

BELCORTE HOMEOWNERS ASSOCIATION

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Annual Meeting

Tuesday, January 28, 2020 @ 6:30 P.M.

Eastside City Hall, 7575 E Speedway Blvd., Tucson, AZ 85730

I. Call to Order

The Board of Directors meeting was called to order at 6:31 p.m. by Board President and quorum was established.

II. Determination of Quorum

Quorum was met

III. Introductions

Mike Streed – President

- Vice President

Harold Gregorich – Treasurer

John Seck – Secretary

Joe Grimm – Director

Sue Logan and Rhonda Rayhel from Mission Management

Residents in attendance: Joanne Sanford, Kate Manns, Betty Potter, Al Williams, Emma, Charlotte Mears, Loren Mears, Virginia Shuman, John Cox, Barbara Seck, Diana Iglesias, Gloria Hinzman

IV. State of the Association Report

Harold took over the presidency when Mike was gone for an extended time last summer last summer and he did a wonderful job. He serves as Treasurer and also operates the pool with Margret Wicky. Thank you, Harold, for all you have done.

I would like to point out a few things that have happened this last year. Harold constructed and installed the lending library. It has been a good addition.

We have gotten new mailboxes thanks to Paul Spencer.

The Pantano light has gotten an upgrade thank you Sue Logan.

One of the biggest changes we have had to do is to change Management companies.

Thank you, Rhonda and Sue.

We also accomplished the Tree assessment. We got the Arborist out and got a definitive opinion on each tree we own. We did remove a few trees that were dead, a few that have encroached on some walls.

We put in a new sidewalk to the pool.

Harold went to a Lawyer sponsored meeting of HOA Boards and during it he heard that they were offering a program for speed bumps and as you see we have already installed on Hayden and the other two should be done soon. Thank you everyone.

We also got new stone and finished the Wall on Hayden and Third street.

On the pool we had to drain and remove some trees that were dropping leaves into the pool and we have already recovered the cost of the repairs.

The sidewalks are in good shape

We have had some legal fees left over from trying to change the CC&R's and this board does not want to go down that road at this time due to 75% or 78% of the owner have to agree to the change of the CC&R's

The Belcorte budget was adhered to and kept honest and have been improved without raising the dues.

Houses have been selling.

Thank you everyone on the Board for all your efforts.

V. 2019 Financial Report – Harold

Total Liabilities is \$58,657.45, Difference between now and 2018 is \$12,088.69 which is \$8869 over what we intended to add to the reserves.

VI. 2020 Budget Presentation

This year we are planning on equaling what we did this last year and taking care of our things on our reserve study and maintain what we are laying out for next year.

VII. Election of Directors and Annual Minutes

We had 21 ballots mailed and 8 ballots brought in at the meeting. Harold had 27 votes, Joe had 26 votes and Mike had 27 votes.

We also had 26 votes for the approvals of the minutes for last year.

We are also looking for people to participate on the board.

VIII. Questions/Comments from members

-A homeowner wanted to know about the budget for legal fees that was paid out, why it was so much.

The board advised it was personal information regarding other homeowners.

-A homeowner wanted to know what a Statutory Agent was.

The Management advised it was the Management service to help take care of all paperwork for the Board.

--A homeowner wanted to know if the humps were as large as they are supposed to be.

The board advised that they believe is as large as they are going to be.

-A homeowner wanted to bring up an issue with an adult child of a Belcorte homeowner who owns a motorcycle who is revving the engine

Mission Management advised to give a written complaint to the office with the name and homeowner.

-A homeowner wanted to suggest to the Landscapers to not chop the Oleanders back when they are in full bloom.

-A homeowner advised the same regarding the Landscapers cutting back vegetation.

The board advised the Landscape committee will be looking at that in February.

The Management company advised she had talked with the insurance company and they advised that is good to cut them back so that people cannot hide behind them but it is not necessary.

-A homeowner was concerned about the decorations in some people's property.

Mission management advised to report the person and the address so that violations can be set out.

-A homeowner wanted to know when the inspector was going coming through.

Mission management advised the inspector comes through once a month randomly.

-A homeowner inquired about a wall that had been hit by the garbage truck the City was supposed to pay for that. She just got a letter letting her know that the claim is invalid.

Mission management advised that the HOA had not been reimbursed and will check on the claim.

Mission Management to get with the City for reimbursement for the wall that was hit by the garbage truck.

