

**BOARD OF DIRECTORS MEETING**  
**THURSDAY, SEPTEMBER 19TH, 2024, AT 6:30PM**  
**MICA MOUNTAIN HIGH SCHOOL**  
**10800 E VALENCIA RD**  
**TUCSON, AZ 85747**

**MEETING MINUTES**

**I. CALL TO ORDER & VERIFICATION OF QUORUM**

- *The meeting was called to order at 6:30 PM by Sonoran Desert Willow Estates (SDWE, hereafter) President George Collaco. Quorum was established with three (3) of the four (4) serving board members presenting in person.*
  - *Present in person: George Collaco (President), Michael Gauvin (Vice President), Denise Decker (Director), Jill Wells (Director)*
  - *Notably absent: Linda MacGregor (Treasurer)*
- *The Association's Community Association Manager, Lyndsie Heck, CMCA, was also present, representing Platinum Management, inc. (PMI, hereafter)*

**II. APPROVAL OF MEETING MINUTES**

- **AUGUST 15TH, 2024 BOARD OF DIRECTORS' MEETING MINUTES**
  - *The August 15th, 2024 meeting minutes were present by Lyndsie Heck.*
    - *A motion was made to approve the minutes as written (Collaco). The motion was seconded. (Gauvin).*
    - *All in favor. The motion carries. Minutes are approved as written.*
- **AUGUST 29TH, 2024 SPECIAL BOARD OF DIRECTORS' MEETING MINUTES**
  - *The August 24th, 2024 special meeting minutes were present by Lyndsie Heck.*
    - *A brief report regarding this meeting was made by George Collaco to ensure transparency and clarity. The meeting was held in order to hold a vote on whether or not to pay a disputed invoice from Sonoran Shade Tree. As reflected in the minutes, the vote sided in favor of paying the disputed invoice.*
  - *A motion was made to approve the minutes as written (Collaco). The motion was seconded. (Gauvin).*
  - *All in favor. The motion carries. Minutes are approved as written.*

**III. FINANCIAL REVIEW**

- **AUGUST 2024 ASSOCIATION FINANCIALS**
  - *The financials were reviewed and briefly reported on openly with present homeowners in the interest of transparency. A more formal review will be requested from Treasurer Linda MacGregor at next meeting. A motion to table acceptance and approved was made. (Collaco). The motion was seconded. (Decker)*

**IV. MANAGEMENT REPORT**

- **NEW LEGISLATION**
- **SITE TOUR DAY ADJUSTMENT**
  - *Lyndsie Heck, PMI gave a brief report of the managerial occurrences dated between August 15th and September 19th. The board was provided with hard copies of the amended report.*
    - *Fourteen (14) Postcards were sent to homeowners by the management team regarding tree trimming/tree evaluations. Postcards **SHOULD NOT** be regarded as violations.*
    - *Two (2) violation letters were sent to community members regarding landscaping.*
      - *One (1) homeowner has accumulated several violations and remains in fines with the association.*
  - *The Landtamers' Report was reviewed. Lyndsie to request weekly reports from Account Manager, D.J. Callen, per Mike Gauvin.*
  - *HB2298 (Parking on Public Roads in an HOA) was reviewed and proposals were presented. Item to be covered in "business."*
  - *Smith & Wamsley information regarding the Firm's new Collection Policy was presented to the Board.*

## V. OLD & NEW BUSINESS

- BASIN STUDY PROPOSALS
  - E2 CONSTRUCTION (\$6000 FLAT)
  - GROUND SUPPORT ENGINEERING (ESTIMATED \$1138 TO \$1603)
  - *Proposals from both E2 and GSE were reviewed by the Board. Discussion and debate of the matter was brought to the floor and opened to homeowners. (Collaco)*
    - *Notable remarks: The board holds that this inspection was done in prior years for a cost estimated to be \$400, which is significantly less than that which is currently being quoted in the two proposals.*
  - *Lyndsie recommended tabling this matter pending more proposals and better information about what a “drainage facility” is defined as.*
    - *Lyndsie to find out if having each basin inspected individually as funds allow would be acceptable. Matter to be brought to legal counsel for further guidance.*
  
- HB2298: PARKING ON PUBLIC ROADWAYS
  - *A motion was made to approve the expense of \$750 plus \$30 recording fee quoted by Smith and Wamsley to assist the community with compliancy vote regarding HB2298 (parking on public roadways in HOAs) (Collaco)*
    - *Notes for record as quoted from Smith & Wamsley:*

