

Western Winds Homeowners Association, Inc.

Board Meeting Agenda

Date: July 9, 2022

Time: 11:00 am

Place: Woods Library

Regular session:

1. Call to order
2. Open forum
3. Approval of minutes from the prior meetings
4. Reports
 - a) President's report
 - b) Treasurer's report
 - i. Financial condition and activity
 - ii. Utility recovery
 - iii. Budget review, adjustments, and proposed revisions
 - iv. Reserve plan review and adjustments
 - c) Committee/function reports
 - i. Nominating
 - ii. Architectural
 - iii. Landscaping
 - iv. Property Management
5. Prior business
 - a) Census
 - b) Nominating committee and board member pledge status
 - c) Insurance review and certification
 - d) 4162 request for fencing
 - e) Woods Plumbing recommendations review
 - f) Utility recovery policy
6. New business
7. Other business
8. Adjourn to executive session

Western Winds Homeowners Association, Inc.

REGULAR BOARD MEETING

May 14, 2022 – 11:00 am

Woods Library

MINUTES

Board Member attendees: Nigel Brooks, Dan Chandler, and Toni Swartz

Board member absentee: Adam Valenzuela

Various homeowner attendees

Call to order – 11:00 am

1. Open forum

- Fee projections for 2023 and 2024
- Budget and reserve plan discussion
- Water and sewer system discussion
- Utility recovery issues
- Insurance discussion
- Management company effectiveness discussion
- Board member participation discussion

2. Approval of minutes from the prior meeting:

<https://home.85705ww.com/board/220428.bod.minutes.pdf>

Motion to approve: Toni Swartz

Second: Dan Chandler

In favor: 3 Against: 0 - Motion carries

3. Reports

a) President's report – sewer and water system review has revealed reasons for prior misdisagnosed problems

b) Treasurer's report

- i. Financial statements
- ii. Budget performance (accrual basis)

<https://home.85705ww.com/board/220430.bod.BalanceSheet.pdf>

<https://home.85705ww.com/board/220430.bod.ProfitandLoss.pdf>

Motion to approve financial statements: Dan Chandler

Second: Toni Swartz

In favor: 3 Against: 0 - Motion carries

iii. Motion to move the \$1,480 from operating expenses to reserve expenses:

Toni Swartz

Second: Dan Chandler

In favor: 3 Against: 0 - Motion carries

iv. CoT utility recovery fee - recovery status – 80.72%

Note: the recovery rate is too low and requires further analysis based upon the water and sewer line inspection – the target recovery rate is 85%.

c) Committee/function reports

i. Nominating - none

ii. Architectural – none

iii. Landscaping – palm tree maintenance: 4169 to be scheduled; 4172 complete

iv. Property management – 4160 walkway repair complete

4. Prior business

a) Nominating committee and board member pledge process – no results so far

b) Insurance certification process underway – certifications coming in slowly

c) 4162 request for fencing in process

d) Woods Plumbing recommendations review and special assessment proposal – under discussion

5. New business

a) 4140 walkway repair being quoted

b) Speed limit sign to be installed on May 31, 2022

c) Census planned for June

6. Other business

a) Martin Kaplan has (orally) resigned from the board

Meeting adjourn – 12:30 pm

Western Winds Homeowners Association, Inc.

REGULAR BOARD MEETING

June 11, 2022 – 11:00 am

Woods Library

MINUTES

Board Member attendees: Nigel Brooks

Board member absentees: Dan Chandler, Toni Swartz, and Adam Valenzuela

Call to order – 11:00 am

1. The meeting did not have a quorum; therefore, it is informational only
2. There were no homeowner attendees
3. Financial statements as of May 31, 2022

<https://home.85705ww.com/board/220531.bod.BalanceSheet.pdf>

<https://home.85705ww.com/board/220531.bod.ProfitandLoss.pdf>

4. Prior business review:
 - a) 4140 walkway repair completed
 - b) Speed limit sign installed
 - c) Census – in progress
 - d) Nominating committee and board member pledge status – no progress
 - e) Insurance review and certification – in progress
 - f) 4162 request for fencing – in progress
 - g) Woods Plumbing recommendations – in progress
 - h) Utility recovery policy – dependent upon census

