

# APACHE WELLS HOMEOWNERS ASSOCIATION

## ANNUAL MEETING AGENDA

January 19, 2010 7 P. M.

### PROGRAM

Charles E. Maxwell, Esq.  
Maxwell & Morgan, P.C.

### CALL MEETING TO ORDER

Cheri Whalen - President

### ANNOUNCEMENTS

### AGENDA

### SECURITY ISSUES & REPORT

Terri Teten, Crime Prevention Officer, City of Mesa  
Apache Wells Security Patrol, Inc.

### DIRECTOR ROLL CALL

- |                  |                                 |
|------------------|---------------------------------|
| • John Seader    | 1 <sup>st</sup> Vice- President |
| • Paul De Mond   | 2 <sup>nd</sup> Vice-President  |
| • Carolyn Agee   | Secretary                       |
| • Sandra Johnson | Treasurer                       |
| • Don Fourcade   | Director                        |
| • Ernie Shoults  | Director                        |
| • Jim Bonnell    | Director                        |
| • Irv St. John   | Director                        |

### SECRETARY REPORT:

- Minutes of Last Monthly Meeting, 12/08/09
- February Meeting Dates

Carolyn Agee

### TREASURER'S REPORT

- 2009 Financial Reports (included in packet)

Sandra Johnson

### COMMITTEE & CLUB REPORTS

- 2009 Summary Reports (included in packet)
- Activities/Recreation

Bev Fourcade

### 2009 SIGNIFICANT ACTIONS - itemized in packet

### UNFINISHED BUSINESS

- Review of Governing Documents for Revision
- Pool Renovation Update

### NEW BUSINESS

- Introduction and Installation of New Directors & Officers for the 2010 Board of Directors

### 50/50 RAFFLE WINNER

### MEMBERS OPEN FORUM

### ADJOURN

# APACHE WELLS HOA

## 2009 SIGNIFICANT ACTIONS

- ❖ **Engaged New Accountant** - Reggie Brooks
  - Changing Accountants resulted in \$25,000+ Federal & State Tax Refunds ('09 & '10)
  - First Audit for HOA. Satisfactory Audit of Books & Records
- ❖ **New Accounting Software**
  - HOA specific financial reporting & member data base programs
- ❖ **Engaged New Attorney Firm** - Maxwell & Morgan, P.C.
  - Practice limited to Community Association Law and Litigation
- ❖ **Hired Part time Maintenance Man**
  - Provides valuable assistance to Maintenance Chairman and community
- ❖ **Completed first Capital Reserve Study**
  - Long term planning guide for the timely replacement of Capital Assets
  - Projects and schedules annual Reserve Account funding to replace Capital Assets in the future
- ❖ **Renovated Rooms A & C**
- ❖ **Asphalt Project Mitigated Dust Pollutants**
- ❖ **Boundary Realignment Expanded Pool Deck**
- ❖ **Reconfigured Recker Wall @ Hermosa Vista & Leonora**
  - Reduced vehicle/pedestrian accident risk by increasing visibility from Recker right turn lane into community
- ❖ **Expanded "Go Green" Recycle Program**
  - Includes comingled commodities
  - New designated Aluminum bin with proceeds benefiting Sunshine Acres
- ❖ **Association Sponsored Movie Nights and Theater Outings**
  - Thank you Bev Fourcade
- ❖ **Association Sponsored "Spring Fling" Dance**
  - Thank You Jenny Martin

## AWHA ANNUAL MEETING

### STANDING COMMITTEE REPORTS

#### **ARBITRATION**

Total concerns for the year were 88. Of these, two were not legitimate or even funny, so they went in the trash. So 86 total, or about 7 per month, average. A few were ridiculous but most were very necessary. 31 were for weeds and generally messy yards. 13 fruit dropped on ground, 1 with rats under the home. 6 were for underage people living without a 55 or older person in residence. Numerous others were for miscellaneous concerns. Ironically, the last two I had in 2009 were in my eyes the nicest people of all. They took care of their yards the day I contacted them!! There is only one concern form still not handled and it has been in and out for three years. I hope to end this soon. My friend, Jack Gordon, took over for the summer months from May 1 to Nov. 1 and did a great job for me. I appreciated him greatly and hope he can do this again in 2010. Jack also works on Beautification every week, so it's good he lives here; he is a good neighbor.

