

**VALENCIA OWNERS ASSOCIATION
MEETING MINUTES
January 20, 2009
CHANDLER BIBLE CHURCH**

BOARD MEMBERS PRESENT:

Holly Badke, Millie Christensen, Donald Creighton, and John Lusko.

REPRESENTING AAM: Paula Kennedy

CALL TO ORDER at 6:30 PM

LANDSCAPE

Gary McCann is the new Clean Cut representative and attended the meeting. Don Creighton is overseeing the Landscape Contract for the Board. Don plans to monitor the scheduled landscaping work and any extra work and repairs. Paula will continue to forward the Clean Cut weekly report to the Board members.

Gary McCann, Don, Barb, and Paula met on January 9th to inspect the landscape. Paula provided information from the walk. Some of the items from the inspection included:

1. Estimate 450 (pre-emergent) for \$709.22, and 369 (second application for weed control) for \$692.50 were approved at the walk so that the weed issue could be taken care of as soon as possible.
2. Estimate 562 (\$46,208.21) is the cost for top dressing granite in all of the existing granite areas throughout the community including the Champagne islands. Gary would like to walk with Don and discuss a 4 – 5 year plan for replacement, with the entry ways to the subdivisions and community as top priority. Estimate 315 (\$7,565.04) is for the Champagne islands only. The Board will develop a plan.
3. Tree Inventory 2009 is an inventory of all trees on the property and the cost to trim each. The total cost is \$10,735.00. There are preferred times to trim the various trees. Since many trees were trimmed later in 2008 due to the storms, the Board will need to evaluate the tree trimming schedule. Palm trees need to be trimmed every year. There are no savings realized by deferral since the trees require more work to trim.
4. Estimate 397 is for work completed in September 2008. This included tree trimming for \$5,100.
5. Estimate 62 is for the second request from the Board for tree trimming 2008 for \$10,200.
6. Estimate 564 is for Citrus Tree trimming, fruit removal and fertilizing, 2009 for \$3,795.
7. Estimate 563 is for Palm Tree trimming 2009 for \$2,880.
8. Estimate 565 is for tree removal not discussed at the landscape walk for \$740. Based on past experience, this needs to be done.
9. Estimate 561 is for tree removal discussed at the landscape walk for \$1,165. Based on past experience, this needs to be done.
10. Estimate 253 is a proposal from May 2008 for removing Bermuda grass in the common area at Golden and Baylor and replacing the turf with granite. Don inquired as to the cost of converting from turf to granite in the small areas within the community. Previously, the Board decided to leave the grass due to the high costs (\$10,333.39) for removal.
11. Gary will provide an estimate to replace the two orange trees at the entrance of Champagne with Pomegranate Trees.

Gary discussed the watering schedule (which occurs at night now) and the maintenance schedule (which occurs on Friday now). The schedules change during the year due to the weather conditions. Gary will try to include the schedule in the weekly reports.

Paula provided the revised 2009 Landscape Contract for Board review. Clean Cut has agreed to reduce the monthly fee for the months they are not mowing the turf. Clean Cut will credit the Valencia Owners Association for these amounts - November – December of 2008.

Gary McCann explained the work included in the base contract and the responsibilities of the various crews, which include the mow, trim, and emergency repair crews.

The Board discussed the costs to be included in the Landscape Contract after Gary McCann left. The monthly cost will be \$3,165. This includes \$2,452. for the base maintenance fee, \$305 for fertilizer, \$298 for scalping/overseeding, and \$110 for pre-emergent herbicide. These prices are locked-in for the year. If the Board decides not to overseed, the money will be credited to the Valencia Owners Association. The Board unanimously approved the Landscape Contract with Clean Cut for the total monthly cost of \$3,165.

APPROVAL OF MINUTES

The minutes of the December 16, 2008 meeting were unanimously approved.

