

**ARTEMINA HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
DATE: June 19, 2003**

**The Artemina Homeowners Association Board of Directors open meeting was held at Perkins Restaurant on the NE Corner of Arizona Avenue and Warner Road at 7:00 P.M. (MST).**

**Board Members Present:**

Randy Kunzelmann, President  
Frank J. Danielson, VP and Secretary  
Ron Jarvis, Treasurer  
Jamie Limber  
Lance Tolstedt

**All Board Members were present.**

**Management Present:**

Craig Baltz, Community Manager with Rossmar & Graham.

**Guests Present:** Approximately eight (8) Homeowners were present.

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**Open Forum:** Randy Kunzelmann, Board President opened this month's Board of Directors Meeting to an Open Forum to enable open discussions among the Homeowners in attendance, Board Members and the Community Manager.

At 7:37 P.M. (MST) the Open Forum was closed and the Board of Directors Meeting was opened.

First Motion: James Limber                      Second Motion Lance Tolstedt                      Motion Carried

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**Minutes:** The minutes of the last Board of Directors Meeting on May 15, 2003, prepared by Frank J. Danielson, Vice President and Secretary were reviewed and approved without change or modifications. Craig Baltz asked for clarification of an item, under Management Report, No. 1 Lighting, "a. Establish a "financial reserve" in the budget for \$13,000 to \$16,000 to eventually replace the existing sidewalk lighting fixtures with more vandal resistant lighting." This sentence was stated as a possible alternative, not as directive from the Board of Directors to set-up a financial reserve.

First Motion: Lance Tolstedt                      Second Motion : Ron Jarvis                      Motion Carried

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**Financial Report:** Craig Baltz, Community Manager reviewed the Financial Report for the month of May, 2003 which was prepared by Rossmar & Graham. During Craig's presentation there was a question asked by Ron Jarvis relative to a significant variance from the amount budgeted for Insurance Cost. Craig didn't know the specifics but, committed to review in detail the actual Insurance Bills to determine what was the billing cycle and amount and would report his findings at the next Board Meeting.

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**Management Report:** Craig Baltz gave the Board of Directors current status on the following items:

- 1. Drinking Fountains.** The drinking fountains in the children's Play Areas are still not working. At the last Board Meeting, the Board of Directors authorized Craig Baltz to spend up to \$300.00 to repair or replace both drinking fountains. However, due to some communication confusion between Craig Baltz and the maintenance person, the two (2) drinking fountains were not repaired. Craig Baltz had a discussion with the maintenance person earlier on Thursday, June 19, 2003 and was confident that both drinking fountains would be repaired by end of the day on Tuesday, June 24, 2003 and for less than \$200.00 for both fountains.
- 2. Lighting:** Craig Baltz is continuing to work on getting the Bollard Lighting Fixtures along the common area sidewalks repaired or replaced. Craig is pursuing an inspection of these lighting fixtures by a representative from the Arizona Registrar of Contractors in order to get a ruling as to: were they the wrong lighting fixtures for the development, are they an inferior product, were they improperly installed and etc. What Craig has learned from the Arizona Registrar of Contractors however, is that before they will perform this inspection they must know who was the company that installed these lights. Craig is working with Lois Jaucian at Camelot to obtain the name of the company that installed these lighting fixture.
- 3. Landscaping:** The Board of Directors unanimously felt that since giving Berghoff Designs a thirty (30) notice of termination that they had corrected the watering problems that previously existed and that the overall appearance of the landscaping in the common areas in Artemina has significantly improved. Therefore, it was agreed not to pursue the termination of landscape services with Bergdoff Design. Craig Baltz did not feel it was necessary or appropriate to formally rescind our notice of termination with Bergdoff Design.

In parallel with the notice of termination to Berhgooff Design, the Board of Directors had requested Craig Baltz to solicit competitive bids for a new and/or replacement landscape service for Artemina. Craig had obtained three (3) landscape bids and passed them out to the members of the Board of Directors for their review and comments. Two (2) of the bid prices were higher that what is currently being paid and one (1) bid price was lower. The Board of Directors felt that with the overall improvements made by Berhgooff Design over the past thirty (30) days that at this time we should stay with Berhgooff Design for the landscape service at Artemina.

- 4. Permanent Board Meeting Location:** It was discussed and agreed by the Board of Directors that the Perkins Restaurant on the NE corner of Arizona Avenue and Warner Road would be an acceptable place as a permanent location for Artemina Board of Directors meetings.

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**Old Business:** All Old Business was covered above in the Management Report.

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**New Business:**

- 1. Summer Fertilizing and Summer Annuals:** Berghoff Design Group has submitted a written price quote to add summer fertilize to help the lawn retain moisture at total cost of \$1,560.00 and to install summer annuals at a cost of \$750.00. After some discussion by the Board of Directors it was agreed that because neither of these costs had been budgeted it would authorize Craig Baltz to have the summer fertilizer installed but not the summer annuals. Further, it was agreed by the Board of Directors that the summer fertilizing and summer annuals should be a planned expense included in the next year's Artemina Budget.
- 2. Current Budget Cycle:** Craig Baltz informed the Board of Directors that he was beginning to prepare the 2004 Operating Budget for Artemina and that he would bring his proposed 2004 Operating Budget to the July Board of Directors Meeting for review. A recommendation was made by Jamie Limber that this new Budget should include some "big spend items" for speed control along Cambridge.
- 3. Monthly Board Meeting Schedule:** With agreement on a permanent meeting location the Board of Directors agreed on the following Monthly Board of Directors Meeting Schedule:

Thursday, July 17, 2003 at 7:00 P.M. (MST)  
Thursday, August 21, 2003 at 7:00 P.M. (MST)  
Thursday, September 18, 2003 at 7:00 P.M. (MST)  
Thursday, October 16, 2003 at 7:00 P.M. (MST)  
Thursday, November 20, 2003 at 7:00 P.M. (MST)  
Thursday, December 18, 2003 at 7:00 P.M. (MST)

Craig Baltz agreed to issue the above Meeting Schedule to all Artemina Homeowners with a added note that all Meetings are subject to change and to contact Craig Baltz the Community Manager before each meeting to confirm the day, date, time and location.

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**There being no further business brought forth to discuss, the meeting was adjourned at 8:26 P.M. (MST). (First motion by Lance Tolstedt, second motion by Randy Kunzelmann, motion carried.)**

**The next Board of Directors meeting will be held at the Perkins Restaurant on the NE corner of Arizona Avenue and Warner Road on Thursday July 17, 2003 at 7:00 P.M. (MST).**

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