

Western Winds Homeowners Association, Inc.

Board Meeting Agenda

Date: August 13, 2022

Time: 11:00 am

Place: Woods Library

Regular session:

1. Call to order
2. Open forum
3. Approval of minutes from the last meeting
4. Reports
 - a) President's report
 - b) Treasurer's report
 - i. Financial condition and activity
 - ii. Utility recovery
 - iii. Budget review
 - iv. 2023 budget proposal
 - c) Committee/function reports
 - i. Nominating
 - ii. Architectural
 - iii. Landscaping
 - iv. Property Management
5. Prior business
6. New business
 - a) Text of email to Kevin Dahl and results of discussion with the City of Tucson regarding the homeless problem
 - b) Proposed fines policy
 - c) Board nomination material
7. Other business
8. Adjourn to executive session

Western Winds Homeowners Association, Inc.

REGULAR BOARD MEETING

July 9, 2022 – 11:00 am

Woods Library

MINUTES

Board Member attendees: Nigel Brooks and Toni Swartz
Board member absentees: Dan Chandler and Adam Valenzuela

Call to order – 11:00 am

1. Open forum

- Review of note from Debora Norris – response will be in a letter to homeowners dated August 1, 2022

2. Approval of minutes from the prior meeting:

<https://home.85705ww.com/board/220514.bod.minutes.pdf>

Motion to approve: Toni Swartz

Second: Nigel Brooks

In favor: 2 Against: 0 - Motion carries

3. Reports

- a) President's report – sewer and water system continues to be a problem
- b) Treasurer's report

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

<https://home.85705ww.com/board/220630.bod.BalanceSheet.pdf>

<https://home.85705ww.com/board/220630.bod.ProfitandLoss.pdf>

Motion to approve financial statements: Toni Swartz

Second: Nigel Brooks

In favor: 2 Against: 0 - Motion carries

- iii. CoT utility recovery fee - recovery status – 81.4%

4. Prior business

- i. Census – in progress
- ii. Nominating committee and board member pledges – no progress
- iii. Insurance review and certification – in progress
- iv. 4162 request for fencing – in progress – delay due to supply chain issues
- v. Woods Plumbing recommendations – next step: review June usage
- vi. Utility recovery policy - pending

5. New business

- i. 2023 reserve study plan – allocate \$2,750 to concrete repair; use regular assessment to boost reserves

6. Other business – none

Meeting adjourn – 12:20 pm

Western Winds HOA

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

January - July, 2022

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income						
Revenue						
HOA Dues						
CoT Utility Recovery Fee @ \$44 per unit	11,396.00	11,396.00	0.00	0.00	100.00 %	0.00 %
Regular Assessment	32,634.00	32,634.00	0.00	0.00	100.00 %	0.00 %
Reimbursement Assessment	2,930.00		2,930.00	(2,930.00)		
Total HOA Dues	46,960.00	44,030.00	2,930.00	(2,930.00)	106.65 %	(6.65 %)
Interest - Reserves	0.50		0.50	(0.50)		
Net Convenience Fees						
Gross Convenience Fees	105.00		105.00	(105.00)		
Total Net Convenience Fees	105.00		105.00	(105.00)		
Reimbursable Expenses	450.00		450.00	(450.00)		
Transfer Fees	433.70		433.70	(433.70)		
Total Revenue	47,949.20	44,030.00	3,919.20	(3,919.20)	108.90 %	(8.90 %)
Total Income	\$47,949.20	\$44,030.00	\$3,919.20	\$ (3,919.20)	108.90 %	(8.90 %)
Cost of Goods Sold						
Cost of Sales						
Cost of PayPal Processing Fees	100.05		100.05	(100.05)		
Cost of Reimbursable Expenses	450.00		450.00	(450.00)		
Cost of Reimbursable Assessments	2,930.00		2,930.00	(2,930.00)		
Cost of Transfer Fees	8.70		8.70	(8.70)		
Total Cost of Sales	3,488.75		3,488.75	(3,488.75)		
Total Cost of Goods Sold	\$3,488.75	\$0.00	\$3,488.75	\$ (3,488.75)	0.00%	0.00%
GROSS PROFIT	\$44,460.45	\$44,030.00	\$430.45	\$ (430.45)	100.98 %	(0.98 %)
Expenses						
Operating Expenses						
General and Administrative						
Accounting and Tax Preparation	848.21	925.00	(76.79)	76.79	91.70 %	8.30 %
Bank Charges		105.00	(105.00)	105.00		100.00 %
HOA Management	2,415.00	4,200.00	(1,785.00)	1,785.00	57.50 %	42.50 %
Legal	1,480.00	1,700.00	(220.00)	220.00	87.06 %	12.94 %
Office Supplies	556.73	560.00	(3.27)	3.27	99.42 %	0.58 %
Postage	327.81	280.00	47.81	(47.81)	117.08 %	(17.08 %)
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	5,970.13	8,163.00	(2,192.87)	2,192.87	73.14 %	26.86 %
Insurance						
Hazard	3,364.64	3,635.00	(270.36)	270.36	92.56 %	7.44 %
Insurance-Common Area	296.00		296.00	(296.00)		
WCI	212.94	300.00	(87.06)	87.06	70.98 %	29.02 %
Total Insurance	3,873.58	3,935.00	(61.42)	61.42	98.44 %	1.56 %
Landscaping						
Contracted	7,545.00	7,800.00	(255.00)	255.00	96.73 %	3.27 %
Maintenance	1,130.00	2,450.00	(1,320.00)	1,320.00	46.12 %	53.88 %
Total Landscaping	8,675.00	10,250.00	(1,575.00)	1,575.00	84.63 %	15.37 %
Property Maintenance						