This is a necessary part of the Homeowners' Association of Apache Wells, and I actually enjoyed the job. There were only three who were irate at being called on to clean up their property. All said everything went well.

*Submitted by John Seader, Chairman*

#### **ARCHITECTURAL**

Home Inspection: Our goal for 2009 was 65 homes; we ended the year with 53. New Homes: There were 6 manufactured and 5 site built homes. Project Requests: We had a total of 71 inspections for home projects. Builders: We are constantly in touch with the builders here in the community. They seem very optimistic on our community's future. Realtors: We contact the Realtors for a monthly update, their outlook is very promising. I would like to thank Jim Bonnell and Walt Winder for their time and commitment on my committee.

*Paul De Mond, Chairman*

#### **ELECTION**

The official Board of Directors election was January 12, 2010. The committee had eight members. A Post Office Box was rented for in October for six months (shortest rental time) at the Southern and Clearview Station. A ballot packet was prepared for each lot owner which included a ballot with voting instructions, a small "Ballot Envelope", a self-addressed return envelope with an affidavit printed on the back side, and a single sheet with the bios of the four candidates. The ballot packets were picked up by some residents on December 16th and the remaining packets were mailed December 17th. Completed ballots returned by mail were picked up at the Post Office on January 5, 2010 by Carolyn Agee and Marty Martin, Security Chief. The last pick-up was January 12th after 2:30PM. Completed ballots were able to be deposited in the locked ballot box in the lobby of the HOA's office from January 4-8<sup>th</sup> and 11<sup>th</sup> and 12<sup>th</sup> 9AM-3PM. The locked ballot box was continually manned by a committee member. Ballots will be counted and results posted January 13<sup>th</sup>.

*Carolyn Agee, Chairperson*

#### **Internal Review Committee 2009**

The committee consisted of Richard Kane, Alana Knittel, Bob Brozovich and Pat Brozovich each having experience in financial matters and auditing. The committee reviewed the budget, financial statements and overall procedures for the Home Owners Administration office. It was determined the overall budget and financial statements were fiscally sound. The majority of the procedures were also tested and reviewed. Minor deficiencies were acknowledged; however the substance of the deficiencies was more superficial than financial. As you can see by the recommendations that were made at our December 8th meeting, the overall safety and soundness of the AWA administration and its procedures were solid. Minor risks were ascertained by the committee and were corrected by their recommendations.

*Respectfully submitted by the Internal Review Committee*

#### **MAINTENANCE & BEAUTIFICATION**

##### Maintenance:

01. Repaired water damage in men's change room after leak from pipe on roof. Removed and replaced drywall retextured wall and painted.

## AWHA ANNUAL MEETING

### STANDING COMMITTEE REPORTS

02. Replaced thermostats in Room A, C, Elson Bldg and library with programmable model as some were not working properly and A room thermostat was broken.
  03. Installed new TV in Room A, replaced TV in exercise room, new monitor in Enga's office.
  04. Had new signs made for the swimming pool.
  05. Installed key lock box at pool so chemicals could be stored properly when delivered.
  06. Revamped Enga's desk to make it more efficient for visitors.
  07. Obtained bids, ordered and installed new energy efficient, safer windows in Rec/Com Bldg.
  08. Replaced batteries in exit signs and thermostats as needed (ongoing)
  09. Helped install BBQ grills in gazebo.
  10. Installed new conduit for electric and water at the pool, ran all electrical wires to connect new lights and ground fault duplex plugs, installed 3 new water bibs on new wall.
  11. Made templates and installed 2 new lights in pool area (per Mesa code) and installed a new light the CC contractor gave to AWWA.
  13. Obtained bids and had new air conditioner installed in beauty shop.
  14. Put new wiring in Room A/C after the wall was removed.
  15. Ongoing checking of lights and replacing all outside lights in the common areas, swimming pool, doggie run, old fire pit area, library, Adm Bldg, etc.
  16. Rebuilt pump motor for the pool.
  17. Ongoing -change all return air filters for all rooms in the complex.
  18. Check and change all light and ballasts as needed in all the rooms.
  19. Rewired 911 phones in pool area.
  20. Installed new locked paper towel and toilet dispensers in Elson Bldg restrooms as paper supplies were being routinely stolen.
  21. Repaired and repainted ceiling in large gazebo. Others will be done in 2010.
  22. Installed and revamped hinges on outside doors so the pins and doors could not be removed from the outside.
  23. Reworked the PA system in Room A/C.
  24. On going: Brought the key cabinet in the office up to date, removing old keys and replacing worn keys. Making sure that all locks have duplicate keys in the secured office box.
  25. Ongoing- checking all parking lot lights and reporting to Enga who calls for repairs.
- Submitted by Don Fourcade, Committee Chairman*