FINANCIALS

The summary financial report for December 2008 was provided and reviewed by the Board. The following items were discussed:

1. The December report shows approximately \$15,000 income because of the pre-payments of the 2009 Assessments. This is due to early billing by AAM, and the automatic payments and early payments by homeowners.
2. Legal fee reimbursements for the year are \$3,650 vs. expenses of approximately \$5,600 which result in a net loss of approximately \$2,000.
3. Postage expenses were approximately \$1,100 over budget. We will try to manage postage costs this year by combining mailings.
4. As discussed at the last meeting, expenses for landscaping, tree pruning and sprinkler repairs have been significantly over budget, approximately \$20,000. The Board is trying to control these expenses.
5. The water bill will continue to be monitored.
6. With the landscaping refund because of not overseeding, more money for tree trimming will be available.

NEW BUSINESS

Paula previously provided a copy of the last reserve study (2004) for Board review. The year end reserve funding is \$41,000. Based on the 2004 study, recommended funding at the end of 2008 is \$33,551. We are ahead by \$7,449. The reserve study is 3.5 years old and it is recommended that a new study is done every 3 – 4 years to make sure that the reserves are staying up with the increased cost of services. Paula obtained a quote for an updated study from Reserve Data Analysis, Inc. The fee of \$400 will cover a full reserve study without the re-measurement of the original components and without an on-site inspection. The board unanimously approved an update of the Valencia reserve analysis study without field inspection for \$400. The Board will decide the monthly contributions to the reserve fund after reviewing the results of the study.

The next scheduled mailing is the quarterly assessment due April 1st. Paula must have all information to be included in the mailing by March 1st, and suggested that the Easter Egg Hunt and Yard Sale notice be included with this mailing. This year Easter will be April 12th. The Board decided that the egg hunt will be scheduled for April 4th, the Saturday before Palm Sunday. The Yard Sale will be scheduled for Saturday, April 18th. Paula will include these items in the next mailing.

One of the homeowners reported that neighborhood children were playing in the Valencia monument at Seville and Price. Paula will arrange for spot-welding of the door into the monument and have a new lock installed.

OLD BUSINESS

Paula contacted Skyline Painting regarding readdressing the monument at the Champagne entrance. During the landscape walk, the participants closely examined the paint work on the monument, and determined that the stucco was not prepared prior to painting. The Board requested that Paula contact Ted at Skyline Painting and request him to repair his work.

Paula reported on the status of the following action items from the December 16, 2008 meeting.

1. Paula to request Clean Cut to have their new Valencia representative attend the January meeting to discuss the Landscape Maintenance Contract, schedule of work, sprinkler operation, oversight of the work by the Board, and to answer questions. - Complete
2. Paula to provide a past Clean Cut landscape report and future reports to the Board members. - Complete
3. Paula to schedule a property walk-through with Clean Cut and the Board for early January 2009. - Complete
4. Paula to provide information on the funding required for the Reserve Account and the need for an update to the Master Plan. - Complete
5. Paula to add future mailings as an agenda item. - Complete
6. Paula to follow up on painting of the wall at the Champagne monument. – In progress

NEW ACTION ITEMS

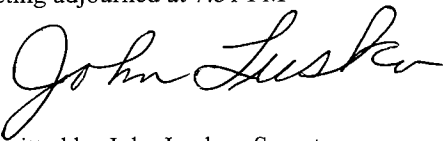
1. Paula to inform Clean Cut about the landscape contract provisions.
2. Paula to obtain an estimate for replacement of the dead orange trees at the entrance of Champagne with pomegranate trees.
3. Paula to arrange for an update to the Valencia Reserve Study.
4. Paula to arrange to secure the Valencia monument.
5. Paula to follow-up on painting of the Champagne monument with Skyline Painting.

NEXT MEETING

Tuesday, February 17, 2009.

ADJOURNMENT

Meeting adjourned at 7:51 PM



Submitted by John Lusko - Secretary