

**BELCORTE HOMEOWNERS ASSOCIATION**

**BELCORTE.COM**

**Annual Meeting**

**Tuesday, January 12, 2021 @ 1:00 P.M.**

**Via ZOOM**

**I. Call to Order:**

The Board of Directors meeting was called to order at 1:02 p.m. by Board President and quorum was established.

**II. Determination of Quorum**

Quorum was met. Total returned ballots returned was 25.

**III. Introductions-** The Board and the Management representative introduced themselves briefly. In attendance were:

Harold Gregorich; Joe Grimm  
John Seck; Mike Streed

Christine Nason from Mission Management

2 Homeowners present.

**IV. State of the Association Report**

A brief report from the President was given. In 2021, the Board plans to update the rules and regulations, form a welcome committee, and address yard art and parking.

**V. 2019 Financial Report – Harold**

As of 10/31/2020, total income was \$62,125.34 and the budgeted amount was \$58,269.20. A difference of \$3896.14 over budget. \$55,974.71 in Total liabilities as of 10/31/20 which is \$16,99518 under Budget.

**VI. 2020 Budget Presentation**

In the approved 2021 budget the HOA did not raise assessments and are putting \$1,192.63 away each month into the reserves.

**Election of Directors and Annual Minutes**

There was a total of 25 ballots returned to Mission Management. With 25 votes:  
John Seck is re-elected to the Board

**VII. Questions/Comments from members**

No questions were brought forth at this time.

**VIII. Next Meeting: Tuesday, March 9, 2021 @ 1:30 p.m.**

**IX. Adjournment**

**With no further business to discuss, a motion was made and duly seconded to adjourn the Annual meeting at 1:36 p.m. Motion carried unanimously.**

**Belcorte Homeowners Association  
Board of Directors Meeting minutes  
March 09, 20210; 1:00pm  
Via Zoom**

**A. Call to Order**

**The meeting was called to order at 1:04pm by Mr. Gregorich**

**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. Not too much has happened. Newsletter has been sent. Landscape – the water has been off for a long time. No loss of plants. Weather is warming up so we have turned it back on.

**C. Minutes-** November 10, 2020 Board and Executive Minutes, Annual meeting Minutes from January 12,2021

- a. The November Board of Directors meeting –** E3 “Tennis Court” Contractor was General Acrylics and the estimate was \$7827.00

**Mr. Grimm moved to approve the Board and Executive meeting minutes of November 10, 2020 as amended, seconded by Mr. Seck, motion approved.**

- b. Mr. Seck made a motion to approve the Annual Meeting Minutes as presented from Mission Management and Mr. Grimm seconded the motion. Motion Carries.**

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

- Financials – total operating assets for the month of January 2021 is \$10,365 with reserves of \$45,997. The YTD operating income totaled \$56,362. The YTD expenses totaled \$10,938 which is \$4,941 over budget which is due to the insurance installment. The net income for the year is (\$2853) under budget.
- There are 12 accounts in delinquency (enclosed at the end of the packet) (To be discussed in Executive Session only)
- There is currently one account in collections. (Can be discussed in Executive Session)
- At the Executive meeting on November 10th the Board addressed homeowner waivers and delinquencies.
- Enclosed is the violation log of open violations for the Board to review. Currently there are 3 open violations. Since November we have closed 13 violations.
- Correction to the January Minutes were made to reflect the corrected date of the March meeting from the 10th to the 9th.
- The Potter Tree was officially removed on 01/14/21.
- The water bill is in progress of being corrected, the water company needs access to the Breaker Box to complete the corrections as requested.
- Updated paint chip samples were sent to Harold for review with the Board.

