

# COLONIA ENCANTADA NEWS

<http://www.coloniaencantada.org>

May/June 2004

## Message from Your Board

Dear Fellow Residents, on behalf of the new board thank you for your support in electing us to serve our association during the coming year. There are many challenges that are before us, most of them the result of the natural aging process as our community looks at its 30<sup>th</sup> birthday looming. Our board is determined to complete as our work over the coming year a long range plan for the physical plant (that would include a budget) so that we can ensure the attractive curb appeal of our community.

Furthermore, it is our goal to establish clear guidelines for residents that clarify association expectations concerning landscape and architectural matters. The purpose would be to eliminate any misunderstandings that result from our not having written specifications. A written Colonia Encantada Specification Book, listing such things as acceptable plant materials, building material and paint specifications, would make remodeling or new landscaping design decisions easier.

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## Website Browsing? Visit the Colonia Encantada Website

Harry Phelps has created a delightful and useful website for our community. It's easy to visit at <http://www.coloniaencantada.org>. Harry has all the latest news. If you lost your last newsletter, for example, you'll find it at the website. The governing rules and regulations can also be accessed from this site. There are even photos from our December meeting and social. Harry invites and appreciates any comments on the website that you would like to send to him. There is a comment box that gets sent directly to his email address. Wonderful job, Harry. Your efforts have not gone unnoticed. Thank you.

## Greet & Meet our Newest Gate Guard

"Dewey" Weller is the newest member of our guard gate team. He loves working at Colonia Encantada and getting to know its homeowners. Dewey is a native born Arizonan raised in the valley. His wife is from the Chicago area as are a number of our residents. Dewey is proud to share that he is a Mr. Mom when not on duty for us. He and his wife have three children ages 8, 5 and 1. Make sure you introduce yourself to Dewey when you get the chance.



In an effort to remove some of the frustrations that result from dealing with the board, we are delegating the routine issues that really do not need board participation to our manager. The procedure will be for a written request to be submitted to or reported at the gate, which will be transmitted to our manager for attention. Larry Heywood has served our community well and will then resolve how to deal with the matter including the possibility of board action. Our job is to use the resources available to us and to free the board to deal with the strategic issues that will challenge us all in the coming years.

In the coming months you will receive a clear written procedure for all the day-to-day issues that may arise. Your comments and input are always welcome.

We are eager to serve our community and stand ready to address the issues that will come before us. Feel free to contact Larry Heywood with any issues as they arise. Homeowners are always welcome to attend our board meetings and contribute their ideas. We look forward to the coming years work and hope that we can serve you well.

On behalf of the board,  
Harold S Back  
President ♠

## **Minutes of the Board of Directors Meeting April 12, 2004**

The meeting was called to order at 3:34 PM. Members present were: Harold Back; Bruce Kennard; Ralph Martin; LeRoy Michael and Tim Moore. Larry Heywood represented management. Donnie Tash and Mary Cantrell were present to represent the Architectural Committee; Jackie Baxter was present to represent the Welcome/Social/Clubhouse Committees and Andy Jurasin was present to represent the Landscaping Committee.

The board clarified the terms of office. The terms of Tim, Leroy and Bruce will expire at the annual meeting in 2005. The terms of Harold and Ralph will expire at the annual meeting in 2006. ►

The board elected the following officers for 2004: President, Harold Back; Vice-President, LeRoy Michael and Secretary/Treasurer, Tim Moore.

Len Tinnan presented information to the board to aid in the transition. He addressed the following issues: frequency of board meetings; setting of dates of subsequent board meetings; liaison member of each committee for the board and special projects and ad hoc committees.

The Architectural Committee presented its report. They requested that the board clarify some of the procedures to be followed so that there is no misunderstanding regarding the authority that was granted to the committee from the operative documents. The board reiterated that the committee was entitled to make decisions on the issues they are to address. If a homeowner wants to appeal the decision that the committee makes, they have the right to appeal such to the board. There are deferred maintenance issues on the individual units that the committee is compiling so that notification can be sent to the owners of said units. The committee will get the list of items to Larry so he can contact the owners.