WOODS PLUMBING RECOMMENDATIONS

Service Call Sewer Camera Inspection 3 day camera inspection on all 37 condo units
Units #4170 and #4172 where the only units that could not be located. drain was very restricted with camera and had a signal interruption with locator. This can be caused by a large batterie or generator in building?
Located all drain exits and clean outs marked on sewer diagram sheet. All lines are ran 34" ABS sewer pipe to street connecting to original clay sewer line in street. Found 5 issues with sewer line 4 pipe belly's seen as wavy lines on diagram and 1 root clump Small Root clump is in clay connection on side of pipe just after Abs into street in front of unit #4145. this root does not seem to be an issue or looks that its glowing. also its not directly in the flow of waste. street repairs start at a minimum \$6,000 can give updated price upon request as this requires a 3rd party contractor to dig the street

Belly effecting units #4133 #4135 #4157 #4167 #4177 #4193 #4195 #4197 #4199 Pipe belly's are a drop/settlement in the ground causing standing water as the water is trapped due to inclines on both ends of standing water.
If the pipe has had enough fall to begin with it can be corrected by digging it up lifting back to maintain proper pitch. If the pipe never had enough pitch from install then there is no room for correction. Both ends of the pipe with standing water will need to be dug up and measured to see if it's possible to correct line with enough fall.
Half of the units does not have ground clean out access and only access would be to pull a toilet or use the sewer vents on roof. Proposal list shows all issues and recommendations. can give reduced bulk price if requested option for clean outs to be installed on each unit.

Water line issues High water usage from multiple units. Could not perform a water leak isolation test as some valves are missing handles or just inoperable. Main unit shut off valves will need to be done on select units so we can perform a water leak isolation test to see if main water line can hold pressure under test. #4135 #4139 #4160 #4170 #4172
Also can see that when unit water meters where installed it lowered the durability of the line on how they where installed. this makes it difficult to replace unit shut off valves with the meter connections below in pvc.
could not access units #4147 and #4167 as water line is behind fence. to see conditions.

Proposed recommendation – clean outs

Drain line for units #4193#4199 Dig up main sewer line and install a two way clean out for access to main sewer line to street. between sidewalk and parking curb next to new sign location. This line has no clean outs visible and could not reach street connection was 15' short from using roof vent. black top repair if needed by us and relandscape Work area. Clean outs can be added to any unit at this price. recommend each unit to have clean outs for service access with out having to get nm on roof with equipment.

Proposed recommendation – water valves

Proposal Work Replace 1" water shut off valve with a new 1/4 turn valve and hose bib.
most valves are half way in wall/stuck and requires more work. also from experience #4145. if the lower connection from the addon water meters per unit start leaking I will be forced to abandon them or reconnect them properly. recommend removal of meters when replacing unit shut off valves and any irrigation backflow that have been abandoned. Units that need a new main water shut off at building #4135,#4139,#4160,#4170,#4172 \$450 each insulate and wrap copper lines \$590 to reconnect meters if they start leaking. Two priced given

Proposed recommendation – sewer pipe bellies

Work done to see if pipe can be corrected by digging up both ends and measuring fall to see if pitch can be maintained proper fall. or just move to digging up entire line for correction. #4133#4135. \$500 #4157 \$700 black top patch #4167#4177 \$600

Proposed recommendations – sewer belly corrections

Multiple prices given add total. Dig up main sewer lines that have negative pitch and attempt to correct. #4133#4135 \$2,500 #4157. \$3,600 black top repair #4167#4177. \$4,600 crossing fences #4193#4199. \$8,200 black top and fence lines.
With high traffic sewer lines belly's dont get a chance to dry and build up. does this line back up often?
repair any water or irrigation lines hit. relandscape work area upon completion.