*“This fee includes a review of the CC&Rs, articles, bylaws, and any election policies on parking and voting issues, preparation of a cover letter, meeting notice, and ballot, and preparation and recording of the meeting results.*

*The law requires that a document stating the outcome of the vote be recorded with the county, essentially acting as an amendment to the recorded CC&Rs. The flat fee also includes the usual communication between our office and the client about the process.*

*This pricing is based upon the assumption that the client is ready and willing to move forward with a vote. It does not cover any discussion or opinions related to the validity of the law and the risks of not moving forward with a vote or any other preliminary advice about the legal landscape. Also, if the board wanted us to attend town hall-style meetings to discuss the law, that would be outside the scope of the flat fee, too, but we are happy to participate in any such meeting if desired at our hourly rates.”*
    - *It is important to note, for the record, that Smith & Wamsley is retains for basic Questions and Answers via email by the Association. Questions that do not exceed the retainer contract limits can be answered at no additional charge.*
  - *Discussion was opened to the floor. Questions regarding clarification were answered. The board stated that they were not provide personal opinions on the subject but will offer facts and has directed PMI to offer factual unbiass information on the topic. This decision will be left to homeowners to decide on merit via vote.*
  - *Following conclusion of the discussion, the matter was brought to a vote again, and seconded.*
    - *All in favor. The motion carries*
  
- WEBSITE FORMS
  - *The matter did not receive discussion or vote. The board is satisfied with the PDF forms for ARC and Paint as provided by Lyndsie and posted by the webmaster to the SDWE website. Homeowners are now able to submit their requests digitally without printing the document.*
  
- 2025 BUDGET
  - *Due to the uncertainty of the “basin and drainage inspection” cost, further discussion of budget items has been tabled.*
    - *The board noted homeowner resistance to an assessment increase and acknowledged that PMI will be raising their management rates in January 2025 by 5%.*
    - *Budget suggests were emailed to George Collaco by Lyndsie Heck and will be taken under advisement.*

## **V. OLD & NEW BUSINESS** *continued from pg. 2*

- AS BROUGHT FORTH
  - *Halloween (Block Party 10-31-2024)*
    - *A motion to allocate \$1000, derived from fines and fees, to fund the Association's Halloween block party was made (Wells). The motion was seconded. (Collaco)*
      - *All in favor. The motion carries.*
        - *Lyndsie to check with Landtamers to see if they would be interested in sponsoring any aspect of the event.*
        - *If time allows, Lyndsie to check with local businesses to assess interest in sponsoring the event .*
  - *Capital Improvements*
    - *Lyndsie to create a survey regarding what the Association would like to see with regards to capital improvements around the community. Survey will be disseminated with annual meeting information.*
      - *Jill to send Lyndsie items from survey done last year.*
  - *Allocation of Funds for Landscaping Equipment*
    - *A motion to preapprove \$250 for landscaping equipment (tree trimming tools) was made.(Collaco)*
      - *Equipment to be purchased by Michael Gauvin. Check request and reimbursement to be completed with PMI once receipt is brought to Board via email.*
    - *All in favor. The motion carries.*

## **VI. HOMEOWNER FORUM**

- *The floor was open to homeowners (Collaco)*
  - *Roger Stilipec (homeowner)*
    - *Mailboxes*
      - *Would like approval of locking mailboxes.*
        - *Debate regarding topic was circular and difficult to follow for the purpose of these minutes.*
    - *Conclusion- Homeowners need to submit their requests. Board could not affirm a variance request at this time.*
  - *Jill Wells (new business brought forth during forum)*
    - *Announced that the district will be raising facility fees in the coming year. This should be accounted for the 2025 budget.*

## **VII. ADJOURNMENT**

- *With there being no further business, George Collaco reaffirmed the next meeting of the SDWE Board of Directors will occur on October 19th, 2024 at 6:30PM at Mica Mountain High School.*
- *A motion was made to adjourn the meeting at 8:28 PM*
  - *All in favor. Motion Carries*

## **SUBMITTED FOR APPROVAL BY:**



**LYNDSIE HECK, CMCA  
ASSOCIATION MANAGER  
PLATINUM MANAGEMENT, INC  
ON BEHALF OF THE SONORAN DESERT WILLOW ESTATE HOA**