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## Agenda

1. Call to Order
2. Approval of Previous Meeting Minutes
3. Approval of Financials
4. Homeowner's Forum
5. Association Business
  - a. Ramada Pillar With Paint
  - b. Mailbox Pillar Caps
  - c. Playground Equipment Review
  - d. E Presidio Dr, Overgrown Trees From Neighboring Home
  - e. Common Area Signage/Visitors From Outside Community
  - f. Community Landscape Walk
  - g. Sundance Landscape Review
  - h. Homeowner Compliance
  - i. Other Business
6. Executive Session
7. Adjourn



Anne Carlow, Larry Heck, Rob Kretkowski, Dale Kempe, Cary Gherman present from the board.  
Lance Mitchell present from Management.

## Meeting Minutes

1. **Call to Order—6:00**
2. **Board Update**—Anne motioned to have Cary Gherman added to fill the vacant board position. All were in favor. Approved.
3. **Sundance Invoice Review**—Clayton and Chris present from Sundance to review invoices and board expectations for invoicing. Lance and the Board requested that invoices with labor charges be broken down to show the total cost of labor and cost of part separately. Board requested a parts charge list so we can more readily do a quick check on invoice expenses. Lance also request that photos of work performed better show the surroundings to verify the work performed on the property. Lance also requested that Sundance re-evaluate a handful of invoices that appear to have labor charged on the invoice. Additional discussion around trimming, plantings, and general status of the irrigation system was discussed. The Board is pleased to see improvement in the landscaping and believes some of the bumps from the transition should be resolved soon.
4. **Approval of Previous Meeting Minutes**—Larry motioned to approve the previous minutes, Anne 2<sup>nd</sup>. Approved.
5. **Approval of Financials**—Lance reviewed that irrigation expenses will show increase once the invoices from Sundance are reviewed and paid. Rob motioned to approve the financials, Dale 2<sup>nd</sup>. Approved.
6. **Homeowner's Forum**—None present
7. **Association Business**
  - a. **Pine Tree Bid Removals**—Review of three bids received for Pine Tree removals of dead pines in the neighborhood. Bid from Tree Doctors approved. Lance will reach out to Tree Doctors about offering residents in the neighborhood a discount for services if they reach out to Tree Doctors as well.
  - b. **Sundance Presidio & Cambridge Bid**—Review of a bid from Sundance regarding an area with frequent standing water. Recommendations to regrade the area for water to flow freely to drains as well as potential rock conversion. Recommendation to add a fence along the sidewalk next to drains as it could be a fall hazard. Board not ready to move forward at this time, would like to evaluate a little further.
  - c. **2021 Budget Review**—Lance reviewed the 2021 Budget. No recommendation for dues increases at this time. Larry motioned to approve the 2021 Budget, Rob 2<sup>nd</sup>. Approved.
  - d. **Oversii Streets Patrol**—Review of Oversii street patrols, streets, and times of patrol. Holiday dates reviewed regarding street patrols as well.
  - e. **Remove Trees from Approved List, Citrus, Sisso**—There has been discussion about removing Citrus and Sisso trees from the front yard approved planting list. Larry motioned to remove these trees from the approved planting list. Anne 2<sup>nd</sup>. Approved.
  - f. **Playground Panel-Replacement**—Before we spend the money to replace a panel with some language scratched in it, Anne will see if she can remove the language so it looks satisfactory. Lance contacted 3 vendors who were unwilling to attempt to buff out the language for fear of not being able to do a satisfactory job.
  - g. **Website Documents**—Lance reviewed the types of documents that can be placed on the website for simple access for homeowners. This will be updated soon.
  - h. **Other Business**—Review of plant replacement bid as well as trees to replace for spring next year reviewed and will be updated at the beginning of next year.



- i. **Holiday Lights Contest--** Board decided to do a Holiday Lights contest since other community events were not able to take place.
- 8. Adjourn—7:40**

