

**ARTEMINA COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
DECEMBER 3, 2009**

A meeting of the Artemina Community Association Board of Directors was held on Thursday, December 3, 2009, at the Southeast Regional Library in Gilbert, Arizona, at 6:30 p.m.

Directors in attendance were Nick Dodd and Phyllis Green. Also present was Christal Crain of Lepin and Renehan Management.

Absent: Anne Carlow

A quorum was established. The meeting was called to order at 6:38 p.m.

Upon motion duly made and seconded, the following resolutions were unanimously passed unless otherwise indicated:

Resolved: To approve the October 29, 2009 Board Meeting Minutes, as written.

Resolved: To accept the Financial Statements dated October, 2009, subject to audit.

Resolved: To accept the Year End Resolutions per the attached addendum.

Notation: Karen Lepin arrived at 6:40 p.m.

Resolved: To approve CAU's proposal for 2010 insurance at an annual premium of \$3,476 plus an additional \$309/year for an additional \$2,000,000 in general liability coverage.

Notation: Karen Lepin introduced Sentry Management Inc., new owners of Lepin and Renehan Management.

Notation: Karen Lepin left the meeting at 6:53 p.m.

Notation: The Board requested a cost for trash cans to match the existing trash cans and will research possible locations for additional trash cans at the parks.

The next board meeting is scheduled for January 27, 2010, at 6:30 p.m.

The meeting was adjourned to Executive Session at 6:58 p.m.

Respectfully submitted,


Christal Crain
Recording Secretary

Respectfully submitted,

Nick Dodd
Secretary

**ARTEMINA COMMUNITY ASSOCIATION
PO BOX 11330
TEMPE, AZ 85284-0023
(480) 345-0046**

ADDENDUM TO THE MEETING MINUTES OF THE BOARD OF DIRECTORS

A meeting of the Board of Directors of Artemina Community Association, an Arizona Corporation, was held on December 3, 2009.

One of the purposes of the meeting was to discuss items concerning the Year End accounting Resolutions. After discussion and upon motion duly made and seconded, it was unanimously:

RESOLVED: To acknowledge that Jack Heffron, is related to Laura Heffron, Head of Management Services at Lepin and Renehan.

RESOLVED: To acknowledge that Mark Besthoff is related to Cathy Latona, Manager at Lepin and Renehan.

RESOLVED: Upon receipt of a notice of Bankruptcy Filing by an owner, the information will be forwarded to the attorney to file a Notice of Appearance, send the bankruptcy attorney a letter, prepare a Proof of Claim if applicable, and monitor the bankruptcy.

RESOLVED: When a small claims cannot be served in the allotted amount of visits covered in the base fee charged by the Process Server, the association will publish the small claims in the Record Reporter for a fee of \$25.00 **plus the cost of publication** as an alternate method of service.

RESOLVED: To reaffirm the Assessment Collection Policy.

RESOLVED: **To reaffirm the following resolutions:**

RESOLVED: To delegate the responsibility of signing liens and lien releases on behalf of the Association to Lepin and Renehan Management, Inc. until and unless otherwise resolved.

RESOLVED: When a small claims judgment is awarded to the association against a previous owner, the judgment will be sent to the attorney to record in Superior Court and renew every five years.

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FURTHER

RESOLVED: The account will be documented and the Board will review and determine whether or not to write the account off the association books.

RESOLVED: When management is notified of a Trustee Sale/Foreclosure on a delinquent account, a small claims action will be immediately filed to secure a personal judgment against the delinquent owner as a lien is wiped out in a Trustee Sale/ Foreclosure.

RESOLVED: That on all homeowner accounts that have gone through bankruptcy court, Lepin and Renehan is directed to write off the portion deemed to be discharged in said bankruptcy.

RESOLVED: Payment plans as follows:

- Payments made without the benefit of a properly executed and approved payment plan will not be construed as a payment plan and collection activity will be initiated in accordance with the assessment collection policy
- Late fees as provided in the assessment collection policy will not be charged during the term of the payment plan if payments are received in accordance with the plan
- Any payment plan which will bring the delinquent balance current within three months or less is automatically approved without review of the Board of Directors, provided the homeowners complete the Payment Plan Request and Agreement in its entirety and returns it to the management company.
- Until the Payment Plan Request and Agreement is completed in its entirety and returned to the management company, assessment collection will proceed according to the published Assessment Collection Policy.
- If payment is not received as agreed upon in the payment plan, action to collect delinquent assessments will resume immediately in accordance with the published assessment collection policy.
- Each account on a payment plan will be charged an administrative fee for each payment.