Western Winds HOA

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

January - July, 2022

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
General	626.45	1,750.00	(1,123.55)	1,123.55	35.80 %	64.20 %
Plumbing	590.00	350.00	240.00	(240.00)	168.57 %	(68.57 %)
Total Property Maintenance	1,216.45	2,100.00	(883.55)	883.55	57.93 %	42.07 %
Utilities						
City of Tucson Utility - 49837-515		14,000.00	(14,000.00)	14,000.00		100.00 %
00 - Accrued	(92.68)		(92.68)	92.68		
10 - 4180, 4182	915.51		915.51	(915.51)		
12 - 4185, 4187, 4189	881.09		881.09	(881.09)		
14 - 4190, 4192, 4194	809.32		809.32	(809.32)		
16 - 4193, 4195, 4197, 4199	1,632.68		1,632.68	(1,632.68)		
18 - 4150, 4152	1,055.93		1,055.93	(1,055.93)		
20 - 4160, 4162	738.67		738.67	(738.67)		
22 and 26 - 4165, 4167, 4169, 4175, 4177, 4179	2,587.65		2,587.65	(2,587.65)		
24 - 4170, 4172	640.23		640.23	(640.23)		
28 - 4133, 4135, 4137, 4139	1,732.25		1,732.25	(1,732.25)		
30 - 4145, 4147, 4149, 4155, 4157, 4159	1,760.12		1,760.12	(1,760.12)		
32 - 4140, 4142, 4144	1,480.73		1,480.73	(1,480.73)		
Total City of Tucson Utility - 49837-515	14,141.50	14,000.00	141.50	(141.50)	101.01 %	(1.01 %)
TEP	1,892.91	1,890.00	2.91	(2.91)	100.15 %	(0.15 %)
Total Utilities	16,034.41	15,890.00	144.41	(144.41)	100.91 %	(0.91 %)
Total Operating Expenses	35,769.57	40,338.00	(4,568.43)	4,568.43	88.67 %	11.33 %
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	\$35,829.57	\$40,398.00	\$ (4,568.43)	\$4,568.43	88.69 %	11.31 %
NET OPERATING INCOME	\$8,630.88	\$3,632.00	\$4,998.88	\$ (4,998.88)	237.63 %	(137.63 %)
Other Income						
Operating income xfer	(12,846.73)		(12,846.73)	12,846.73		
Reserve Expenses Xfer	18,298.02		18,298.02	(18,298.02)		
Total Other Income	\$5,451.29	\$0.00	\$5,451.29	\$ (5,451.29)	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	\$ (8,630.88)	\$ (9,385.00)	\$754.12	\$ (754.12)	91.96 %	8.04 %
NET INCOME	\$0.00	\$ (5,753.00)	\$5,753.00	\$ (5,753.00)	0.00 %	100.00 %