**ARTEMINA**  
**Budget Comparison Report**  
**1/1/2021 - 1/31/2021**

	1/1/2021 - 1/31/2021			1/1/2021 - 1/31/2021			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<b>Income</b>							
<u>Income</u>							
40000 - Assessment Income	\$41,253.60	\$67,545.00	(\$26,291.40)	\$41,253.60	\$67,545.00	(\$26,291.40)	\$270,180.00
40080 - Fines	\$120.00	\$0.00	\$120.00	\$120.00	\$0.00	\$120.00	\$0.00
40120 - Legal / Collection Income	\$20.00	\$0.00	\$20.00	\$20.00	\$0.00	\$20.00	\$0.00
40160 - Transfer Fees	\$190.00	\$0.00	\$190.00	\$190.00	\$0.00	\$190.00	\$0.00
<u>Total Income</u>	\$41,583.60	\$67,545.00	(\$25,961.40)	\$41,583.60	\$67,545.00	(\$25,961.40)	\$270,180.00
<b>Total Income</b>	\$41,583.60	\$67,545.00	(\$25,961.40)	\$41,583.60	\$67,545.00	(\$25,961.40)	\$270,180.00
<b>Expense</b>							
<u>Administrative</u>							
50010 - Accounting	\$225.00	\$262.50	\$37.50	\$225.00	\$262.50	\$37.50	\$3,150.00
50060 - Copies / Duplicating	(\$48.00)	\$291.67	\$339.67	(\$48.00)	\$291.67	\$339.67	\$3,500.00
50070 - Coupons/Statements	\$465.10	\$166.67	(\$298.43)	\$465.10	\$166.67	(\$298.43)	\$2,000.00
50145 - Insurance	\$0.00	\$458.33	\$458.33	\$0.00	\$458.33	\$458.33	\$5,500.00
50160 - Legal Fees	\$135.00	\$458.33	\$323.33	\$135.00	\$458.33	\$323.33	\$5,500.00
50180 - Management Services	\$1,067.00	\$1,067.00	\$0.00	\$1,067.00	\$1,067.00	\$0.00	\$12,804.00
50200 - Meeting Expenses	\$0.00	\$9.17	\$9.17	\$0.00	\$9.17	\$9.17	\$110.00
50260 - Postage	\$104.50	\$175.00	\$70.50	\$104.50	\$175.00	\$70.50	\$2,100.00
50310 - Social Expenses	\$175.00	\$166.67	(\$8.33)	\$175.00	\$166.67	(\$8.33)	\$2,000.00
50350 - Website	\$0.00	\$50.00	\$50.00	\$0.00	\$50.00	\$50.00	\$600.00
50470 - Income Taxes	\$0.00	\$83.33	\$83.33	\$0.00	\$83.33	\$83.33	\$1,000.00
<u>Total Administrative</u>	\$2,123.60	\$3,188.67	\$1,065.07	\$2,123.60	\$3,188.67	\$1,065.07	\$38,264.00
<u>Community Utilities</u>							
71020 - Electric	\$361.60	\$366.67	\$5.07	\$361.60	\$366.67	\$5.07	\$4,400.00
71085 - Water	\$0.00	\$2,750.00	\$2,750.00	\$0.00	\$2,750.00	\$2,750.00	\$33,000.00
<u>Total Community Utilities</u>	\$361.60	\$3,116.67	\$2,755.07	\$361.60	\$3,116.67	\$2,755.07	\$37,400.00
<u>Landscaping</u>							
60025 - General Grounds Maint	\$0.00	\$308.33	\$308.33	\$0.00	\$308.33	\$308.33	\$3,700.00
60040 - Irrigation Repairs	\$406.00	\$916.67	\$510.67	\$406.00	\$916.67	\$510.67	\$11,000.00
60050 - Landscaping & Grounds	\$5,958.00	\$5,958.00	\$0.00	\$5,958.00	\$5,958.00	\$0.00	\$71,496.00
60120 - Plant Replacement	\$0.00	\$416.67	\$416.67	\$0.00	\$416.67	\$416.67	\$5,000.00
60150 - Trees	\$0.00	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00	\$15,000.00
<u>Total Landscaping</u>	\$6,364.00	\$8,849.67	\$2,485.67	\$6,364.00	\$8,849.67	\$2,485.67	\$106,196.00
<u>Maintenance &amp; Repairs</u>							
63075 - Storm Drains and Drywells	\$0.00	\$333.33	\$333.33	\$0.00	\$333.33	\$333.33	\$4,000.00
63080 - Electrical	\$0.00	\$166.67	\$166.67	\$0.00	\$166.67	\$166.67	\$2,000.00
63130 - General Maint & Repairs	\$0.00	\$175.00	\$175.00	\$0.00	\$175.00	\$175.00	\$2,100.00
63215 - Keys & Locks	\$0.00	\$8.33	\$8.33	\$0.00	\$8.33	\$8.33	\$100.00
63230 - Lighting	\$0.00	\$50.00	\$50.00	\$0.00	\$50.00	\$50.00	\$600.00
63270 - Painting	\$0.00	\$41.67	\$41.67	\$0.00	\$41.67	\$41.67	\$500.00
63274 - Parking Patrol	\$315.00	\$315.00	\$0.00	\$315.00	\$315.00	\$0.00	\$3,780.00
63290 - Playground	\$0.00	\$160.00	\$160.00	\$0.00	\$160.00	\$160.00	\$1,920.00
63300 - Pest Control	\$0.00	\$150.00	\$150.00	\$0.00	\$150.00	\$150.00	\$1,800.00
<u>Total Maintenance &amp; Repairs</u>	\$315.00	\$1,400.00	\$1,085.00	\$315.00	\$1,400.00	\$1,085.00	\$16,800.00