#### **Beautification**

The first item in our year-end report is a Big Thank You to all the Beautification volunteers, both men and women, who work hard to keep Apache Wells looking good while saving our HOA an undetermined amount of money. We also want to thank the many residents who support us throughout the year.

- Trim crew is busy every week maintaining hundreds of trees and shrubs.
- Plant/cacti crew trims, transplants and replaces as needed. Residents have been generous in donating usable cacti, however, we are not always able to accept all donations due to size and weight and suitability.
- Painters do constant touch up work on our buildings, curbs and electrical boxes to keep them looking fresh.
- Irrigation crew manages and repairs all irrigations systems. The irrigation systems at the Library and Administration areas have been upgraded. Both Library fountains have been improved and are now flowing daily.
- Gazebo crew is busy throughout the week maintaining the interior and exterior areas of the Gazebo.
- Dog Park volunteers have done a great job of maintenance. Mowing is endless and then seeding, de-thatching and fertilizing when necessary.
- Equipment Maintenance crew keeps our golf carts, tools and equipment in good working order. This year we had a setback in August when a break-in occurred at the Elson Building and we lost over \$1,800 in power tools and equipment.
- Weed Control: By converting a donated golf cart and adding a tank and sprayer, we have been able to keep weeds in control without calling in a professional weed control service. This saved the HOA over \$2,000.
- Volunteers installed new gas grills at the Gazebo.
- Volunteers installed new water and electrical lines around the swimming pool prior to construction of the new pool fence.

## AWHA ANNUAL MEETING

### STANDING COMMITTEE REPORTS

Many hands have kept the common areas clean and attractive for all of us to enjoy this year. When you see a green cap, stop and say "thank you".

Submitted by Steve Daughton, Chairperson

#### **NOMINATING COMMITTEE**

The organizational meeting of the AWHA's Nominating Committee took place March 23, 2009 at the Home Owner's Office. Irv St. John was our Board Representative. Marilyn Johnson was elected Chairperson; Vice Chair was Sharon Norman and Secretary, Liz Mangini. Other members included Donna Batten and Joyce Long.

Our first thought was to contact every resident in the phone book, which proved to be inefficient and overwhelming; although we did give it a bit of a try. Articles were also published in the RoundUp and as an E-Blast announcing the search for potential candidates. As it turns out, personal contact (one on one) seemed to be the most effective. We did find that many residents are reluctant to become involved due to the perceived contentiousness existing here in Apache Wells. Subsequent meetings of the Nominating Committee were held April 20, October 19 and December 7. Meet the Candidates Night was held December 19 at the Apache Wells Community Church with Dina Higgins our District 5 Council Representative as Moderator.

*Submitted by Marilyn M. Johnson, Committee Chair*

#### **MEMBERSHIP**

We have been working on updating our Age Verification File to comply with the Fair Housing Act for adult communities. All membership records have been entered into the new software program. In order to comply with the bylaws members need to have their current mailing address on file with the homeowner's office

*Submitted by Enga Bach, AWHA Executive Office Manager*

#### **PUBLICITY (Media)**

Newsletters were sent out by e-mail and distributed to five areas in the community one to two times a month. Special News bulletins were sent out by e-mail as needed. The Round Up was delivered to all homes in a timely manner January-April and November and December. May and October issues were picked up by residents at various locations in the community.

*Carolyn Agee, Committee Board Representative*

#### **RECREATION (ACTIVITIES)**

Many activities are on going and very self sufficient, but this year we did institute some new things that have been very well attended and received. In January two busloads went to Gammage Theatre for the Lion King and then in October a group of 60 went to the Phantom of the Opera. Our Thanksgiving, Christmas and Easter dinners were very well attended with 70+ at each. It was a great social time for all of us that are without our families on these holidays. We also take dinners to the shut-ins we know about. Movie night monthly has had good attendance and is a year round activity. Donations have been excellent and more than cover the expenses. The Craft Show in November seems to get bigger and bigger and vendors tell me it's a very good one. This is also a modest moneymaker. The Volunteer dinner in March is always a wonderful way to thank all the people who work so hard to keep the community thriving and beautiful. In the spring we had wire wrapping classes and hope to do that again soon.