Western Winds HOA

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

July 2022

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income						
Revenue						
HOA Dues						
CoT Utility Recovery Fee @ \$44 per unit	1,628.00	1,628.00	0.00	0.00	100.00 %	0.00 %
Regular Assessment	4,662.00	4,662.00	0.00	0.00	100.00 %	0.00 %
Total HOA Dues	6,290.00	6,290.00	0.00	0.00	100.00 %	0.00 %
Interest - Reserves	0.06		0.06	(0.06)		
Net Convenience Fees						
Gross Convenience Fees	14.00		14.00	(14.00)		
Total Net Convenience Fees	14.00		14.00	(14.00)		
Total Revenue	6,304.06	6,290.00	14.06	(14.06)	100.22 %	(0.22 %)
Total Income	\$6,304.06	\$6,290.00	\$14.06	\$ (14.06)	100.22 %	(0.22 %)
Cost of Goods Sold						
Cost of Sales						
Cost of PayPal Processing Fees	13.34		13.34	(13.34)		
Total Cost of Sales	13.34		13.34	(13.34)		
Total Cost of Goods Sold	\$13.34	\$0.00	\$13.34	\$ (13.34)	0.00%	0.00%
GROSS PROFIT	\$6,290.72	\$6,290.00	\$0.72	\$ (0.72)	100.01 %	(0.01 %)
Expenses						
Operating Expenses						
General and Administrative						
Accounting and Tax Preparation	86.96	100.00	(13.04)	13.04	86.96 %	13.04 %
Bank Charges		15.00	(15.00)	15.00		100.00 %
HOA Management	600.00	600.00	0.00	0.00	100.00 %	0.00 %
Legal	100.00	100.00	0.00	0.00	100.00 %	0.00 %
Office Supplies		80.00	(80.00)	80.00		100.00 %
Postage	36.00	40.00	(4.00)	4.00	90.00 %	10.00 %
Total General and Administrative	822.96	935.00	(112.04)	112.04	88.02 %	11.98 %
Insurance						
Hazard		150.00	(150.00)	150.00		100.00 %
Insurance-Common Area	148.00		148.00	(148.00)		
Total Insurance	148.00	150.00	(2.00)	2.00	98.67 %	1.33 %
Landscaping						
Contracted	1,119.00	1,200.00	(81.00)	81.00	93.25 %	6.75 %
Maintenance		350.00	(350.00)	350.00		100.00 %
Total Landscaping	1,119.00	1,550.00	(431.00)	431.00	72.19 %	27.81 %
Property Maintenance						
General		250.00	(250.00)	250.00		100.00 %
Plumbing		50.00	(50.00)	50.00		100.00 %
Total Property Maintenance		300.00	(300.00)	300.00		100.00 %
Utilities						
City of Tucson Utility - 49837-515		2,000.00	(2,000.00)	2,000.00		100.00 %
10 - 4180, 4182	127.81		127.81	(127.81)		
12 - 4185, 4187, 4189	117.02		117.02	(117.02)		
14 - 4190, 4192, 4194	107.14		107.14	(107.14)		
16 - 4193, 4195, 4197, 4199	291.99		291.99	(291.99)		

Western Winds HOA

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

July 2022

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
18 - 4150, 4152	151.04		151.04	(151.04)		
20 - 4160, 4162	107.14		107.14	(107.14)		
22 and 26 - 4165, 4167, 4169, 4175, 4177, 4179	368.89		368.89	(368.89)		
24 - 4170, 4172	116.85		116.85	(116.85)		
28 - 4133, 4135, 4137, 4139	263.98		263.98	(263.98)		
30 - 4145, 4147, 4149, 4155, 4157, 4159	261.53		261.53	(261.53)		
32 - 4140, 4142, 4144	228.11		228.11	(228.11)		
Total City of Tucson Utility - 49837-515	2,141.50	2,000.00	141.50	(141.50)	107.08 %	(7.08 %)
TEP	270.44	270.00	0.44	(0.44)	100.16 %	(0.16 %)
Total Utilities	2,411.94	2,270.00	141.94	(141.94)	106.25 %	(6.25 %)
Total Operating Expenses	4,501.90	5,205.00	(703.10)	703.10	86.49 %	13.51 %
Total Expenses	\$4,501.90	\$5,205.00	\$ (703.10)	\$703.10	86.49 %	13.51 %
NET OPERATING INCOME	\$1,788.82	\$1,085.00	\$703.82	\$ (703.82)	164.87 %	(64.87 %)
Other Income						
Operating income xfer	(1,788.82)		(1,788.82)	1,788.82		
Total Other Income	\$ (1,788.82)	\$0.00	\$ (1,788.82)	\$1,788.82	0.00%	0.00%
NET OTHER INCOME	\$ (1,788.82)	\$0.00	\$ (1,788.82)	\$1,788.82	0.00%	0.00%
NET INCOME	\$0.00	\$1,085.00	\$ (1,085.00)	\$1,085.00	0.00 %	100.00 %

