coded invoices for AP processing
- Prepared MTD and YTD variance reports.

### **VIOLATIONS:**

- Inspections of community completed at intervals. Sharon has prepared a spreadsheet that we will be using for our inspections for each of the 360 homes in the community. We will be starting the inspection of the major items on Tuesday, November 26<sup>th</sup>; the next inspection is planned for December 18<sup>th</sup>.

### **LANDSCAPE ITEMS/ISSUES:**

- 5' Perimeter wall cleanup is in process and latest map is attached. This map also shows the dates for the balance of the cleanup.
- I met with Anthony Marmino to discuss the clean-up of the culverts. They can do the removal of the silt from the culverts; however, this would take the crew away from their other responsibilities.
- Anthony has been advised of the first phase of stucco wall painting and also the view fence painting that is proposed for March/April of 2014 to allow them time to schedule the 5' perimeter cleanup for these projects.
- The latest Landscape Management Report and an updated map of the perimeter wall cleanup are attached.

### **MANAGER ACTION ITEMS:**

- I attended the Budget and Finance Committee Meeting on December 9<sup>th</sup> when they met with the representative from Chase Bank.
- I met with the Building and Grounds Committee on December 10<sup>th</sup>. Items discussed were the steam rooms, the sidewalk replacement at the entrance to the clubhouse, reserve items, light inspections and holiday lighting.
- Apache Plumbing has been contacted to hydro-jet the culverts. I will be meeting with them this week.
- DR Paint has started the stucco repair and clean-up of the walls for the first phase of the stucco wall painting.
- DR Paint has been contacted to re-paint the striping at the 3-way stop at Corva and Pontebella as well as those that are at the back gate.

- Five Star Construction was called to repair gates at the dog park – they are to be out this week.
- Omega Star Plumbing repaired the water fountain by the tennis courts.
- Mustang Electric raised the two electrical boxes at the back gate so water would not stand in them.
- Mustang Electric also installed an electrical box by the North Monument sign. Apparently there were too many items plugged into it which caused the lights to trip.
- Spirit lighting installed additional lights at front and back entrances and were able to plug in the wreaths at the back gate once the electrical boxes were repaired.
- Pool heater #1 had to be replaced. The outdoor heater stack, electrical connections and valves did not need to be replaced.
- Arizona Pool Wizard was requested to obtain a bid on cleaning the tile with the glass beading method and we should have a bid shortly.
- Park Pro replaced the faulty timer at the back gate that was repeatedly causing the gates to stay in the open position.
- Sharon and I continue to field phone calls and e-mails from homeowners.

#### **UPCOMING:**

- Stucco wall repair and painting.
- View fence painting
- 2014-2015 preliminary budget preparation
- Erosion repairs on the walking trail

**CONSENT TO ACTION  
BY THE BOARD OF DIRECTORS  
BELLASERA COMMUNITY ASSOCIATION  
c/o AAM, LLC  
1600 W. Broadway Rd., Suite 200  
Tempe, AZ 85282**

The undersigned, constituting the majority of the members of the Board of Directors of **Bellasera Community Association, Inc.** an Arizona Nonprofit corporation, hereby take the following action at a duly held Board of Directors meeting on December 17, 2013.

**RESOLVED** that the Continuing Investment Resolution dated February 24, 2011, August 30, 2012 and October 5, 2013 be amended as follows:

**WHEREAS** after the initial deposit of one-million dollars was transferred to Chase Bank at Carefree, AZ, Chase Bank was authorized to invest up to eight-hundred-thousand dollars (\$800,000) of that account in rated, investment grade non-equity non-FDIC insured marketable debt securities and up to two-hundred-thousand dollars (\$200,000) of that account in FDIC-insured certificates of deposit, having a maturity of from one to three years, such certificates being issued by Chase Bank and other highly-rated FDIC-insured financial institutions.

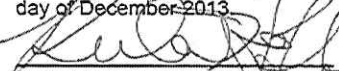
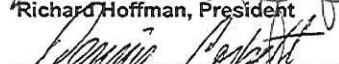
**WHEREAS** the investments made into the Sage account are to be liquidated and moved to Bellasera Community Association's investment account at Chase Bank except the short-dated bonds in the Sage account which are to be held until maturity pending the result of periodic review of these investments.



**WHEREAS** the investments that were made into two (2) JPM accounts and one (1) Pimco account are to be liquidated and the cash transferred to the Bellasera Community Association's savings account at Chase Bank.

**WHEREAS** cash accumulated in the savings account up to a total of eight-hundred thousand dollars (\$800,000) is to be invested in CD's in FDIC insured banks in staggered terms of up to three years.

**WHEREAS** all investments shall require the prior approval by the President or Treasurer and one Board member of the Board of Directors of Bellasera Community Association and be executed upon the signed consent of the President or Treasurer of the Board.

**IN WITNESS WHEREOF**, the undersigned have executed this consent as of this 17th day of December 2013.

  
Richard Hoffman, President  
  
Dennis Corbett, Secretary

  
Gregg Dittie, Vice President  
  
Craig Johnson, Director