-A homeowner was curious about the flat solar for the pool.
The board advised they will look into this again. They are also looking for a heat pump.
-A homeowner wanted to know if there was any money in the budget for chairs for the tennis pickleball court.
-A homeowner wanted to know what was going on with the garage door that is painted white.
The board advised that they were aware of the problem and letters have been sent to the homeowner.

IX. Next Meeting: Tuesday, March 10, 2020 @ 1:30 p.m.

X. Adjournment

With no further business to discuss, a motion was made and duly seconded to adjourn the Annual meeting at 7:13 p.m. Motion carried unanimously.

SUMMARY OF MOTIONS

With no further business to discuss, a motion was made and duly seconded to adjourn the Annual meeting at 7:13 p.m. Motion carried unanimously.

SUMMARY OF MANAGEMENT ACTION ITEMS

Mission Management to get with the City for reimbursement for the wall that was hit by the garbage truck.

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Organizational Meeting Minutes
Tuesday, January 28, 2020 @ Immediately following the Annual Meeting
Eastside City Hall, 7575 E Speedway Blvd., Tucson, AZ 85730

I. Call to Order

The Board of Directors meeting was called to order at 7:17 p.m. by Board President Mr. Streed and quorum was established.

Board Members Present:

Harold Gregorich Joe Grimm John Seck Mike Streed

Management:

Sue Logan and Rhonda Rayhel representing Mission Management Services

Absent: All present

II. Election of Officers

President - Harold Gregorich

A motion was made by Mr. Streed and seconded by Mr. Grimm to elect Harold Gregorich as President. Motion carried unanimously.

Vice President – John Seck

A motion was made by Mr. Streed and seconded by Mr. Gregorich to elect Mr. Seck as Vice President. Motion carried unanimously.

Secretary – Joe Grimm

A motion was made by Mr. Streed and seconded by Mr. Gregorich to elect Mr. Grimm as Secretary. Motion carried unanimously.

Treasurer – Mike Streed

A motion was made by Mr. Grimm and seconded by Mr. Gregorich to elect Mr. Streed as Treasurer. Motion carried unanimously.

Chairperson of Architectural Committee – Mike Streed

A motion was made by Mr. Grimm and seconded by Mr. Gregorich to elect Mr. Streed as Chairperson of the Architectural committee.

III. ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Grimm and seconded by Mr. Streed to adjourn the Organizational meeting at 7:20 p.m. Motion carried unanimously.

**BELCORTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S MINUTES
March 10, 2020 at 1:30 p.m. @ Ward 2 Council Office**

A. Call to Order:

The Board of Directors meeting was called to order by Rhonda Rayhel at 1:30 p.m. and quorum was established.

Board Members present:

Harold Gregorich Joe Grimm John Seck Michael Streed

Management Company - Rhonda Rayhel, representing Mission Management

B. President's Report – Harold Gregorich

Harold reported the Board and Mission have been gathering paint bids for the pool building. The Landscaping Committee has been working on plants for Belcorte on the wall side of Hayden and 3rd.

There was a major water leak this past week at the irrigation/pool area and the City junction. The City came promptly and repaired both sides at no cost to Belcorte.

In February, the Board filed for the 4th speed hump and also filed for the signs to put on 3rd & Hayden to let people know they exist. Joe and Harold continuing to work on irrigation. The irrigation continues to have problems on 3rd. They have checked all timers and valves. Complete Landscaping will help with this issue.

C. Approval of Minutes – Board Meeting – November 12, 2019

Annual & Organizational meetings – January 28, 2020

Corrections were made to the Annual meeting minutes.

A motion was made by Mr. Seck and seconded by Mr. Streed to accept the November 12, 2019 Board Meeting Minutes as submitted. Motion carried unanimously.

A motion was made by Mr. Seck and seconded by Mr. Streed to accept the January 28, 2020 Annual & Organizational Meetings Minutes as amended. Motion carried unanimously.

D. Management Report – Rhonda Rayhel

Administrative/Maintenance Items

- Financials – total operating assets for the year is \$18,466 with reserves of \$42,387. The YTD operating income totaled \$13,250, which does not include the reserve contribution of \$2,000. The YTD expenses totaled \$13,070, which is \$749 under budget. The net income for the year is \$2,195.
- Enclosed was the violation log of open violations for the Board to review. There were 11 open violations but believe some of these items can be closed.
- Sue Logan has resigned and is no longer with Mission Management. Rhonda will be managing Belcorte until a replacement is found. She asked for patience during the transition period.