Western Winds HOA

Balance Sheet
As of July 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	9,185.65
Bank of America - Operating 457038317800	5,548.34
Bank of America - Reserve 457042839662	3,885.00
Bank of America - Restricted Reserve	\$18,618.99
Total Bank Accounts	
Accounts Receivable	(2,097.09)
Accounts Receivable	\$ (2,097.09)
Total Accounts Receivable	
Other Current Assets	33.68
Inventory - Office Supplies	
Prepaid Expenses	1,480.00
Prepaid Insurance Common Area	1,480.00
Total Prepaid Expenses	\$1,513.68
Total Other Current Assets	\$18,035.58
Total Current Assets	
Fixed Assets	500.00
Contributed Land - 105-12-284A	500.00
Contributed Land - 105-12-2850	\$1,000.00
Total Fixed Assets	\$19,035.58
TOTAL ASSETS	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,141.50
Accounts Payable	\$2,141.50
Total Accounts Payable	
Other Current Liabilities	
Accrued Expenses	14.49
Accrued Accounting	46.25
Accrued City of Tucson Utility	300.00
Accrued HOA Admin	100.00
Accrued Legal Fees	460.74
Total Accrued Expenses	\$460.74
Total Other Current Liabilities	\$2,602.24
Total Current Liabilities	\$2,602.24
Total Liabilities	
Equity	1,000.00
Contributed Land	6,000.00
Operating funds	3,885.00
Reserve funds - Restricted	5,548.34
Reserve funds - Unrestricted	0.00
Retained Earnings	0.00
Net Income	\$16,433.34
Total Equity	\$19,035.58
TOTAL LIABILITIES AND EQUITY	

Western Winds HOA
Budget vs. Actuals: FY2022 Budget - FY22 P&L
July 2022

10 - 4180, 4182	127.81
12 - 4185, 4187, 4189	117.02
14 - 4190, 4192 , 4194	107.14
16 - 4193, 4195, 4197, 4199	291.99
18 - 4150, 4152	151.04
20 - 4160, 4162	107.14
22 and 26 - 4165, 4167, 4169, 4175, 4177, 4179	368.89
24 - 4170, 4172	116.85
28 - 4133, 4135, 4137, 4139	263.98
30 - 4145, 4147, 4149, 4155, 4157, 4159	261.53
32 - 4140, 4142, 4144	228.11
	2,141.50

4180	10	2	127.81	.67	85.21
4182	10	1	127.81	.33	42.60
4185	12	1	117.02	.25	29.26
4187	12	1	117.02	.25	29.26
4189	12	2	117.02	.50	58.51
4190	14	2	107.14	.50	53.57
4192	14	1	107.14	.25	26.79
4194	14	1	107.14	.25	26.79
4193	16	1	291.99	.20	58.40
4195	16	1	291.99	.20	58.40
4197	16	2	291.99	.40	116.80
4199	16	1	291.99	.20	58.40
4150	18	2	151.04	.50	75.52
4152	18	2	151.04	.50	75.52
4160	20	1	107.14	.33	35.71
4162	20	2	107.14	.67	71.43
4170	24	1	116.85	.50	58.43
4172	24	1	116.85	.50	58.43
4133	28	2	263.98	.33	87.99
4135	28	1	263.98	.17	44.00
4137	28	1	263.98	.17	44.00
4139	28	2	263.98	.33	87.99
4145	30	1	261.53	.11	29.06
4147	30	1	261.53	.11	29.06
4149	30	3	261.53	.33	87.18
4155	30	1	261.53	.11	29.06
4157	30	2	261.53	.22	58.12
4159	30	1	261.53	.11	29.06
4140	32	2	228.11	.25	57.03
4142	32	2	228.11	.25	57.03
4144	32	4	228.11	.50	114.06
4165	22/26	1	368.89	.13	46.11
4167	22/26	1	368.89	.13	46.11
4169	22/26	2	368.89	.25	92.22
4175	22/26	1	368.89	.13	46.11
4177	22/26	2	368.89	.25	92.22
4179	22/26	1	368.89	.13	46.11