*Beverly Fourcade, Activities Coordinator*

# AWHA ANNUAL MEETING

## SPECIAL COMMITTEE REPORTS

### **PROPERTY MANAGEMENT RESEARCH TASK FORCE**

This Task Force is in the process of compiling cost data for enhanced and customized Operations Management services to assist our Apache Wells Homeowners Board and staff now and in the next 5-10 years. The focus has been finding ways to supplement our current operations so Apache Wells will continue to develop into a community prepared to run efficiently and peacefully in challenging times. Different customized options are being examined that would provide the highest cost to benefit ratio for our Homeowners while staying within our budget. We are presently developing a description of our needs to be presented to professional Homeowner Community Management service providers. They will be submitting bids for the specific services we are requesting. Our goal is to provide our Homeowners Board with needed additional expert perspective, knowledge and resources so that it can transition from hands-on day-to-day-operations management to setting policies and directing their implementation by the staff. This would also provide consistent year round Operations Management. Our committee meetings are posted at the Homeowners Office and in the E-mail Newsletter. Committee members include Barbara Otto, Chair, Paul De Mond, Board Liaison, Sandra Johnson, Board Liaison, Liz Mangini, Judi Teague & Penny Voss  
*Respectfully submitted Barbara Otto, Chairman,*

### **"Go Green" - Recycling**

The recycling program was expanded in February 2009 to include glass, plastic and tin in addition to newspaper and cardboard. A large recycling bin was brought in to replace the wooden box for aluminum cans for Sunshine Acres so the kids wouldn't have to crawl inside to empty it. This makes the area look very uniform and neat. Aluminum prices fluctuate but at the time of the new bins, aluminum was 25 times more valuable than the other co-mingled items so that is the reason to keep the cans separate. Sunshine Acres continues to get the proceeds from the aluminum cans. Specially marked trashcans were labeled at the gazebo and pool area. Work is ongoing to educate more residents and the Country Club about the recycling program at Apache Wells.  
*Submitted by Gail Fassett, Project Coordinator*

### **Fitness Center**

The Fitness Center has had a very good year. New equipment has been purchased and installed, well within our budget. The new pieces included a "Startrac" upright bike and a "True" recumbent bike, "Hampton" hand weights with rack, mats for under the equipment, and a Bosu ball. During January 2009 the committee organized personal training sessions, which were somewhat successful. Many of our patrons lead busy lives and could not commit for more time. Informational days were held in January 2010 to educate our residents on the use of all the equipment. The attendance for the two sessions totaled approx 80 people, many of whom would like to use the fitness center but were not sure what to do with all the machines. The committee was delighted with the turnout and provided yogurt for everyone attending. The manuals for all of the machines are kept in a binder in the Center, should anyone have a question. The fitness committee members for the past year, Margie Johnson, Yvonne Dalziel, Colleen MacEachern and Babs Bastedo would like to thank those who have used the center and urge everyone to stop by and try it out. Regular monthly attendance is good and growing. Our dream wish, if there is a "Wish Fairy", is that we could have a larger facility, to incorporate room for aerobics, yoga, Pilates, weight and floor workouts.  
*Respectfully submitted, Babs Bastedo, Committee Chair*

### **Swimming Pool**

The last six weeks of 2009 brought many changes to the swimming pool area of AW. Many, many residents have volunteered to help keep the outside area looking its best. The service that was hired to do this was discontinued due to lack of performance and the abundance of volunteers that came forward. The shower rooms continue to be cleaned by an outside professional cleaning service. A description of volunteer tasks for the pool and fitness center was put in writing to make it easy for future volunteers to know what needs to be done. The pool furniture was cleaned in November and will be done again when the pool reopens after the repairs. There is a nice sized list already forming of people who want to help.  
*Submitted by Gail Fassett, Committee Chairperson*

**2009 FINANCIAL SUMMARIES ARE AVAILABLE IN THE OFFICE**