- The other pieces of correspondence in the Board's packet will be addressed in Executive Session.

E. **Committee Reports:**

1. **Financials** – see Management report

2. **Pool and Tennis Court – John Seck**

All bids for the tennis court should be in as soon as possible before it gets too hot.

Management will follow up to see what has been done regarding bids for the tennis court.

The purchase of chairs for the tennis court was approved at the last meeting. The chairs still need to be purchased. Mrs. Seck and Harold Gregorich was given the go ahead to purchase the chairs.

Rhonda indicated that 2 bids have been received and emailed to the Board for the painting of the pool buildings. Rhonda thought there were going to be two more. One of the contractors had a death in the family and was unable and the other one was out of town and unable to submit a bid.

3. **Architectural Review – Joe Grimm**

Joe indicated he has had only one submittal in the year he has been the Chair. It was a request to change a carport into a garage.

He said anything that is done to the house – this includes painting, changing fixtures or anything structural in front of the house needs to go through the Architectural Committee before changes are made. He said they are going to review the policies because the last time they were addressed was in 2015. He said the Committee is going to update them and put them on the web page, along with posting them in a display by the library so that everyone can see them.

4. **Landscape – Harold Gregorich/John Seck**

There was a meeting held on February 15th and a subcommittee of the group submitted a letter of a bunch of things wanting done. He indicated there are bids for the gravel and some boulders that will finish out the property on 5th St. We got extra boulders to put along the complex wall and then others on the Committee are going to plant cacti and various succulents. The bids were for \$850.00 for the gravel and \$375.00 for the boulders.

A motion was made by Mr. Seck and seconded by Mr. Streed to approve the bids for the remaining gravel that is needed for \$850.00 and for the boulders for \$375.00. Motion carried unanimously.

F. **Unfinished Business:**

1. **Update on speed humps**

Rhonda will be drafting a letter to the City granting them permission to install the speed hump signage in the common areas.

- ##### 2. **Update on trees** - The sub-committee did some research and came up with the idea of putting 5 mastic trees around the pool area. Each tree is \$125.00, to plant and other materials another \$100.00. The mastic trees are not specific to Arizona. The leaves don't fall, very clean tree, not much maintenance. John presented the idea to the Board and the Board was hesitant about added trees

close to the pool. Discussion ensued. John suggested there be a compromise by the Board and the sub-committee on trees. He said the idea is to make the pool area look nice.

The Landscape Committee will get back together to try and come up with a compromise.

G. New Business:

1. **Bids on pool area painting** - Rhonda, John, Harold, two Dunn Edward representatives and two contractors met to get estimates on painting the pool area. One of the contractors, Facelift Painting, came in with Option A of \$2,500 and then Option B to include wood and metal of \$750.00. The other bid was from Evolution Construction. They came in at \$3,954.43 for everything. Rhonda reminded the Board about 2 more bids that could not be submitted due to personal circumstances. Board will conduct an *action in lieu* after the other bids are received.
2. **Bids on rock/gravel for wall along apartments** – see Landscaping report above.
3. **Daytime meeting feedback** -It was decided to keep daytime meetings for the next quarterly meeting and see the number in attendance.
4. **Request bids for tennis court resurfacing** – discussed in the Committee report above. Rhonda will check to see if Sue had gotten any bids for the tennis court. Homeowner suggested contacting Randolph and Refkin Tennis Center.

H. Homeowner open discussion/concerns

- A homeowner asked how many speed humps would Belcorte be getting. The City will allow Belcorte to have 4. They currently have 3 and will be submitting for the 4th with the City. Each speed hump costs \$500.00. Rhonda stated they will be painted where the current reflectors are located.
- A homeowner asked if the spotlight was fixed out front. Harold said that he and Joe fixed it by replacing the fixture and the bulb and it's working fine.
- A homeowner inquired about the damaged alley wall on Hayden caused by a City garbage truck. The City was supposed to pay for it. There was a deadline to request the money. If the deadline was missed, the City can back out from paying. Harold mentioned that a request had been turned into Pinehurst and they were supposed to follow up on it and get the money, but it fell through the cracks.

Management will follow up with the City to see if Belcorte can be reimbursed.

I. Adjournment – Next meeting – June 9, 2020 1:30

With no further business to discuss, a motion was made by Mr. Seck and seconded by Mr. Streed to adjourn the Board of Directors meeting at 2:23. Motion carried unanimously.