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 Overview: FY2023 Budget - FY23 P&L

January - December 2023

	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	TOTAL
Income													\$0.00
Revenue													\$0.00
HOA Dues													\$19,536.00
CoT Utility Recovery Fee @ \$44 per unit	1,628.00	1,628.00	1,628.00	1,628.00	1,628.00	1,628.00	1,628.00	1,628.00	1,628.00	1,628.00	1,628.00	1,628.00	\$67,044.00
Reimbursement Assessment	5,587.00	5,587.00	5,587.00	5,587.00	5,587.00	5,587.00	5,587.00	5,587.00	5,587.00	5,587.00	5,587.00	5,587.00	\$66,580.00
Total HOA Dues	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	\$86,580.00
Total Revenue	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	7,215.00	\$86,580.00
Total Income	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$86,580.00
GROSS PROFIT	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$7,215.00	\$86,580.00
Expenses													\$0.00
Operating Expenses													\$0.00
General and Administrative													\$1,550.00
Accounting and Tax Preparation	100.00	450.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	\$1,550.00
Bank Charges	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	\$180.00
HOA Management	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	620.00	\$7,440.00
Legal	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	\$2,400.00
Office Supplies	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	\$1,200.00
Postage	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	\$900.00
Statutory Agent	0.00	49.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$199.00
UPS Store	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$200.00
Website	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$25.00
Total General and Administrative	1,110.00	1,534.00	1,280.00	1,110.00	1,310.00	1,110.00	1,110.00	1,110.00	1,110.00	1,110.00	1,110.00	1,110.00	\$14,094.00
Insurance													\$0.00
Insurance-Common Area	148.00	148.00	148.00	148.00	148.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	\$1,895.00
Total Insurance	148.00	148.00	148.00	148.00	148.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	\$1,895.00
Landscaping													\$0.00
Contracted	1,360.00	1,360.00	1,360.00	1,360.00	1,360.00	1,360.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	\$15,360.00
Maintenance	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	\$6,000.00
Total Landscaping	1,860.00	1,860.00	1,860.00	1,860.00	1,860.00	1,860.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	\$21,360.00
Property Maintenance													\$0.00
General	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	\$3,000.00
Plumbing	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	\$1,800.00
Termites - Treat (2023)	3,885.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$3,885.00
Total Property Maintenance	4,285.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	\$8,685.00
Utilities													\$0.00
City of Tucson Utility - 49837-515	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	\$27,000.00
TEP	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	\$3,300.00
Total Utilities	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00	\$30,300.00
Total Operating Expenses	9,928.00	6,467.00	6,193.00	6,043.00	6,243.00	6,060.00	5,900.00	5,900.00	5,900.00	5,900.00	5,900.00	5,900.00	\$76,334.00
Taxes													\$0.00
ACC	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$10.00
Income	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$50.00
Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	\$20.00
Total Taxes	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	\$80.00
Total Expenses	\$9,928.00	\$6,527.00	\$6,193.00	\$6,043.00	\$6,243.00	\$6,060.00	\$5,900.00	\$5,900.00	\$5,900.00	\$5,920.00	\$5,900.00	\$5,900.00	\$76,414.00
NET OPERATING INCOME	\$ -2,713.00	\$688.00	\$1,022.00	\$1,172.00	\$972.00	\$1,155.00	\$1,315.00	\$1,315.00	\$1,315.00	\$1,295.00	\$1,315.00	\$1,315.00	\$10,166.00
Other Expenses													\$2,750.00
Concrete - Repair	2,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,750.00
Total Other Expenses	\$2,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -2,750.00
NET OTHER INCOME	\$ -2,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -2,750.00
NET INCOME	\$ -5,463.00	\$688.00	\$1,022.00	\$1,172.00	\$972.00	\$1,155.00	\$1,315.00	\$1,315.00	\$1,315.00	\$1,295.00	\$1,315.00	\$1,315.00	\$7,416.00

Hello,

I am the President of Western Winds Homeowners Association. I have written two letters regarding the problems that we are facing with crime caused primarily by homeless people that have moved into our neighborhood. So far no response.