The Landscaping Committee presented its report. They have a full complement of 10 members. They approved the removal of the dying queen palm tree at unit 21. They also approved the removal of the vegetation adjacent to the driveway of unit 12 and the adding of turf to that area.

Linda Spivac of unit 28 addressed the board with the issue regarding the drainage line that runs through their backyard which services several of the adjoining neighbors. The problem that exists is that the line is plugged and therefore, water did not drain properly from the yard after it rains and caused damage to their unit as a result of the flooding. There was discussion regarding the responsibilities for maintaining the drainage line. The board indicated that the association doesn't have responsibilities for backyard maintenance, however, they would readdress the issue by looking through the CC&R's so that there would be no misunderstanding regarding the issue.

*April Minutes – continued on page 3*

## CALENDAR OF EVENTS.

BOARD MEETING

PLACE TELEPHONE CONFERENCE

TIME JUNE 21 AT 3:30 P.M.

Please contact Larry Heywood if you would like to participate.

### *April Minutes -continued from page 2*

The Welcome/Social/Hospitality Committee presented its report. A social was held in March at the annual meeting of owners with tour of several homes within the neighborhood. The next community event is planned for the Annual Budget Meeting in December 2004.

The financial statements for March 2004 were reviewed. Tim Moore made a motion to approve the financial statements for March 2004. The motion was seconded by LeRoy Michael and was approved. Bruce Kennard made a motion to approve the minutes of the January 12, 2004 board of directors meeting. The motion was seconded by LeRoy Michael and was approved.

Harry Phelps reported on the results of the proposed amendments of the Rules and Regulations that the committee presented to the board. The board will review the proposed amendments at their May 2004 meeting.

Harold reported on the progress of the landscaping specification and bidding. He has contacted 28 different contractors and has received 4 proposals. He will make copies of the proposals and distribute them to the board so that the issue can be addressed at the next board of directors meeting. Harold also reiterated that the information must be kept in confidence as Dan Kelly is one of the bidders and we want to make sure that the process of selecting a landscaper is done in a professional manner.

Len Tinnan addressed the issue of the gate operator replacement project. He indicated that 6

companies were contacted to submit bids and only 2 responded (Park Pro and Phoenix Fence). Out of those 2, he felt that both of the bids were inadequate in relation to the Request for Proposal information that they were required to meet and the wide variance in pricing. Len recommended that the board table the issue of changing the gate operators at this time, since the gates were in good operating order in 2003, but make sure the hinges are changed as they are wearing down. LeRoy Michael made a motion to table the replacement of the gate operators until an unknown time in the future. The motion was seconded by Bruce Kennard and was approved. Bruce Kennard made a motion to rescind the special assessment that was passed for the gate operator replacement. The motion was seconded by Tim Moore and was approved. Larry will notify the owners of such as the assessment is due on May 1, 2004.

There was discussion regarding the resurfacing of the spa. Larry will get further clarification from Swimming Pool Service and Repair so that the board can review the issue at their May 2004 meeting.

There was discussion regarding the marks on the tile flooring in the clubhouse. It was decided that the marks were normal wear and tear and that when the time came in the future that the stripping and sealing process would need to be more extensive to aid in the removal of future marks from normal use.

There was discussion regarding the insurance policy anniversary that is coming up at the end of May. It was requested that the bids be obtained with the option of a deductible of \$2,500/\$5,000/\$10,000 to see the various difference in prices. The board will review the bids at their next meeting.

The board voted that the following members be appointed as the liaison for the listed committees:

Architectural Committee Liaison - Tim Moore  
Landscaping Committee Liaison - Ralph Martin  
Social/Welcome/Clubhouse Committee Liaison - Bruce Kennard

There being no further business, the meeting adjourned at 5:28 PM. The next meeting will be held on May 10, 2004 at 3:30 PM in the clubhouse. ♦

## Minutes of the Board of Directors Meeting May 10, 2004

The meeting was called to order at 3:31 PM. Members present were: Harold Back; Bruce Kennard; Ralph Martin; LeRoy Michael and Tim Moore. Larry Heywood represented management. Donnie Tash was present to represent the Architectural Committee; Sandy Glass was present to represent the Welcome/Social/Clubhouse and Andy Jurasin was present to represent the Landscaping Committee.