**E. Committee Reports**

1. Pool– Pool is opening April 1, 2021. The Leak has been fixed. Bathroom and utility rooms have been cleaned. Going off same restrictions as last year. Possible to have more people with proof of vaccine.
2. Landscape – Mr. Seck discussed that they met after winter. Bushes on south side of the pool and the 2 inside the pool area will be removed and replaced with lantana. Plant some cactus at the

entrances. Texas rangers (3) on 5<sup>th</sup> street (south wall). Will add in a few boulders. Vincente will pull out bushes. Will start right away. Joanne will decorate with plants or artwork. Discussed the safety around the corner between 3<sup>rd</sup> street and Hayden. Should look into putting in a sidewalk with steppingstones. Waterpipe and pool is super close. Need to investigate this area. Speed bumps have helped.

3. Tennis Court– nothing to report. Smooth and nice to play on. Beautiful job has been done.
4. Financials – February \$57,131.52 total. \$47,193.36 in reserves and \$9,938.16 in the operating account.

#### **F. Unfinished Business**

1. Parking – Ms. Nason from Mission Management reached out to City of Tucson for the correct ordinance in regard to the parking. City of Tucson will get back with Ms. Nason. Table until next meeting.
2. Yard Art: Discussed what was acceptable as yard art and what was not as proposed changes to the Rules and Regulations. Mentioned that the three homes who would be in violation would be grandfathered in. The Board would ask that they change but will not impose penalties.  
**Mr. Grimm Made a motion to accept the changes to the rules and regulations in regard to yard art. Mr. Seck seconded the motion. Motion Carries**

#### **G. New Business**

1. **Landscape and Irrigation-** 3<sup>rd</sup> Street Irrigation  
1000 Feet from 3<sup>rd</sup> street to Pantano. Need to deal with irrigation as there is issues with valve and timers. Troubles with timers and pipe was not laid correctly. Discussed having Complete Landscaping out to run 3 lines. Discussed using rocks for decoration instead of plants.
2. **Pool Rules** – Discussed earlier in the meeting
3. **Welcome Wagon** - Discussed acknowledge new homeowners. Have a “Welcome Wagon” to send a card and maybe a small gift. Maybe give the rules and regulations and CC&R’s to the renters.
4. **Renters Email/Phone** – Discussed using the Welcome Wagon to get the information of the renters so they can be kept up to date of the rules and regulations as well as pool rules. Discussed sending a postcard.
5. **Belcorte Community Garage Sale** – Belcorte allows individual Garage sales every 6 months. Discussed having a community Garage Sale around April. Talked about advertising for interest in the next newsletter.

#### **H. Homeowner Open Discussion/Concerns**

**Streets** – No future plans for surfacing of the streets (August 2020). Last Chip Seal was 1998. If a pothole comes up, you can contact the city. Otherwise, no plans on the books to resurface.

**Sports Equipment** – Discussed Portable basketball hoops. Will Check the minutes but nothing is required for ARC request for approval. Homeowners in questions had approval from a previous board but the homeowners must put away at night. Discussion ensued. Board will ask homeowner in question to pull in Basketball hoop at night.

Next meeting will take place on June 8th at 1:00 PM

#### **I. Adjournment**

**Mr. Gregorich moved to adjourn, Mr. Grimm seconded, motion carried. Meeting adjourned at 1:59 pm.**

**Summary:**

**Motions:**

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

Mr. Grimm moved to approve the Board and Executive meeting minutes of November 10, 2020 as amended, seconded by Mr. Seck, motion approved.

Mr. Seck made a motion to approve the Annual Meeting Minutes as presented from Mission Management and Mr. Grimm seconded the motion. Motion Carries.

Mr. Grimm Made a motion to accept the changes to the rules and regulations in regard to yard art. Mr. Seck seconded the motion. Motion Carries

Mr. Gregorich moved to adjourn, Mr. Grimm seconded, motion carried. Meeting adjourned at 1:59 pm.