Western Winds is a quiet community located east of Oracle on Limberlost. We are having increasing problems with homeless people trespassing on our property and committing crimes. The situation is getting worse and the City and the Police Department are doing nothing to protect us. We have young children, single women, and elderly people living in the community - most of whom have been harassed in one way or another.

The incidents include:

- Break-ins to houses, storage units, and vehicles
- Defecation and urination on the property
- Drug and sexual activity as evidenced by paraphernalia disposed of on the property
- Harassment of the residents
- Theft of personal property

There is a cost to the homeowners for the behavior of the homeless. We have limited funds, but we have had to install additional fencing, signs, and security cameras to fight back at the intrusion. We have to repair the damage that they cause, and clean up the human waste and trash that they leave behind.

We need to hear what the City Council is doing to prevent residents in the community having to put up with this constant battle.

Nigel A.L. Brooks
President
Western Winds Homeowners Association, Inc.
405 East Wetmore Road, #117-170, Tucson, Arizona 85705
<https://85705ww.com>

**RESOLUTION OF THE BOARD OF DIRECTORS
WESTERN WINDS HOMEOWNERS ASSOCIATION
ADOPTED _____, 2022**

This resolution is adopted by the Board of Directors of Western Winds Homeowners Association pursuant to Arizona Revised Statutes §33-1804, which provides that the Association's Board of Directors is entitled to impose fines for violation(s) of the Declaration of Covenants, Conditions and Restrictions (CC&Rs) and any rules adopted by the Board of Directors. The procedure for imposing fines for such violation(s) is set forth below and supersedes any other such procedure previously adopted by the Board. This policy is presumptive for all violations. In its discretion, the Board may deviate from the policy depending on the facts and circumstances of an individual violation.

I. "Friendly Reminder" In most cases, and when appropriate as determined by the Association Manager or the Board, the first notification to an Owner of their violation of the CC&Rs or a rule will be by means of a "friendly reminder" letter. The Association Manager will issue the letter.

II. "Notice of Violation" - A written "**Notice of Violation(s)**" together with a request to cease and desist from an alleged violation(s) may be sent to the Owner of the Lot via regular mail and shall specify the relevant facts relating to the violation.

If the Owner is leasing his/her home, the Association may provide a copy of the Notice of Violation(s) to the Owner's tenant. In the Board's discretion and based on the facts, the Board may begin the process with the Notice of Violation or Notice of Hearing. The Board may deviate from any guidelines herein based on the application of the factors contained in paragraph VI below.

Whether the Association begins the process with a Friendly Reminder, Notice of Violation or Notice of Hearing, the initial communication should contain:

- (A) The Name of the complaining Member or Property Manager;
- (B) The provision or provisions in the Declaration or Rules that has allegedly been violated; and
- (C) The date or dates of the alleged violations;
- (D) How to appeal the violation; and
- (E) Notice of the member's option to petition for an administrative hearing on the matter in the department of fire, building and life safety pursuant to section 41-2198.01.

III. Definition - Continuing Violation(s). Each day a violation(s) continues after notice to cease has been given by the Board to the Owner constitutes a separate violation(s) and can be subject to a fine.

IV. "Notice of Hearing" - In its discretion, the Board may decide to send the Owner a written "**Notice of Hearing**" at any step in the process. The notice should contain:

- (a) The nature of the alleged violation(s);
- (b) The time and place of the hearing, which shall be not less than seven (7) days from the date of the notice;

- (c) An invitation to attend the hearing and produce any statement, evidence, and witnesses on his or her behalf; and
- (d) The proposed sanction to be imposed, which includes the imposition of a fine and the payment of any attorney fees incurred by the Association.