Bruce Kennard made a motion to approve the minutes of the April 12, 2004 Board of Directors meeting. The motion was seconded by Tim Moore and was approved. The Welcome/Social/Hospitality Committee presented its report. A social was held in March at the annual meeting of owners with tour of several homes within the neighborhood. The next community event is planned for the Annual Budget Meeting in December 2004.

The Landscaping Committee presented its report. Unit 20 requested permission to remove the old olive tree in their backyard. Unit 64 was requesting information regarding the crack in the wall of their front yard. Both of these issues have yet to be determined at this time. There was also discussion of the selection of the landscaping contractor. The committee gave the highest score to Landscapes and Designs of Arizona. Andy presented the committee's findings and recommendations to the board. Tim Moore made a motion that the board allow the committee to move forward with the negotiation of the landscaping contract with Landscapes and Designs of Arizona. The motion was seconded by Ralph Martin and was approved. Bruce, Ralph and Harold will work out the details with Dan Kelly of Landscapes and Designs of Arizona. Harold will set up a meeting with Dan regarding such.

The Architectural Committee presented its report. Letters were sent to the owners that were on the list of items that needed follow up. There was a request by unit 4 to install tile on the patio roof. There was a request by unit 24 for the installation of lights. Both items are still pending. The committee also raised the question of what the regulations were regarding the pots at the front of

the units. The board requested that the committee make a recommendation to the board on what regulations should be implemented regarding such.

Larry reviewed the financial reports as of April 30, 2004. To date, we are ahead of the budget which has resulted in a surplus. There will be increases in some of the categories, such as the water expense, over the next few months.

Larry reviewed the insurance quotes that were received from the Mahoney Group and Farmer's Insurance. Bruce Kennard made a motion to approve the quote from the Mahoney Group with the \$5,000 deductible. The motion was seconded by Leroy Michael and was approved.

Bruce Kennard made a motion to accept the bid from Swimming Pool Service and Repair for resurfacing the spa with Pebble-Sheen. The motion was seconded by Tim Moore and was approved.

There was discussion regarding the proposed Rules and Regulations. Since there are some additional issues that need to be worked out, this item was tabled.

Harold reported that he felt it was important that the board address some of the long term issues and items to develop a strategic plan so that the association could assess the needs and future capital requirements of the gates, landscaping improvements, streets, recreational facilities and other common area assets. Harold will compile a list of the assets for future review so the board can make an assessment of the conditions and future budgetary requirements.

In addition, there will be a system put in place to be able to track landscaping requests that are received from individual homeowners and then allow the association to bill them back for the work so that issues of "on the clock" vs. "off the clock" perception is eliminated and efficiencies are increased.

Due to travel of board members and the summer months, the next board meeting was tentatively scheduled for June 21st and will be a telephonic board meeting. In addition, if meetings are required in July and August, they will be telephonic as well.

There being no further business, the meeting adjourned at 5:06 PM. ♦



### Landscape Requests

Villa 20 – Permission to remove an olive tree from back yard to increase light in their home. Approved.

Villa 64 – Requests suggestions from Landscape Committee to resolve continuing problem with front yard wall cracks. Pending.

Villa 21 – Removal of dying queen palm. Approved.

Villa 12 – Replace vegetation along driveway with turf. Approved.

### Architectural Requests

No new requests have been submitted at this date.

### Tidbits . . .

Jackie Baxter, Chairperson of the Clubhouse Committee, would like to see a better refrigerator in the **Clubhouse**. If you are remodeling your kitchen and would like to donate your old refrigerator to the Clubhouse, please contact Jackie. As long as it fits and is in better shape than the current one, it will be welcomed.

Martha Knight, Villa 15, wonders if anyone has seen the Homeowners Association Game. We hope it has the same positive focus as our friendly community. She saw it highlighted on the local news and thought it looked like fun.

Need to contact **Larry Heywood** with a question or concern? Here is how to reach him:

Phone: 480-820-1519

Fax: 480-820-1722

Email: [larry@heywoodrealty.com](mailto:larry@heywoodrealty.com)

Have a wonderful summer whether enjoying Colonia Encantada during its quiet and peaceful season or at another, likely cooler, locale.