**Action Items:**

**BELCORTE HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
June 08, 2021 – 1:00 PM via Zoom**

**A. Call to Order**

**The meeting was called to order at 1:03pm by Mr. Gregorich.**

**Board Members Present:**

Harold Gregorich, Joe Grimm, John Seck

**Absent:**

Michael Streed

**Management Company:** Christine Nason representing Mission Management Services

**B. President's Report**

**C. Approval of Minutes:**

**Mr. Grimm moved to approve the Board meeting minutes and Executive Session minutes from March 9, 2021, Mr. Seck seconded, motion approved.**

**D. Management Report:** Christine Nason

**Financial Statements**

Financials – total operating assets for the month of April 2021 is \$13,568 with reserves of \$49,586. The YTD operating income totaled \$26,106. The YTD expenses totaled \$26,952 which is \$845 over budget. The net income for the year is \$3,939 under budget.

- There are 1 account in delinquency (enclosed at the end of the packet) (To be discussed in Executive Session only)
- There is currently one account in collections. (Can be discussed in Executive Session)

**Administrative/Maintenance Items**

1. At the Executive meeting on March 9th the Board addressed homeowner waivers and delinquencies.
2. Enclosed is the violation log of open violations for the Board to review. Currently there are 10 open violations. Since March we have closed 4 violations.
3. The water bill been corrected to show appropriate charges for each location.
4. Some touch ups to Landscaping were completed in April totaling \$1600.
5. Belcorte HOA was transitioned to our new billing software as of May 1st. All accounts should have received the updated statements. Anyone who was previously setup with the TOPS software for autopay will need to re-setup their autopay through Alliance Association Bank or their own personal bank.
6. As of May we approved one ARC request for a tree.
7. Pima County removed COVID restrictions for HOA pools. It is still recommended to maintain social distancing for those who are not vaccinated and remain home if you have any illness.

**Unfinished Business**

1. None

## **New Business**

1. Pool Rules
2. Dues protocol and paper trail, Statement Mailings
3. Website renewal
4. Landscape Communication protocol
5. Clutter in Carports
6. Estimates

## **E. Committee Reports:**

1. Pool - The pool passed inspection but there are some items that will need to be addressed in the future. Will need a permit to make any kind of changes. Repairs and renovations will be postponed until other work needs to be completed.
2. Landscape – Landscape issues are held due to irrigation issues. Three timers need to be replaced with one. **Mr. Grimm will send Mission Management a breakdown of the repairs that are going to be done. Mission Management will reach out to the repair company to see if they can address the repairs in a timely manner.**
3. Tennis Court – Being kept clean, homeowners are using the court. The cracks reappeared when the weather warmed but not to a degree that they need to be addressed at this point.
4. Financials – Financially the Association is in a good position.

## **F. New Business:**

1. Pool Rules – Back to pre-COVID rules.
2. Dues protocol and paper trail, Statement Mailings – **Will have an eblast about the electronic statement option.**
3. Website renewal – Will cost \$380.61 for the renewal for three years. **Mr. Gregorich moved to accept the bid of \$380.61 for the website renewal over the next three years, Mr. Grimm seconded, motion approved.**
4. Landscape Communication protocol – **Homeowners are not supposed to talk to the landscapers directly about things done in the common areas, only the Board or Mission Management. This will be added to the eblast to homeowners.**
5. Clutter in Carports - **This needs to be addressed in the eblast.**
6. Estimates
  - Pool – Table until the fall. No diving signs \$395; Drainage \$1795; Fence \$10,260
  - Landscape – Walkway table until fall.

## **G. Homeowner open discussion/concerns (3 minutes per person)**

Mr. Gregorich replaced all the pony wall lights.

**Next meeting is on September 14th at 1:00 PM. For immediate contact with the Board, send email to [BelcorteHOA@gmail.com](mailto:BelcorteHOA@gmail.com)**

## **H. Adjournment**

**With no further business Mr. Grimm moved to adjourn, Mr. Seck seconded, meeting adjourned at 1:40pm.**

## **I. Closed Session**

There will be an Executive Session immediately following the Board meeting. Although attendance at

the executive session is restricted to the Board (members are not permitted to attend), Arizona law requires that members be informed of executive session meetings.