Western Winds HOA

Budget vs. Actuals: FY2022 Budget - FY22 P&L

January - June, 2022

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income						
Revenue						
HOA Dues						
CoT Utility Recovery Fee @ \$44 per unit	9,768.00	9,768.00	0.00	0.00	100.00 %	0.00 %
Regular Assessment	27,972.00	27,972.00	0.00	0.00	100.00 %	0.00 %
Reimbursement Assessment	2,930.00		2,930.00	(2,930.00)		
Total HOA Dues	40,670.00	37,740.00	2,930.00	(2,930.00)	107.76 %	(7.76 %)
Interest - Reserves	0.44		0.44	(0.44)		
Net Convenience Fees						
Gross Convenience Fees	91.00		91.00	(91.00)		
Total Net Convenience Fees	91.00		91.00	(91.00)		
Reimbursable Expenses	450.00		450.00	(450.00)		
Transfer Fees	433.70		433.70	(433.70)		
Total Revenue	41,645.14	37,740.00	3,905.14	(3,905.14)	110.35 %	(10.35 %)
Total Income	\$41,645.14	\$37,740.00	\$3,905.14	\$ (3,905.14)	110.35 %	(10.35 %)
Cost of Goods Sold						
Cost of Sales						
Cost of PayPal Processing Fees	86.71		86.71	(86.71)		
Cost of Reimbursable Expenses	450.00		450.00	(450.00)		
Cost of Reimbursable Assessments	2,930.00		2,930.00	(2,930.00)		
Total Cost of Sales	3,466.71		3,466.71	(3,466.71)		
Cost of Transfer Fees	8.70		8.70	(8.70)		
Total Cost of Goods Sold	\$3,475.41	\$0.00	\$3,475.41	\$ (3,475.41)	0.00%	0.00%
GROSS PROFIT	\$38,169.73	\$37,740.00	\$429.73	\$ (429.73)	101.14 %	(1.14 %)
Expenses						
Operating Expenses						
General and Administrative						
Accounting and Tax Preparation	761.25	825.00	(63.75)	63.75	92.27 %	7.73 %
Bank Charges		90.00	(90.00)	90.00		100.00 %
HOA Management	1,815.00	3,600.00	(1,785.00)	1,785.00	50.42 %	49.58 %
Legal	1,380.00	1,600.00	(220.00)	220.00	86.25 %	13.75 %
Office Supplies	556.73	480.00	76.73	(76.73)	115.99 %	(15.99 %)
Postage	291.81	240.00	51.81	(51.81)	121.59 %	(21.59 %)
Statutory Agent	149.00	199.00	(50.00)	50.00	74.87 %	25.13 %
UPS Store	173.21	175.00	(1.79)	1.79	98.98 %	1.02 %
Website	20.17	19.00	1.17	(1.17)	106.16 %	(6.16 %)
Total General and Administrative	5,147.17	7,228.00	(2,080.83)	2,080.83	71.21 %	28.79 %
Insurance						
Hazard	3,364.64	3,485.00	(120.36)	120.36	96.55 %	3.45 %
Insurance-Common Area	148.00		148.00	(148.00)		
WCI	212.94	300.00	(87.06)	87.06	70.98 %	29.02 %
Total Insurance	3,725.58	3,785.00	(59.42)	59.42	98.43 %	1.57 %
Landscaping						
Contracted	6,426.00	6,600.00	(174.00)	174.00	97.36 %	2.64 %
Maintenance	1,130.00	2,100.00	(970.00)	970.00	53.81 %	46.19 %
Total Landscaping	7,556.00	8,700.00	(1,144.00)	1,144.00	86.85 %	13.15 %
Property Maintenance						

Western Winds HOA

Budget vs. Actuals: FY2022 Budget - FY22 P&L

January - June, 2022

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
General	626.45	1,500.00	(873.55)	873.55	41.76 %	58.24 %
Plumbing	590.00	300.00	290.00	(290.00)	196.67 %	(96.67 %)
Total Property Maintenance	1,216.45	1,800.00	(583.55)	583.55	67.58 %	32.42 %
Utilities						
City of Tucson Utility - 49837-515		12,000.00	(12,000.00)	12,000.00		100.00 %
00 - Accrued	(92.68)		(92.68)	92.68		
10 - 4180, 4182	787.70		787.70	(787.70)		
12 - 4185, 4187, 4189	764.07		764.07	(764.07)		
14 - 4190, 4192, 4194	702.18		702.18	(702.18)		
16 - 4193, 4195, 4197, 4199	1,340.69		1,340.69	(1,340.69)		
18 - 4150, 4152	904.89		904.89	(904.89)		
20 - 4160, 4162	631.53		631.53	(631.53)		
22 and 26 - 4165, 4167, 4169, 4175, 4177, 4179	2,218.76		2,218.76	(2,218.76)		
24 - 4170, 4172	523.38		523.38	(523.38)		
28 - 4133, 4135, 4137, 4139	1,468.27		1,468.27	(1,468.27)		
30 - 4145, 4147, 4149, 4155, 4157, 4159	1,498.59		1,498.59	(1,498.59)		
32 - 4140, 4142, 4144	1,252.62		1,252.62	(1,252.62)		
Total City of Tucson Utility - 49837-515	12,000.00	12,000.00	0.00	0.00	100.00 %	0.00 %
TEP	1,622.47	1,620.00	2.47	(2.47)	100.15 %	(0.15 %)
Total Utilities	13,622.47	13,620.00	2.47	(2.47)	100.02 %	(0.02 %)
Total Operating Expenses	31,267.67	35,133.00	(3,865.33)	3,865.33	89.00 %	11.00 %
Taxes						
ACC	10.00	10.00	0.00	0.00	100.00 %	0.00 %
Income	50.00	50.00	0.00	0.00	100.00 %	0.00 %
Total Taxes	60.00	60.00	0.00	0.00	100.00 %	0.00 %
Total Expenses	\$31,327.67	\$35,193.00	\$ (3,865.33)	\$3,865.33	89.02 %	10.98 %
NET OPERATING INCOME	\$6,842.06	\$2,547.00	\$4,295.06	\$ (4,295.06)	268.63 %	(168.63 %)
Other Income						
Operating income xfer	(11,057.91)		(11,057.91)	11,057.91		
Reserve Expenses Xfer	18,298.02		18,298.02	(18,298.02)		
Total Other Income	\$7,240.11	\$0.00	\$7,240.11	\$ (7,240.11)	0.00%	0.00%
Other Expenses						
Additional Property Management per WW	2,317.17	2,013.84	303.33	(303.33)	115.06 %	(15.06 %)
Concrete - Repair	2,760.00		2,760.00	(2,760.00)		
Termites-Treat (2022 and 2023)	3,885.00	3,885.00	0.00	0.00	100.00 %	0.00 %
Utility Lines- Repair	5,120.00	3,486.16	1,633.84	(1,633.84)	146.87 %	(46.87 %)
Total Other Expenses	\$14,082.17	\$9,385.00	\$4,697.17	\$ (4,697.17)	150.05 %	(50.05 %)
NET OTHER INCOME	\$ (6,842.06)	\$ (9,385.00)	\$2,542.94	\$ (2,542.94)	72.90 %	27.10 %
NET INCOME	\$0.00	\$ (6,838.00)	\$6,838.00	\$ (6,838.00)	0.00 %	100.00 %