SUMMARY OF MOTIONS

A motion was made by Mr. Seck and seconded by Mr. Streed to accept the November 12, 2019 Board Meeting Minutes as submitted. Motion carried unanimously.

A motion was made by Mr. Seck and seconded by Mr. Streed to accept the January 28, 2020 Annual & Organizational Meetings Minutes as amended. Motion carried unanimously.

A motion was made by Mr. Seck and seconded by Mr. Streed to approve the bids for the remaining gravel that is needed for \$850.00 and for the boulders for \$375.00. Motion carried unanimously.

With no further business to discuss, a motion was made by Mr. Seck and seconded by Mr. Streed to adjourn the Board of Directors meeting at 2:23. Motion carried unanimously.

MANAGEMENT ACTION ITEMS

Management will follow up to see what has been done regarding bids for the tennis court.

Rhonda will be drafting a letter to the City granting them permission to install the speed hump signage in the common areas.

Management will follow up with the City to see if Belcorte can be reimbursed.

**Belcorte Homeowners Association
Board of Directors Meeting minutes
September 8, 2020; 1:00pm
Via Zoom**

A. Call to Order

The meeting was called to order at 1pm.

Present: Harold Gregorich
Joe Grimm
John Seck

Absent: Michael Streed

Management: Christine Nason and Rhonda Rayhel, representing Mission Management

B. Presidents Report

Mr. Gregorich gave an overview of activities.

C. Minutes

Mr. Seck moved to approve the Board and Executive meeting minutes of March 10, 2020, seconded by Mr. Gregorich, motion approved.

D. Management Report

Administrative/Maintenance Items

1. Financials – total operating assets for the year is \$10,585 with reserves of \$44,616. The YTD operating income totaled \$54,185, which does include the reserve contribution of \$8,191. The YTD expenses totaled \$49,774 which is \$7,090 under budget. The net income for the year is \$3457 under budget.
2. Enclosed is the violation log of open violations for the Board to review. Currently there are 3 open violations.
3. There are 5 accounts in delinquency (enclosed at the end of the packet) (To be discussed in Executive Session only)
4. Tennis Court bid was finalized and is pending for fall installation.

Unfinished Business

1. None

New Business

1. Reserve Study update has been requested and is enclosed for the board to review.

E. Committee Reports

1. Financial – Mr. Gregorich gave an overview of the financials. Mr. Gregorich moved to approve financials, Mr. Grimm seconded, motion approved.
2. Pool and Tennis Court – Residents are taking advantage of the amenities and following the rules.
3. Architectural Review-Mr. Grimm reminded homeowners the necessity of submitting architectural review application before making any changes.
4. Landscape – When the weather improves, will do some plantings. Will have the landscaping company trim back shrubs.

F. Unfinished Business

None

G. New Business

1. Reserve Study – Mr. Grimm moved to table discussion on the reserve study until next March 2021, Mr. Gregorich seconded, motion approved.
2. Tenant Email Addresses – Will send compliance letter to homeowners in an eblast.
3. Acacia Tree Issue – Homeowner requested this tree be removed because it is littering on their roof. Mr. Gregorich moved to take the tree down completely for \$550, Mr. Grimm seconded, motion approved.

H. Homeowner Open Discussion/Concerns

Email announcing meetings are being diverted to homeowner's junk email box. Mr. Gregorich moved to send a postcard announcing the November meeting and instructions on how participate on Zoom, motion approved.

Rental Limits – Ms. Nason will investigate how to place a limit on the percentage of homes that may be rented.

Next meeting will take place on November 10th, the 2021 budget will be reviewed.

I. Adjournment

Mr. Gregorich moved to adjourn, Mr. Grimm seconded, motion carried. Meeting adjourned at 1:33pm.

Summary:**Motions:**

Mr. Seck moved to approve the Board and Executive meeting minutes of March 10, 2020, seconded by Mr. Gregorich, motion approved.

Mr. Gregorich moved to approve financials, Mr. Grimm seconded, motion approved.

When the weather improves, will do some plantings. Will have the landscaping company trim back shrubs.

Mr. Grimm moved to table discussion on the reserve study until next March 2021, Mr. Gregorich seconded, motion approved.

Mr. Gregorich moved to take the tree down completely for \$550, Mr. Grimm seconded, motion approved.