In the alternative, the Board may put the burden on the Owner to request a hearing within a defined deadline. The Board may impose a fine without a hearing in the event the Owner does not timely request a hearing.

V. Hearing.

- (a) The hearing shall be held pursuant to the Notice of Hearing. The complaining Member and the Owner shall be afforded a reasonable opportunity to be heard. In cases in which a complaining homeowner initiated the process, the Board shall evaluate the proof according to protocol adopted by the Board.
- (b) Before any sanction becomes effective, the Association shall submit proof of the notice and the invitation to be heard.
- (c) Such proof shall be deemed adequate if a copy of the notice together with a statement of the date and manner of delivery is entered into the Owner's lot file.
- (d) The notice requirement is satisfied if the Owner appears at the meeting.
- (e) The minutes of the meeting shall contain a written statement of the results of the hearing and the sanctions, if any, to be recommended to the Board.

VI. Imposition of Fine and any other Sanctions.

- (a) Fines. At the conclusion of the hearing, the Owner may be excused from the hearing and the Board of Directors shall deliberate on the amount of the fine to be imposed, if any, based on:
 - The seriousness of the violation(s),
 - Whether this is a first violation or a continuing violation(s)
 - Whether the type of offense poses a danger to property or any person
 - Any other extenuating circumstances such as hardship
 - Whether the Owner agrees in good faith to correct the violation(s) within the time specified by the Board of Directors.
 - Whether the amount is sufficient to obtain compliance, based on the facts
 - Impact on property values
 - After the Board of Directors determines the amount of the fine, the Board of Directors shall send notice to the Owner of the amount of the fine and its due date.
 - The Board of Directors is empowered to impose a fine for each day that the violation(s) continues. **SEE ATTACHMENT A – FINES GUIDELINES.**
 - **The attached Fines Guidelines are not binding. The Board of Directors may impose a fine in any reasonable amount, based on the application of the factors above**

- (b) Costs. Owners to whom certified mail notices are sent shall be assessed the management company's charge to the Association for the mailings. Owners may also be assessed an administrative processing charge in an amount established by the Board.

VII. Request for Reconsideration to the Board of Directors.

- (a) The Owner may request reconsideration by the Board of Directors.

(b) In order to schedule an appearance before the Board, the Owner must submit a written request to the Association Manager within seven (7) days of receipt of notice of the sanctions.

(c) The meeting shall be scheduled and the Owner notified of the date, time and location via certified and regular mail.

(d) The meeting will be held in executive session pursuant to the Notice of Hearing and the Owner shall be afforded a reasonable opportunity to be heard.

(e) At the conclusion of the meeting, the Owner may be excused from the meeting and the Board shall issue a ruling on whether the sanction stands, is modified or is rescinded.

(f) The Board shall send a written notice to the Owner of its ruling.

(g) The ruling of the Board will be final.

VIII. Payment of the Fine and/or Penalties. The Board shall advise the Owner that any fine, which is not paid within fifteen (15) days of its due date, is delinquent and subject to late fees and interest the same as any other assessment, subject to applicable Arizona law.

IX. Collection. Fines and penalties will be collected from the Owners.

X. Effective Date. The effective date of this resolution is _____, 2022.

DATED this _____ day of _____, 2022.

Western Winds Homeowners Association

By: _____, President

Attest: _____, Secretary

ATTACHMENT A - FINES GUIDELINES

- I. No fine shall be assessed until the Member who has committed a violation has been given due written notice and an opportunity for a hearing.
- II. Presumptive fines are as follows:
 - Parking: \$25.00
 - Failure to submit for approval or to comply with ARC request for corrective action: \$100.00
 - Rental Violations: \$250.00
- III. **The Board shall also have the authority to increase the presumptive fines above for additional violations of the same nature.**
- IV. Monetary fines for other violation(s) of the governing documents and/or rules and regulations of the Association may be as follows:

• First violation	\$25
• Second violation (of the same nature)	\$50
• Third violation (of the same nature)	\$100
• Each violation after the third (of the same nature)	\$250

