

**ARTEMINA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
DATE: July 17, 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:

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

Randy Kunzelmann, President was absent as he was detained in a business meeting in Tucson, Arizona.

Management Present:

Craig Baltz, Community Manager with Rossmar & Graham.

Guests Present: Approximately four (4) Homeowners were present.

In the absence of Randy Kunzelmann, Board President, Ron Jarvis VP and Treasurer called the July Board of Directors Meeting to order at 7:04 P.M. (MST)

Open Forum: Ron Jarvis, 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 7:40 P.M. (MST) the Open Forum was closed and the Board of Directors Meeting was opened.

First Motion: Lance Tolstedt Second Motion James Limber Motion
Carried

Minutes: The minutes of the last Board of Directors Meeting on June 19, 2003, prepared by Frank J. Danielson, Secretary were reviewed and approved without change or modifications.

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

Financial Report: Craig Baltz, Community Manager reviewed the Financial Report for the month of June, 2003 which was prepared by Rossmar & Graham.

As a follow-up to a question raised by Ron Jarvis at the June Board Meeting, relative to a significant variance in Insurance Costs from the amount budgeted, Craig Baltz stated that he had received a response to his inquiry from the Insurance Company but, had not yet reviewed this response in detail. Craig committed to complete his review and communicate the reasons given by the Insurance Company for the insurance rate fluctuation to the Board Members by e-mail.

Management Report: Craig Baltz presented to the Board of Directors the current status of the following items:

1. **Drinking Fountains.** The drinking fountains in the children's Play Areas are now working however, the water is not being cooled by the fountains cooling units. It appears that the cooling units had never been working because the electrical wiring for the cooling units had not been connected to an electrical power source. Craig Baltz is contacting Camelot in an effort to have this wiring problem corrected. Craig will report the results of his discussions with Camelot at the next Board Meeting.
 2. **Lighting:** Craig Baltz was successful in obtaining the name of the company that installed the Bollard Lighting Fixtures along the common area sidewalks, "Utility Power Plus". With the name of the company that installed the Lighting Fixtures, Craig has now contacted a representative from the Arizona Registrar of Contractors to get a ruling as to: were the lighting fixtures the wrong fixtures for the development, are the lighting fixtures an inferior product or were the lighting fixtures improperly installed. In addition one of the Board Members suggested that Craig could request a "Courtesy Visit" from the Arizona Registrar of Contracts to get a quick opinion from the Registrar of Contractors, to determine if the Artemina HOA has sufficient grounds to pursue an action against either Utility Power Plus or Camelot to get these Lighting Fixtures either reinstalled properly or replaced.
 3. **Landscaping:** It is the overall opinion of the Board of Directors that Berghoff Design Group, the company providing landscape services at Artemina has gone from over watering in the May time period to under watering in July. It appears to the Board of Directors that all the grass in the common areas is being under watered and is burning out. The Board of Directors requested that Craig Baltz have an immediate meeting and discussion with Berghoff Design to quickly get this under watering problem fixed. Greg committed to meet with Berghoff Design and to report the results of this meet to the Board Members by e-mail.
 4. **Current Budget Cycle:** Craig Baltz handed out to the Board of Directors, his "preliminary" 2004 Artemina Operating Budget. Craig asked each Board Member to review this preliminary Operating Budget and begin thinking about items that they may want to add to or delete from the 2004 Artemina Operating Budget.
-

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

New Business:

- 1. Tree Replacement:** On Sunday, June 22, 2003 a truck traveling South along Cambridge Street in front of the North Park, went up over the curb onto the sidewalk and uprooted three (3) Evergreen Elm Trees. A formal bid price of \$1200. to \$1500. per each tree was solicited from Berghoff Design for the replacement of these trees. The insurance company for the driver of the truck has agreed to pay the cost to replace the three (3) trees. The Board of Directors authorized Craig Baltz to work with Berghoff Design to replace the three (3) uprooted trees in accordance with their Bid, making sure that the three (3) replacement Evergreen Elm Trees are of the same size and height as the existing Chinese Elm Trees along the sidewalk. (a minimum of a 36" diameter root ball box)
- 2. Palm Tree Trimming:** Craig Baltz handed out a Bid Proposal from Berghoff Design Group and W. E. Landscape Group for the trimming of the eighteen (18) Date Palm Trees throughout the Artemina Development. The Bid Price received from Berghoff was \$936.00 and the Bid Price from W. E. Landscape was \$850.00. Both Bid Prices includes the trimming of the trees, hauling off of debris and general clean up. Craig Baltz explained to the Board of Directors that this palm tree trimming was not a task that should be delayed, but should be performed before the palm fronds begin falling.

After reviewing the Bid Proposals, Ron Jarvis suggested to Craig Baltz and the Board of Directors that because Berghoff Design Group is currently providing landscape services in Artemina that Berghoff Design be given an opportunity to match the lower bid price received from W. E. Landscape Group. This strategy was agreed to by Craig and the Board of Directors. The direction given to Craig from the Board of Directors was to award the business to Berghoff Design Group if they would agree to reduce their bid price, to \$850.00. If they would not agree to reduce their bid price to \$850.00, then to award the business for the palm tree trimming to W. E Landscape Group.

- 3. Delinquent & Prepaid Resident Report:** Included in the Agenda Package distributed by Craig Baltz to the Board of Directors prior to this months Board Meeting, was a Delinquent & Prepaid Resident Report that was in a new format. Following a review of the overall appearance, format and data elements of both the old and new reports, is was agreed by the Board of Directors to convert to the new report format. The new form was preferred because the data elements appeared to be more organized and easier to read.
-

There being no further business brought forth to discuss, the meeting was adjourned at 8:15 P.M. (MST). (First motion by Ron Jarvis, second motion by Jamie Limber, 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 August 21, 2003 at 7:00 P.M.