2. Personal, health or financial information about an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association, including records of the association directly related to the personal, health or financial information about an individual member of the association, an individual employee of the association or an individual employee of a contractor for the association.

**BELCORTE HOMEOWNER'S ASSOCIATION  
EXECUTIVE SESSION MEETING MINUTES  
June 08, 2021 – Following Board Meeting PM via Zoom**

**A. Call to Order**

**The Executive Session was called to order at 1:41pm by Mr. Gregorich.**

**Board Members Present:**

Harold Gregorich, Joe Grimm, John Seck

**Absent:**

Michael Streed

**Management Company:** Christine Nason representing Mission Management Services

**B. Delinquency Report**

1. Patricia Judge – In collections. No discussion
2. Caroline Sejnoah – Sent second notice, only one payment behind. A violation has been sent for the dog smells. The next course of action is to contact the city.

**C. Violation Report**

1. Lot 67 – Carport has been cleared. Inspector will close violation on June 16<sup>th</sup> during the next inspection.
2. Lot 19 – Parking violation has been sent.

**D. Adjournment**

**With no further business Mr. Seck moved to adjourn, Mr. Grimm seconded, meeting adjourned at 1:50pm.**



**BELCORTE HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
September 14, 2021 – 1:00 PM via Zoom**

**A. Call to Order:**

The meeting was called to order by Mr. Gregorich at 1:09pm

**Board Members Present:**

Harold Gregorich, Joe Grimm, John Seck, Michael Streed

**Management Company** – Christine Nason

**B. President's Report:** Mr. Gregorich

Our pool passed its annual inspection but left us with some rather challenging issues regarding fencing and no diving signs which we'll entertain today. New pool deck drains are out for bid. 3<sup>rd</sup> street irrigation issues are also on our agenda. We are looking to revamp the system so that we can continue our landscape renewal project for drought tolerant to replace pine trees we removed last year. We also have a proposal to install a walkway connecting 3<sup>rd</sup> St. to Hayden on the west side of the pool. We've spent very little out of our 2021 Maintenance and upgrade revenue in order to build some reserves, so we are in good shape financially and in position to make so decisions on current projects

Our Compliance issues are under control and our home sales are at an all-time high. The last homes sold in Belcorte did not really reach the market and had multiple bids on them. Rumor has it the last home went for 230K.

**Presidents Report September 14<sup>th</sup>**

We have had a quiet quarter since our last meeting. The Monsoon rains have been beneficial to us through both pool and irrigation water savings. We have had our irrigation system off for extended periods of time and the rain has decreased the loss of pool water from evaporation. I'd like thank Joe Grimm and Christine Nason for their work on eliminating sewer charges from both our Irrigation and Pool water bills. Too bad we could not get the city to make the change retroactive.

We have also had Complete Landscaping correct the chronic repair issues in our 3<sup>rd</sup> St. irrigation system. Pressure on the line has been reduced to 30 PSI and two of the three valve/timer combinations have been eliminated. Water is money.

We have continued to work on our tree issues regarding irrigation availability and Insurance liability. All but two of our Aleppo pines on the Belcorte wall have been removed. From our original Tree assessment by Complete Landscaping in 2019. We have reduced the total number of trees from 94 to a more manageable 72. There are a few that still warrant removal, but we can control the rest with an ongoing trimming and lifting program. That being said, we need to follow guidelines regarding Spacing and drought tolerance both on our common areas and within private property areas. Belcorte has spacing issues with regards to drainage and sewer and water pipes.

**C. Approval of Minutes:**

Mr. Seck moved to approve the Board meeting minutes with the inclusion of the President's report and Executive meeting minutes from June 8, 2021, Mr. Streed seconded, motion approved. Going forward the President's report bullet points will be included in the minutes.