 1. An additional fine that accrues each day may be assessed after the aforementioned fines have been assessed if the violation is a continuing one. (Example: A Homeowner installs an improvement without ARC approval. A first violation fine of \$100 assessed. If the violation continues uncorrected, an additional fine in a reasonable amount would be assessed for each day until the violation ceases. The Member ultimately corrects the violation. The Member installs another improvement without ARC approval. A second violation fine of \$100 is assessed. If the violation continues uncorrected, an additional daily fine would be imposed until the violation ceases).
 2. The amounts of the: 1) presumptive fines above, 2) other fines, 3) daily fines, and 4) increasing fines of similar violations are mere guidelines. The Board shall have the specific authority to deviate from these guidelines by applying the factors below:
 - The seriousness of the violation(s).
 - Whether this is a first violation or a continuing violation(s).
 - Whether the type of offense poses a danger to property or any person.
 - Whether the Owner agrees in good faith to correct the violation(s) within the time specified by the Board of Directors.
 - Whether the amount is sufficient to obtain compliance, based on the facts
 - Impact on property values.
 - Any extenuating circumstances
 3. The Board may impose non-monetary penalties in lieu of or in addition to the fines above including, but not limited to, the suspension of Member voting

rights; the suspension of the use of amenities; or placing violation stickers on wrongfully parked vehicles.

4. It is the obligation of the Member to advise the Association in writing that the violation has ceased.

Western Winds Homeowners Association, Inc.
405 East Wetmore Road, #117-170, Tucson, Arizona 85705
hoa@85705ww.com 85705ww.com

September 1, 2021

Dear Homeowner,

The board of directors of Western Winds Homeowners Association, Inc is seeking nominations for board members to be elected at the Annual General Meeting. According to the amended Articles of Incorporation dated December 15, 1982, the Annual General Meeting shall be held on the first Saturday in December.

The Bylaws state that there can be no less than three and no more than nine members of the board.

Nigel Brooks, Martin Kaplan, and Toni Swartz are serving a three year term ending on December 31, 2023, and Dan Chandler is serving a two year term ending on December 31, 2022.

At this stage the board is acting as the nominating committee per the Bylaws, and welcomes other homeowners to participate. Therefore, the board is soliciting the names of:

- Candidates for the nominating committee
- Candidates for the board of directors

If you wish to participate in the nominating committee and/or nominate a candidate for the board of directors, please return the attached form by September 30, 2021. Homeowners may nominate themselves for the board of directors.

If you have any questions, please email them to hoa@85705ww.com.

Board of directors
Western Winds Homeowners Association

Western Winds Homeowners Association, Inc.
405 East Wetmore Road, #117-170, Tucson, Arizona 85705
hoa@85705ww.com 85705ww.com

NOMINATING COMMITTEE PARTICIPANTS AND BOARD MEMBER CANDIDATES

For Annual General Meeting 2021

- ☐ I wish to serve on the Nominating Committee for 2021
- ☐ I wish to nominate the following homeowners to be elected at the Annual General Meeting in December 2021 as board members:

Signed as homeowners:

Printed names:

Unit number/lot number:

Please mail this form to: 405 East Wetmore Road, #117-170, Tucson, Arizona 85705

or email to: hoa@85705ww.com

Hello,

I am the President of Western Winds Homeowners Association. I have written two letters regarding the problems that we are facing with crime caused primarily by homeless people that have moved into our neighborhood. So far no response.

Western Winds is a quiet community located east of Oracle on Limberlost. We are having increasing problems with homeless people trespassing on our property and committing crimes. The situation is getting worse and the City and the Police Department are doing nothing to protect us. We have young children, single women, and elderly people living in the community - most of whom have been harassed in one way or another.

The incidents include:

- Break-ins to houses, storage units, and vehicles
- Defecation and urination on the property
- Drug and sexual activity as evidenced by paraphernalia disposed of on the property
- Harassment of the residents
- Theft of personal property

There is a cost to the homeowners for the behavior of the homeless. We have limited funds, but we have had to install additional fencing, signs, and security cameras to fight back at the intrusion. We have to repair the damage that they cause, and clean up the human waste and trash that they leave behind.

We need to hear what the City Council is doing to prevent residents in the community having to put up with this constant battle.

Nigel A.L. Brooks

President

Western Winds Homeowners Association, Inc.

405 East Wetmore Road, #117-170, Tucson, Arizona 85705

<https://85705ww.com>

Western Winds Homeowners Association, Inc.

Board Meeting Agenda

Date: August 13, 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