PRELIMINARY

**ARTEMINA**  
**Budget Comparison Report**  
**1/1/2021 - 1/31/2021**

	1/1/2021 - 1/31/2021			1/1/2021 - 1/31/2021			
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
<u>Pool</u>							
66250 - Fountain	\$185.00	\$185.00	\$0.00	\$185.00	\$185.00	\$0.00	\$2,220.00
66255 - Fountain Maintenance/Repair	\$0.00	\$25.00	\$25.00	\$0.00	\$25.00	\$25.00	\$300.00
66260 - Fountain Supplies	\$12.48	\$165.00	\$152.52	\$12.48	\$165.00	\$152.52	\$1,980.00
<u>Total Pool</u>	\$197.48	\$375.00	\$177.52	\$197.48	\$375.00	\$177.52	\$4,500.00
<u>Reserve Contributions</u>							
75100 - Reserve Contribution	\$5,585.00	\$5,585.00	\$0.00	\$5,585.00	\$5,585.00	\$0.00	\$67,020.00
<u>Total Reserve Contributions</u>	\$5,585.00	\$5,585.00	\$0.00	\$5,585.00	\$5,585.00	\$0.00	\$67,020.00
<b>Total Expense</b>	\$14,946.68	\$22,515.01	\$7,568.33	\$14,946.68	\$22,515.01	\$7,568.33	\$270,180.00
Operating Net Income	\$26,636.92	\$45,029.99	(\$18,393.07)	\$26,636.92	\$45,029.99	(\$18,393.07)	\$0.00
<u>Reserve Income</u>							
<u>Reserve Income</u>							
80100 - Contribution from Operating	\$5,585.00	\$5,585.00	\$0.00	\$5,585.00	\$5,585.00	\$0.00	\$67,020.00
80155 - Owner Reserve Contributions	\$190.00	\$0.00	\$190.00	\$190.00	\$0.00	\$190.00	\$0.00
<u>Total Reserve Income</u>	\$5,775.00	\$5,585.00	\$190.00	\$5,775.00	\$5,585.00	\$190.00	\$67,020.00
<b>Total Reserve Income</b>	\$5,775.00	\$5,585.00	\$190.00	\$5,775.00	\$5,585.00	\$190.00	\$67,020.00
Reserve Net Income	\$5,775.00	\$5,585.00	\$190.00	\$5,775.00	\$5,585.00	\$190.00	\$67,020.00
Net Income	\$32,411.92	\$50,614.99	(\$18,203.07)	\$32,411.92	\$50,614.99	(\$18,203.07)	\$67,020.00

PRELIMINARY

**ARTEMINA**  
**Balance Sheet - Fund**  
**Period Through: 1/31/2021**

<b>Assets</b>	
Cash	
10100 - Operating Checking	\$66,993.28
10150 - Operating Savings - MM Op Contingency	\$40,395.07
Cash Total	<b>\$107,388.35</b>
Reserve Cash	
10500 - Reserve Savings	\$325,579.72
Reserve Cash Total	<b>\$325,579.72</b>
Assets Total	<b>\$432,968.07</b>
<b>Liabilities and Equity</b>	
Operating Fund Balance	<b>\$80,393.52</b>
Reserve Fund Balance	<b>\$320,162.63</b>
Operating Net Income	\$26,636.92
Reserve Net Income	\$5,775.00
Liabilities & Equity Total	<b>\$432,968.07</b>

PRELIMINARY

Sundance Landscape Maintenance, Inc.  
18607 E. San Tan Blvd.  
Queen Creek, AZ 85142  
(480) 610-5309  
mgsundance@aol.com  
www.sundancelandscapingaz.com



**ADDRESS**

Artemina HOA  
42 S Hamilton PI Ste 101  
Gilbert, AZ 852335518 USA

**Contract 7631**

**DATE 02/02/2021**

**DESCRIPTION**

**AMOUNT**

Sundance is to prune 15 Palm trees throughout the community.

\*Palm pruning should be performed when fronds, fruit, or loose petioles may create a dangerous condition. Fronds removed should be severed close to the petiole base without damaging living trunk tissue. Live, healthy fronds above horizontal shall not be removed. Exception: palms encroaching on electric supply lines.

Pruning of 15 Palm trees throughout the community.

1,725.00

\*Palm Pruning to be done after June 15, 2021

\*Please note that this proposal will be added to our schedule in the order in which it is received and will be completed accordingly.

Thank you for your consideration.  
ROC 085717

**TOTAL**

**\$1,725.00**

Accepted By

Accepted Date

To validate this proposal please sign, date and e-mail to [mgsundance@aol.com](mailto:mgsundance@aol.com)

Pricing of this proposal is valid for 30 days.