Mr. Gregorich moved to send a postcard announcing the November meeting and instructions on how participate on Zoom, motion approved.

Mr. Gregorich moved to adjourn, Mr. Grimm seconded, motion carried. Meeting adjourned at 1:33pm.

Action Items:

Will send compliance letter to homeowners in an eblast.

Ms. Nason will investigate how to place a limit on the percentage of homes that may be rented

**Belcorte Homeowners Association
Board of Directors Meeting minutes
November 10, 2020; 1:00pm
Via Zoom**

A. Call to Order

The meeting was called to order at 1:05pm by Mr. Gregorich and seconded by Mr. Streed.

Present: Harold Gregorich
John Seck

Joe Grimm

Absent: Michael Streed

Management: Christine Nason, representing Mission Management

B. Presidents Report

Mr. Gregorich gave an overview of activities. Mentioned the HOA would be getting bids for the removal of the Acacia Tree by the Potter Residence

C. Minutes

Mr. Seck moved to approve the Board and Executive meeting minutes of September 8, 2020, seconded by Mr. Grimm, motion approved.

D. Management Report - Ms. Nason from Mission Management gave the management report.

Administrative/Maintenance Items

1. At the Executive meeting on September 8th the Board addressed homeowner waivers and delinquencies.
2. Financials – total operating assets for the month of September is \$11,011 with reserves of \$45,703. The YTD operating income totaled \$56,714. The YTD expenses totaled \$54,784 which is \$8,277 under budget. The net income for the year is \$1943 under budget.
3. Enclosed is the violation log of open violations for the Board to review. Currently there are 7 open violations.
4. There are 7 accounts in delinquency (enclosed at the end of the packet) (To be discussed in Executive Session only)
5. Tennis Court was delayed a week. As of this writing on 10/26 the project was under way.

E. Committee Reports

1. Pool– Pool is closed. Mr. And Mrs. Seck cleaned pool every day from top to bottom. Swimmers helped out. Roughly 30 households signed up to swim.
2. Landscape – Mr. Seck gave the landscaping report. Too hot for a lot of things. Mr. Sneed suggested a Landscape expert to advise on common area for what to plant, cost, etc.
3. Tennis Court-Tennis court is looking good. Pickle Ball, too. Crank is secure and in the pool storage room.
4. Financials – nothing to report

F. Unfinished Business

1. CD Renewal – Rolled into reserves due to CD Rates too low.
2. Tree Removal – Mr. Gregorich will be getting more bids for next meeting

G. New Business

1. Parking– Ms. Nason is calling violators to inform them where they can and cannot park to help curb violations.
2. House/Garage door painting – Ms. Nason did a tour. Suggested a postcard to let homeowners know to re-paint garage doors to avoid garage doors violations. ARC- Discussion ensued. If ARC is replacing only, no need to submit. Tracy from Dunn Edwards to discuss galvanized steel fence painting.
3. 2021 Budget – no assessment increase for 2021 perhaps an increase for 2021. Will visit next year.

Mr. Streed made a motion to approve the 2021 Budget with Mr. Seck seconds the motion. Motion carries unanimously.

4. Mr. Seck to throw his name into the running for the Board for 2021. There is one other opening. To submit to the community.

Ms. Nason to send out an eblast looking for volunteers on 12/8/2020.

5. Yard Art – Mr. Seck to modify the guidelines. Will address in January.
6. Insurance- **Ms. Nason to get bids from agent.**

H. Homeowner Open Discussion/Concerns

Mr. Seck requests information re: Rental emails- Mr. Gregorich discussed rental information he has gathered. Resales must be inspected by Board.

Next meeting will take place in January 2021 (annual meeting)

I. Adjournment

Mr. Streed moved to adjourn, Mr. Grimm seconded, motion carried. Meeting adjourned at 2:23pm.

Summary:

Motions:

The meeting was called to order at 1:05pm by Mr. Gregorich and seconded by Mr. Streed.

Mr. Seck moved to approve the Board and Executive meeting minutes of September 8, 2020, seconded by Mr. Grimm, motion approved.

Mr. Streed made a motion to approve the 2021 Budget with Mr. Seck seconds the motion. Motion carries unanimously.

Mr. Streed moved to adjourn, Mr. Grimm seconded, motion carried. Meeting adjourned at 2:23pm.

Action Items:

Ms. Nason to send out an eblast looking for volunteers on 12/8/2020.

Ms. Nason to get bids from agent