#### **D. Management Report: Christine Nason**

##### **Financial Statements:**

Financials – total operating income for the month of August 2021 is \$14,545 with reserves of \$54,381. The YTD operating income totaled \$48,037. The YTD expenses totaled \$52,547 which is \$4,510 over budget. Which is due to the Insurance payments.

- There are 5 accounts in delinquency (enclosed at the end of the packet) (To be discussed in Executive Session only)
- There is currently one account in collections. (Can be discussed in Executive Session)

##### **Administrative/Maintenance Items**

1. At the Executive meeting on June 8th the Board addressed homeowner waivers and delinquencies.
2. Enclosed is the violation log of open violations for the Board to review. Currently there are 20 open violations. In the last 90 days we have closed 22 violations.
3. As of August, we approved 3 ARC requests.
4. Irrigation changes completed in July.
5. Working on bid for trimming of two trees.

##### **New Business**

2022 Budget – we anticipate increases to Insurance, Pool Chemicals/Cleaning, Utilities, Zoom Meetings, and possibly Landscape Service.

#### **E. Committee Reports:**

1. Pool – Pool closure maintenance: tiles, deck, bathroom flooring, no diving sign, deck drains, mesh on fence. These renovations should be done before April 2022 when pool reopens. [Will get bids on these pool renovations.](#)
2. Landscape – Complete landscape will provide a bid on tree limb thinning or removal. Seedlings along wall need to be monitored. [Ms. Nason will go out to bid for new landscaping company. Common wall between common wall and 3<sup>rd</sup> has seepage need to see what the caused is. Could be irrigation at Summer Tree, Mission will reach out to them.](#)
3. Tennis Court – Clean and smooth.
4. Financials – May to August 2021 Financials were reviewed by Mr. Streed.

#### **F. New Business:**

1. Landscape Drainage near Lot 39 – [Association to address drainage issue. Ms. Nason will follow-up on tree removal.](#)
2. 2022 Budget – anticipate increases to Insurance, Pool Chemicals/Cleaning, Utilities, and possible Landscape Service. Expect 3 – 7% increase in costs. [Ms. Nason will prepare the draft budget and forward to the Board for review.](#)
3. Upcoming Pool Repairs – See committee report
4. Two tree trimming/removals - See committee report

#### **G. Homeowner open discussion/concerns (3 minutes per person)**

Mr. Streed suggested each Board member look for a replacement to take over their position. Mr. Gregorich, Mr. Streed and Mr. Seck are all up for re-election.

**Next meeting is on November 9th at 1:00 PM.**

#### **H. Adjourn to Closed Session**

With no further business Mr. Gregorich moved to adjourn, Mr. Streed seconded, motion approved. Meeting adjourned at 2:07pm.

## **Summary**

### **Motions**

Mr. Seck moved to approve the Board meeting minutes with the inclusion of the President's report and Executive meeting minutes from June 8, 2021, Mr. Streed seconded, motion approved.

With no further business Mr. Gregorich moved to adjourn, Mr. Streed seconded, motion approved.

### **Action Items**

Going forward the President's report bullet points will be included in the minutes.

Will get bids on these pool renovations.

Ms. Nason will go out to bid for new landscaping company. Common wall between common wall and 3<sup>rd</sup> has seepage need to see what the cause is. Could be irrigation at Summer Tree, Mission will reach out to them.

Association to address drainage issue. Ms. Nason will follow-up on tree removal.

Ms. Nason will prepare the draft budget and forward to the Board for review.

**BELCORTE HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
November 9, 2021 – 1:00 PM via Zoom**

**A. Call to Order:**

The meeting was called to order by Mr. Gregorich at 1:02pm

**Board Members Present:**

Harold Gregorich, Joe Grimm, John Seck, Michael Streed

**Management Company** – Christine Nason

**B. President's Report:** Mr. Gregorich

The objective this year was to build reserves which has been accomplished.