Western Winds HOA

Balance Sheet

As of June 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of America - Operating 457038317800	5,975.28
Bank of America - Reserve 457042839662	2,236.69
Bank of America - Restricted Reserve	3,885.00
Total Bank Accounts	\$12,096.97
Accounts Receivable	
Accounts Receivable	466.61
Total Accounts Receivable	\$466.61
Other Current Assets	
Inventory - Office Supplies	33.68
Prepaid Expenses	
Prepaid Insurance Common Area	1,628.00
Total Prepaid Expenses	1,628.00
Total Other Current Assets	\$1,661.68
Total Current Assets	\$14,225.26
Fixed Assets	
Contributed Land - 105-12-284A	500.00
Contributed Land - 105-12-2850	500.00
Total Fixed Assets	\$1,000.00
TOTAL ASSETS	\$15,225.26
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	420.00
Total Accounts Payable	\$420.00
Other Current Liabilities	
Accrued Expenses	
Accrued Accounting	14.49
Accrued City of Tucson Utility	46.25
Accrued Legal Fees	100.00
Total Accrued Expenses	160.74
Total Other Current Liabilities	\$160.74
Total Current Liabilities	\$580.74
Total Liabilities	\$580.74

Western Winds HOA

Balance Sheet

As of June 30, 2022

	TOTAL
Equity	
Contributed Land	1,000.00
Operating funds	6,000.00
Reserve funds - Restricted	3,885.00
Reserve funds - Unrestricted	3,759.52
Retained Earnings	0.00
Net Income	0.00
Total Equity	\$14,644.52
TOTAL LIABILITIES AND EQUITY	\$15,225.26

Western Winds HOA

Expenses by Vendor Summary

January - June, 2022

	TOTAL
Arizona Department of Revenue	60.00
Arizona Registered Agents	149.00
Armando Rodriquez	366.63
City of Tucson	12,000.00
Community Association Underwriters	3,577.58
Complete Landscaping	7,556.00
Dora Ontiveros - Land Purchase Cost	444.66
Farmers Insurance	148.00
Fast Signs	2,382.39
Fletcher's Termite Control	3,885.00
GoDaddy	20.17
Hill & Hill Accounting	225.00
Home Depot	24.97
Jae Services LLC	1,815.00
McEvoy, Daniels, & Darcy, PC	780.00
Nathan's Handyman Service	2,760.00
Office Max	466.44
PayPal	86.71
QuickBooks	536.25
Target	95.63
The Brown Law Group, PLLC	600.00
Toni Swartz - reimbursement	169.63
Tucson Electric Power Co	1,622.47
UPS Store	173.21
USPS	300.51
Woods Plumbing	8,640.00
TOTAL	\$48,885.25

Western Winds Homeowners Association, Inc.

Board Meeting Agenda

Date: July 9, 2022

Time: 11:00 am

Place: Woods Library

Executive session:

1. Receivables review
2. Legal issues
3. Assessment issues
4. Violation issues
5. Contractual issues