**C. Approval of Minutes:**

Mr. Seck moved to approve the Board meeting minutes and Executive meeting minutes from September 14, 2021, Mr. Streed seconded, motion approved.

**D. Management Report**

**Financial Statements:**

Financials – total operating income for the month of September 2021 is \$17,624 with reserves of \$55,581. The YTD operating income totaled \$48,037. The YTD expenses totaled \$55,954 which is \$1,432 over budget. Which is due to the Insurance payments.

- There are 5 accounts in delinquency (one was sent to the attorney) (enclosed at the end of the packet) (To be discussed in Executive Session only)
- There is currently one account in collections. (Can be discussed in Executive Session)

**Administrative/Maintenance Items**

1. At the Executive meeting on September 14th the Board addressed homeowner waivers and delinquencies.
2. Enclosed is the violation log of open violations for the Board to review. Currently there are 9 open violations. In the last 60 days we have closed 28 violations.
3. As of September, we approved 1 ARC request.
4. RFP for Landscape

**New Business**

2022 Budget – We anticipate increases to Insurance, Pool Chemicals/Cleaning, Utilities, Zoom Meetings, and possibly Landscape Service.

**E. Committee Reports:**

1. Pool – The pool is currently closed. Need to get the pool ready for next spring
2. Landscape – Have been letting volunteer trees grow. Will monitor growth to make sure they do not become problematic for the wall.
3. Tennis Court – Used twice a week for pickleball. The court is in good shape.
4. Financials –Reviewed in Presidents report.

**F. New Business:**

1. 2022 Budget – Mr. Streed moved to approve the new budget, Mr. Seck seconded,

**motion approved.**

Ms. Nason will investigate the benefits of being officially classified as condos or townhomes.

- a. Raise Insurance Deductible - Mr. Grimm moved to raise the insurance deductible to \$7,500, Mr. Streed seconded, motion approved.
  - b. Raise HOA Fees - Mr. Seck moved to raise the dues by 5% for 2022, Mr. Streed seconded, motion approved.
2. Pool
- a. Pool Repairs – Paint pool deck, fencing, no diving sign, tile replacement  
Ms. Nason will get clarification on pool fence standards.  
Need to get bids on the pool drain, signage and deck painting. Mr. Gregorich will send Ms. Nason a list of things that need to be addressed to use for RFP.
  - b. Pool Contract – Anticipate a 3% increase. Will stay with Economy Pools for 2022.
3. Landscape
- a. Drainage issues on Lot 39 – Will solicit bids on the drain wall. Will contact Greg Brubaker about the project.
  - b. Landscape Contract – Ms. Nason recommends contracting AAA Landscaping. Contacted Brightview and hope to meet with them soon. Also considering Santa Rita. Need to decide if they will continue to contract with Complete Landscapers. Ms. Nason will forward bids for consideration once received.
  - c. 3rd St. Trees, trim or remove – Will reach out to Brijer for a bid and recommendation on trimming or removal.
4. Attorney Contract – Will continue with Goldsmith and Schupe billed on an as needed basis.
5. Appointment of a new Board Member – Cheryl Murphy has volunteered to be on the board. Mr. Gregorich moved to appoint Ms. Murphy, Mr. Streed seconded, motion approved. Ms. Nason will let the Board know who volunteers to run for the Board.

#### **G. Homeowner open discussion/concerns (3 minutes per person)**

Roofs and Walls – Mr. Streed moved to seek the roofing responsibility clarification to Mike Schupe for an opinion, Mr. Seck seconded, motion approved. Ms. Nason will get an opinion from Schupe to see if the roofs fall under responsibility of the HOA according to CC&R.

**Next meeting is the Annual Meeting on January 11<sup>th</sup>, 2022.**

#### **H. Adjourn to Closed Session**

With no further business to discuss Mr. Gregorich moved to adjourn, Mr. Grimm seconded, the meeting adjourned at 2:15pm.